



Position Title	Treasurer (volunteer role)
Location	Flexible within Victoria
Duration of Assignment	1 - 3 years
Start Date	Immediate

### About Kids in Nature Network

Founded in 2010, the Kids in Nature Network (KINN) acts to empower, connect and grow a movement of individuals, families and organisations who are committed to reconnecting children with nature. Over the past 10 years we have established ourselves as a cross-sectoral network and the go-to platform on kids and nature here in Victoria.

We work to link up key initiatives that promote the role of experiencing nature for children’s well-being and development and to facilitate a deep connection to the natural world. Our annual signature event, Nature Play Week, hosts hundreds of events and sees thousands of children outside, engaging in nature play.

KINN has proven to be relevant and viable as an organisation for over 10 years, so last year we moved to a new phase as an incorporated association, building a more sustainable structure.

KINN is currently an incorporated association but aims to register with the Australian Charities and Not-for-profits Commission (ACNC) in the future.

### Assignment overview and objectives

This is a pro-bono position and will contribute to strategic planning and financial management and sustainability of Kids In Nature Network, so that it can achieve its mission: for all children to be able to experience, love and look after nature.

As a board member of KINN, you will be actively involved in shaping the future of the organisation and its key initiatives.

### Duties and responsibilities

The main duties are to oversee KINN’s financial administration, financial reporting and procedures, and to advise the Board on financial strategy. This includes:

- To be part of a dynamic Board with oversight of financial matters and management including providing financial overview as well as the detail below to the Board, and to staff.
- Ensure preparation of a timely FY budget for approval by the Board; ensure accurate expenditure against budgets for period up to date for each board meeting; and projected expenditures for the current FY against budgets. Advise options when modification of the budget is necessary.
- Ensure the Board understands its financial obligations and ensure that the organisation complies with financial and regulatory requirements.
- Produces monthly and quarterly financial statements for Executive review in monthly board meetings.



reconnecting kids to nature

- Work with the Board to develop an overall fundraising strategy and help set goals with a focus on related to fundraising.
- Ensure that the financial records of KINN are accurate, up-to-date, secure, archived, provide an audit trail for all transactions and are available to any reasonable request from a member.
- Ensure the accounts are available in a timely manner to be submitted for approval by the Board before the AGM; and for any financial requirements e.g. grant applications/acquittals.
- Work with the Secretary and Board to supply necessary financial information for governance or regulatory purposes. Such records are also to be available to any member on request.
- Support the Board and staff/contractors in the implementation of their financial duties including oversight of the receipt and banking of all money (via electronic systems), ensuring all payments that need to be authorised by the Treasurer and at least one other delegated Board member/signatory are paid in a timely manner, and ensuring any grants that are received are managed in compliance with the funding agreement and acquittals are prepared in line with the terms of the agreement.
- Review all internal processes and reporting methods at least annually and create a financial procedures manual. Create any financial policies needed and make recommendations to the Board for any changes when needed.
- Protect the organisation against fraud and theft, ensuring safe custody of money, and prompt banking.
- Attend monthly meetings of the Board in person or online and other committee meetings as required of a Board member.

#### Selection criteria

- Demonstrated experience in a similar position and strong understanding of the financial requirements of operating Incorporated Associations
- Strong financial acumen
- Excellent communication and teamwork skills
- A collaborative approach
- Committed to the values of the organisation
- A passion for connecting kids to nature

#### Other information

Time Commitment: Regular email and discussion, minimum 2 hr/week. Attending monthly teleconferences, approx. 2 hrs/month plus about 30 mins of background reading. Financial management and reports: 3 hr/ month. Other commitments: fundraising, annual strategic planning, event launches and annual social events.

As a member of Kids in Nature Network Inc. and Board member you would sign on to KINN's Values and the Code of Conduct.