



## Job Description: Treasurer

*Whakaaturanga o te Kaitiaki moni*

October 2018

### Our Objectives

The objectives of OUTLine New Zealand Inc:

- I. To support, affirm and advance the Aotearoa New Zealand Rainbow Communities\* to achieve successful outcomes by:
  - a. providing programmes which cater for social, educational and emotional needs,
  - b. advocating for social, cultural and political rights, and
  - c. nurturing and providing resources to meet community needs.
- II. To operate a general peer support service (known as OUTLine New Zealand) staffed by self-accepting Rainbow People\*, offering information, peer support and supportive counselling.
- III. To provide face to face counselling where this is appropriate.
- IV. To operate a regular meeting and discussion place.
- V. To work actively to ensure the mental, emotional and physical well-being of people affected by issues and challenges around sexual orientation and/or gender identity within the Rainbow Communities.
- VI. To publish a regular newsletter of interest to the Rainbow Communities.
- VII. To strive to support Rainbow Communities by providing speakers and educational material.
- VIII. To conduct courses on the skills and self-awareness to be considered to be beneficial in the context of living successfully as Rainbow People and to train self-accepting Rainbow People in the counselling skills that will enable them to work with others who may require support in coming to accept them.
- IX. To foster, promote, organise and manage such amenities and facilities, social or otherwise, as the group may think necessary or expedient in furthering its objects.

*\* We use "Rainbow" as an umbrella term to describe people who do not identify as heterosexual, do not fit typical gender norms, and/or we are born with bodies that do not match common biological definitions of male or female. This includes a range of identities and experiences, and encompasses:*

- *Sexual orientation*
- *Diverse gender identity*
- *Diversity of sex characteristics*

*The rainbow population also includes people who do not use a specific identity label, people whose identity changes over time, and people who are in the process of understanding their own identity, and may not have 'come out' to themselves or others.*

|                            |   |
|----------------------------|---|
| <b>Role:</b>               | Treasurer   |
| <b>Location:</b>           | Any location in NZ (meetings held in Auckland with Skype option)          |
| <b>Remuneration:</b>       | Unpaid  |
| <b>Time Commitment:</b>    | 10-12 meetings per year, 2-3 hours each                                   |
| <b>Term:</b>               | Secondment until June 2019, opportunity to stand for election at 2019 AGM |
| <b>Applications close:</b> | October 29, 2018  |



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### The role

Are you passionate about supporting Rainbow people to live their best lives? OUTLine has been providing confidential support services to NZ's LGBTIQ+ community since 1972. We provide a national 0800 phone peer support line, face-to-face counselling, and a national point of community connection and celebration.

OUTLine is looking for an experienced Treasurer to coopt onto our Board, to fill a current gap in skills and capacity. This position is unpaid.

### The person

OUTLine is looking for someone who can support the organisation to maintain financial sustainability through a period of organisational change, and begin to diversify income sources. The role will work as part of an elected Board that is passionate and skilled in supporting Rainbow mental health, wellbeing, community development and human rights.

### The key focus areas of this role are:

- Ensuring that the finances of the organisation are managed appropriately
- Making recommendations to the Board about income and expenditure, investments and debts
- Working with OUTLine staff to prepare and present financial statements to monthly Board meetings.
- Aiding in the preparation of annual statement of financial performance (profit and loss) and statement of financial position (balance sheet)
- Ensuring that the annual audit process is undertaken according to legal requirements
- Preparing the annual budget in conjunction with the General Manager and other Board members.
- Developing medium- and long-term funding and finance strategies in conjunction with the General Manager and other Board members.
- Approving payments and manage banking relationship as required.
- Ensuring that sufficient funds are available at all times to support the organisation's liabilities.

### Time Commitment

- 10-12 meetings per year, 2-3 hours each
- Secondment until June 2019, opportunity to stand for election at 2019 AGM

### Key Skills required

Ideally, the Treasurer will:

- Have a Chartered Accountant qualification or relevant experience
- Have experience in financial control, budgeting and modelling
- Have experience in non-profit governance and financial reporting
- Be well organised and have strong attention to detail
- Be able to allocate regular time to maintain financial records.
- Have an understanding of, and alignment with OUTLine's kaupapa and objectives.