



ABOUT US

Manning Valley Neighbourhood Services (MVNS) is a public, non-profit, welfare, charitable and benevolent organisation whose objects shall be to provide aid and assistance to relieve the conditions of suffering and helplessness of the socially and economically disadvantaged people residing, volunteering and working in the Manning Valley and surrounding LGA's. We aim for a fair and inclusive society with reduced poverty and inequality. We are now in our 38th year of service delivery.

OUR MISSION

MVNS is a community development organisation that resources and empowers individuals, groups and the community in the Manning Valley and surrounding LGA's to address issues that affect them.

OUR PRIORITIES

- Promote public knowledge of government and non-government community services, needs and resources, and advance human and civil rights for the disadvantaged in our community.
- Provide support services and relief to those community members suffering poverty and misfortune via material assistance, case work and direct service programs
- Provide social, recreational, educational and support services/activities specifically designed to address identified community needs through direct service programs and support groups.
- Initiate and participate in research, and identify and develop programs with practical application that improve the quality of life for those mentioned above.
- Promote the capacity of marginalised members of our community to access resources that will enable them to participate equally in community life.
- Resource and empower individuals, groups and the community to address issues that affect them.
- Develop and maintain networks, support and liaise with government and non-government agencies, to ensure effective and efficient service provision and community development.

NUMBER OF PAID STAFF 6

The Treasurer role is a voluntary position and includes:

Financial Oversight:

- Guide Board members to help them understand their financial obligations and the financial reports they receive.
- Oversee MVNS compliance with legal obligations related to financial matters.
- Exercise delegation of authority and expenditure as determined by the Board.



Financial Reporting:

- Ensure that financial record keeping meets Australian Accounting Standards and provides financial reports that will inform Board decisions.
- Provide oversight of annual budget development.
- Oversee the provision of regular financial reports on year-to-date income and expenditure against budget with analysis of actual financial performance against predicted financial performance.
- Ensure that an audit of the accounts is prepared each year and that the accounts of the organisation, showing the financial position at the end of the preceding financial year, are submitted to members at the Annual General Meeting.

Cash Management:

- Ensure funds are available to cover cash flow requirements.
- Ensure the financial requirements of funding bodies and other contractual obligations are met.

Governance:

- Provide oversight of financial management policies and procedures.
- Review internal processes and reporting methods for financial management, minimum annually.
- Ensure MVNS has appropriate policies and procedures to protect against fraud and theft.
- Identify and bring to the attention of the Board any areas of financial risk.

LEVEL OF COMMITMENT

The MVNS board meets 11 times a year (this includes AGM).

Meet monthly with MVNS Manager

Attend MVNS office weekly (1/2 hour) to oversee financial transactions and processes

We ask that you agree to attend

- 70% board meetings as a minimum. We meet every month for 2 hrs.
- Meetings are held during business hours on the 3rd Thursday of the month from 9.15 – 11.15
- Planning day – ½ day TBA
- 2 x MVNS events annually

SKILLS AND ATTRIBUTES

- An alignment with MVNS' values and commitment to our vision and mission.
- The availability and commitment to participate in Board meetings.
- Willingness to utilise networks to progress MVNS' mission.
- Financial experience
- Not essential but desirable:
 - Previous experience on a not-for-profit board.

If you are interested we would love to hear from you. Please email Chairperson Angela Pink aej.pink@gmail.com and provide an EOI referencing the above information.