

## **Treasurer (Voluntary)**

The Australian Earth Laws Alliance (AELA) is a national not-for-profit organisation whose mission is to increase the understanding and practical implementation of Earth centred law, governance and ethics (or 'Earth jurisprudence') in Australia. AELA works to build long-term systemic change, so that human societies can shift from human-centred to Earth-centred governance. Our vision is to create human societies that live within their ecological limits, respect the rights of nature and enjoy productive, sustainable economies that nurture the health of the wider Earth community.

AELA is volunteer-run and operated, with no paid staff at this time. The AELA Board currently comprises five Board members, including the AELA Convenor. The Board can comprise a maximum of eight members.

The organisation aims to develop a sustainable and ethical income stream, enabling it to consolidate its work, and move to the next stage of organisational development, including employing paid workers.

Please go to <https://www.earthlaws.org.au> for more information about AELA and its work.

## **About you**

We are looking for a volunteer Treasurer with:

- Well-developed financial management skills, and a good knowledge of bookkeeping and accounting practices.
- Experience in (or ability to rapidly acquire knowledge of) assisting with creating program budgets and budget acquittals for grant funding.
- Working knowledge of (or ability to rapidly acquire knowledge of) the AELA Constitution and applicable legislation, including the Corporations Act.
- Willingness to become an AELA member and demonstrate commitment to the aims, objectives and vision of AELA.

Please note that AELA does not have an office space, so its volunteers and Board members can be based anywhere. The AELA Convenor is based in Brisbane, and AELA has a part-time voluntary bookkeeper, based in Sydney.

Regular meetings with the AELA team, as well as monthly Board meetings, are held remotely using Zoom. The AGM and annual strategy meetings are held in Brisbane/Qld, but those unable to attend in person can join in using Zoom.

## **Duties and Responsibilities**

### **1. Oversee the financial administration of AELA, including**

- Ensure AELA's financial administration and accounting systems are legal, constitutional and within accepted accounting practice.
- Ensure proper and up-to-date accounting and other records are kept, including an audit trail for all transactions.

- Ensure the Board understands its financial obligations.
  - Ensure AELA complies with applicable ASIC and ATO requirements
  - Ensure AELA complies with the rules applicable to Deductible Gift Recipients, including in relation to the maintenance of the AELA Public Fund.
  - Review internal financial processes and reporting methods at least annually.
  - Lead on appointing and liaising with external auditors.
- 2. Develop/Review accounting procedures and financial reporting**, including
- Expenditure controls, e.g. who can authorise spending, upper limits before Board approval is needed, cheque signatories etc.
  - Provide monthly financial reports to the Board, in collaboration with the AELA Convenor.
  - Ensure that AELA meets its constitutional and legal financial reporting obligations, including:
    - Prepare and distribute financial statements required for the AGM; and
    - Prepare and submit annual statistical return forms to the federal Department of Environment.
- 3. Advise the AELA Board on its financial strategy**, including
- Identify and advise on financial risks, e.g. systems for ensuring cash and bank accounts are secure, adequate and appropriate insurances etc.
  - Work with the AELA Convenor to develop an annual budget and financial reporting framework that supports AELA's strategic plan.
- 4. Advise on fundraising and support fundraising initiatives**, including
- Take the lead role in ensuring the ongoing financial viability of AELA.
  - Identify creative, appropriate and ethical ways of raising money/income generation.
  - Develop budgets and other financial documents to support grant applications and other fundraising strategies.

#### **Minimum commitment**

- Monthly review of budget and other financial records (e.g. grant acquittals) – 4-6 hours.
- Monthly meeting with AELA National Convenor – approx. 1 hr.
- Monthly Board meeting (1<sup>st</sup> Wednesday of each month at 5pm (Qld)/ 6pm (NSW) - approx. 1 hr.
- Annual General Meeting.
- Annual strategy meeting.

#### **Why get involved?**

The role of AELA Treasurer offers you the opportunity to:

- Be part of a global movement, building Earth centred governance and advocating for the Rights of Nature.
- Join a multi-disciplinary team of committed professionals working towards a more just, compassionate and earth-centred society.
- Help AELA to develop a sustainable and ethical income stream that will enable it to consolidate its work, and move to the next stage of organisational development, including employing paid workers.
- Participate in AELA events and programs.

To express an interest, or if you require further information, please contact Dr Michelle Maloney, AELA Convenor - [convenor@earthlaws.com.au](mailto:convenor@earthlaws.com.au)