

# Volunteer Opportunity

## Regional Group Treasurer

### Position Description

As the treasurer for a regional group, you'll be playing an important role in an innovative political party that is growing every year. As a RG treasurer you will play an important role in growing and developing the party in your local community.

### Responsibilities

- Manage the finances of the regional group including
  - Ensuring accurate financial records
  - Ensuring accurate receipts and the prompt banking of monies collected
  - Careful budgeting in collaboration with the regional group
  - Preparation and reporting of Treasurer's report for AGM
  - Overseeing of finances associated with fundraising
- Liaise with the NSW accounts manager
- Ongoing collaboration with other members of the regional group
- Active participation in regional group meetings
- Volunteer to support organisational activities as time allows

### Skills and Competencies

#### *Required*

- Excellent written and verbal communication skills
- Excellent planning, organisational and strategic skills
- A passion for animals
- A willingness to have a go
- Good computer skills

#### *Desirable*

- Prior experience in a committee or as a Treasurer
- Prior experience in campaigning
- Understanding of the Australian political system

**Time Commitment:** 1-2 hours a week, depending on electoral activity

**Duration:** Ongoing, minimum 6 months

**Location:** Home / Location of meetings

**Reports to:** RG executive

To apply, send your resume and a short summary of your skills and experience relevant to the role to [nsw.director@animaljusticeparty.org](mailto:nsw.director@animaljusticeparty.org). For more information call 9261 2047