

Are you interested in joining the AHPA® National Board of Directors in 2024?

Treasurer

- **Position type: Volunteer**
- **Term: until 30 June 2024, with the ability to be re-appointed**
- **Time commitment: approximately 15 hours per month**

Are you interested in supporting a not-for-profit Board in 2024? The Australian Health Promotion Association (AHPA®) is seeking to recruit a Certified Practising Accountant, Chartered Accountant or suitable experienced person to fill the role of Treasurer.

We are looking for a skilled individual with experience in standard finance activities (e.g. P&L, annual financial reporting, budgeting) and providing strategic financial advice and risk management. We currently have a casual vacancy available for the role of Treasurer.

About the Association

AHPA is the only professional association specifically for people interested or involved in the practice, policy, research, and study of health promotion. Our member-driven national Association represents over 1000 members and subscribers and is governed by a Board at the national level with operational branches representing all states and territories. Membership of AHPA is diverse, and includes designated health promotion practitioners, researchers, and students, as well as others involved in promoting physical, mental, social, cultural, and environmental health, whose primary profession or area of study may be something different, but whose responsibilities include promoting health. Members represent a broad range of sectors including health, education, welfare, environment, transport, law enforcement, town planning, housing, and politics. They are drawn from government departments and agencies, universities, non-government organisations, community-based organisations and groups, private companies, and students.

About the Board

The Board oversees strategic priorities as well as day-to-day management of AHPA. This includes:

- financial operations and solvency
- all matters as prescribed by law
- strategic direction
- any non-routine financial claim against the organisation
- all insurance matters
- any potential or actual legal action against the organisation

Specific duties

The Treasurer will be a member of the Executive, Financial, Audit, and Risk Management Committee (EFARM). Specific duties include:

- present monthly financial documents (statements, profit and loss, commentaries prepared by AHPA's secretariat) at each EFARM meeting and each Board meeting.

The Treasurer, in conjunction with the President and the EFARM Committee will:

- ensure financial management reports are provided in a timely manner and are in accordance with the directives of the Board
- with the Board draft an annual calendar year budget and have endorsed by end of April each year
- ensure that appropriate internal financial controls are in place and operating efficiently
- ensure that the activities of the Branches and the Board of Directors of the Association are in accordance with the financial policies and procedures
- ensure EFARM is kept fully informed of all matters financial of interest to Directors
- regularly review with the EFARM Committee members and the Board of Directors, progress on financial initiatives and significant financial issues facing the organisation
- analyse project costing against revenue
- approve expenditure against the annual budget
- consider matters raised by the Accountant, Auditors, ACNC and /or ASIC
- review reports on legislative compliance
- monitor reports on effectiveness of internal controls in order to establish an environment in which controls can operate effectively.
- ensure the Audit or financial review report to the Board is received in a timely fashion
- ensure all financial reports are submitted to ASIC (Australian Securities and Investment Commission) and the ACNC (Australian Charities and Not-for-profits Commission) as required and on time.

More detail about the role can be found in the Board Information Pack.

Time commitment

The AHPA Board is a working board and members will give their specific expertise generously to the organisation. All Directors are expected to participate actively in the business of the Association, contributing to Board discussions and decision making in the best interest of AHPA.

- The term is currently until the next Annual General Meeting (June 2024).
- Board meetings are monthly for around 2 hours.
- Committee meetings are usually also monthly for an additional 1-2 hours.
- Independent work is expected outside the Board meetings to further the strategic agenda of the Association as directed (e.g. budget development, document review).
- Directors must be able to attend all meetings (and not miss more than three) and commit to leading and/or contributing to specific Committee activity

Eligibility

A member of AHPA's Board of Directors is a 'Company Director' as defined by the Corporations



Act. The Corporations Act 2001, along with the AHPA constitution, set out the responsibilities and requirements of members of the Board. You should note that there are legal requirements regarding nominating to become a Company Director. These laws relate to bankruptcy and insolvency. Anyone accepting nomination to the AHPA Board should ensure that they meet the requirements to become a Company Director set out by ASIC.

Interested?

We would love to hear from you. If you are interested in any of the roles above, please send an email to national@healthpromotion.org.au with your CV, membership number and a statement outlining your interest in the Board and the skills and knowledge that you would bring to the role (300 words max) by Monday 4th March. Please note, if you are not currently an AHPA member you will be required to become one.

Relevant reading

- [AHPA® Board Information Pack](#)
- [Link to annual report, financial reports, HPJA reports](#)
- Links to [Constitution](#)
- [Information about Directors](#)
- [Link to our Strategic Plan](#)