**JCMA Treasurer Position Description**

POSITION: Treasurer

ORGANISATION: Jewish Christian Muslim Association of Australia

LOCATION: East Melbourne

TIME COMMITMENT: 12 hours

TERM: 2 years

DATE OF POSITION: September 2018

CLOSING DATE: 29th August 2018, 12pm

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**About JCMA**

The Jewish Christian Muslim Association of Australia (JCMA) is a not for profit, volunteer based organisation whose objective is to promote the prevention of emotional and physical abuse arising from religious intolerance and cultural discrimination.

To achieve its objective JCMA works to draw together members of the Abrahamic faiths in mutual respect, seeking to appreciate and understand each other by engaging with each other in dialogue and programs that create shared experience. JCMA offers a range of programs and events to bring members of the Abrahamic faiths together in dialogue and shared experience to build respectful relationships.

JCMA has an education program for primary and secondary schools that has been running in Melbourne since 2007. The schools workshop program aims to develop intercultural capability in schools with a program for students and professional learning program for teachers. The programs are designed to enhance the understanding and tolerance of different faiths and cultural traditions, and address some of the typical stereotypes, cultural misunderstandings, religious intolerance and discrimination.

**Board Treasurer Role**

We are seeking an experienced and committed Treasurer to work in a volunteer capacity. You should have a background working with not for profit boards and an interest in faith and interfaith engagement and a passion for making a difference. There is an opportunity to make a significant contribution as part of the board of management of a registered harm prevention charity with DGR status that addresses issues of social cohesion. JCMA has a vision to create a connected society that celebrates cultural and faith diversity and this is an exciting time to be joining JCMA as we expand our educational programs in schools so we need someone who aligns strongly with our mission and is keen to join the journey.

**Meeting Commitments**

The Treasurer is required to attend bi-monthly board meetings and other meetings as required. Board meetings are held from 5.30pm till 7.30pm at JCMA offices in East Melbourne.

**Qualifications/Skills:**

* Experienced Board member
* Ability to read /understand / interpret financial statements for the board
* Experience in managing accounting and finances

**Requirements:**

* Commitment to the work of the Jewish, Christian, Muslim Association of Australia and within the ethos of a faith communities represented
* Willingness to serve on at least one committee.
* Attendance at bi-monthly board meetings.
* A time commitment of say twelve hours a month, (includes Board preparation, meeting, committee and meeting time).
* Attendance at Annual General Meeting.
* Be informed of services provided by Jewish, Christian, Muslim Association and publicly support them.
* Prepare for and participate in the discussions and the deliberations of the Board.
* To foster a positive working relationship with other Board members, and the general staff.
* Be aware and abstain from any conflict of interest.

**Major Duties:**

* Ability to read/understand/Interpret financial statements and report to JCMA Board members.
* Chair the Finance Committee if constituted
* Oversee all matters relating to maintaining JCMA’s DGR Public fund and Deductible Gift recipient status
* Oversee JCMA accounting and finances processes and systems in Xero accounting software in conjunction with the JCMA book keeper
* A signing authority on behalf of the Board for financial matters.
* Ensure audited financial statements are presented to the Board on an annual basis.
* Calls the motion at Annual General Meeting to appoint the Auditor.
* Act as a resource to other committees
* Adhere to general duties outlined in the Board member job description.

This is a voluntary, unpaid position.

**How to apply**

Email your expression of interest including a resume listing relevant experience and referees and a one-page cover letter outlining:

• What interests and excites you about joining JCMA• Specific experiences in Treasury positions for other NFPs• How you see your skills and experience contributing to JCMA and our mission.Suitable applicants will be interviewed by a selection committee.

Please email your expression of interest to Lorraine, JCMA Secretary, email at secretary@jcma.org.au.

Ref: BT180820