



Position Description

POSITION TITLE	Treasurer
REPORTS TO	Advisory Circle Chair/s
CLASSIFICATION	Volunteer/Advisory

About Collective Being

At Collective Being, we envision an Australia where everyone is connected, well, and thriving. Working in partnership with key health and community services across Victoria, we facilitate body-based mindfulness programs that support people to navigate their mental and physical health with increased awareness, capability and insight.

Founded on the principles of trauma-sensitive care and mindfulness, Collective Being is the only organisation of our kind in Victoria. Our commitment to delivering high-quality, impactful body-based programs has garnered strong community trust, evidenced by enduring partnerships and consistent high demand for our services.

Over the past seven years, we have refined our practice as a leading wellbeing educator and service provider. Our team are highly trained and skilled at working in complex clinical settings, with interpreters, in multi-use day services, educational services, crisis housing and justice settings. Our professional development workshops and trainings up-skill practitioners to integrate somatic tools and strategies into their work. Beyond our core services, we extend our support through free and low-cost public programs, events and collaborations that support people to be well, connected and thriving.

Position Purpose

The Advisory Circle (AC) forms an integral component of the Collective Being ecosystem, responsible for the governance and strategic direction of the organisation. AC Members are selected based on their unique skills and commitment to Collective Being's vision. Members must thrive in team environments and be open to small group projects.

Collective Being's Treasurer oversees the financial administration of the organisation, reviews procedures and financial reporting, advises the board on financial strategy, and advises on fundraising. A basic understanding of accounting and a working knowledge of the laws governing the organisation's operation are required.

Key Responsibilities and Duties for this Role

Financial administration

- Make sure the board understands its financial obligations

- ensure the organisation complies with tax regulations, such as GST, payroll tax and fringe benefits tax
- protect the organisation against fraud and theft, ensuring safe custody of money, and prompt banking
- review all internal processes and reporting methods at least annually.

Strategy + Advocacy

- Advise the board on financial strategy
- contribute to the long-term development of Collective Being through strategic planning and ongoing financial 'health checks'
- advocating for and wholeheartedly representing Collective Being and the communities and partners we work with to potential partners and members.

Sustainability + Reciprocity

- Advise the board on fundraising strategy
- secure pro-bono consultancy services and financial support through donor funding and philanthropic opportunities to benefit Collective Being.

Accountability + Rigour

- Ensure that Collective Being operates in alignment and with transparency and governance obligations are met by providing feedback on organisational structure, key activities including programming and partnerships.

Time Commitment

- The AC meets every six weeks for 2-3 hours
- Additional work may become available for those with capacity, taking the form of working groups with other AC Members and Collective Being Team Members and/or working autonomously on projects, communication, reading and/or representing the organisation
- AC members must attend at least 80% of scheduled Advisory Committee meetings and in doing so, prepare for all meetings appropriately, by ensuring that assigned actions are completed and pre-reading materials are well covered, AC members should also communicate in a timely manner intended attendance for meetings
- AC members are eligible for re-appointment every year.

Our Values

Acknowledgement: Acknowledging the roots, lineages and living practices of yoga, meditation, and eastern spiritual traditions that inform our programming. Acknowledging context and country, and that the land on which we meet, and practice has never been ceded.

Tenderness: Being tender with ourselves and each other, recognising our innate humanness, and embracing conflict as a necessary catalyst for change. Caretaking and protecting against burnout, having open conversations and being willing to turn towards as opposed to 'turn away' from what might be uncomfortable.

Joy: Collectively welcoming and cultivating joy in our teams, programs and partnerships, and regularly practising recognition, celebration and rest. Remembering to pause, and to celebrate progress and change, not only at milestones but in the everyday moments of our shared work.

Rigour: Attention to detail as an act of care, responsiveness without urgency, and considered research, planning and development. Practising organisation and order in both small and large ways as a gesture of mindfulness and presence.

Key Selection Criteria

Essential

- Understanding of the values, vision and mission of Collective Being
- capacity to oversee the operational aspects of Collective Being's finances
- CA or CPA qualification or relevant experience in accounting and finance
- relevant knowledge and experience in fundraising, marketing and communications, and organisation scaling including business development and partnerships
- reliability and respect for the work collectively undertaken by the organisation and the AC
- ability to be present as an effective and engaged team member.

Desirable

- Prior experience on a non-profit board or committee
- understanding of and practical experience in trauma-sensitive, anti-oppressive and inclusive approaches to wellbeing.

Conditions of Appointment

- It is a condition of engagement that all volunteers and staff take responsibility for a safe and healthy work environment and have a commitment to a workplace free from discrimination and harassment
- Collective Being is an anti-racist and LGBTQIA+ affirming organisation. We welcome applications from people of all ages, bodies, genders and orientations
- We prioritise applications from people with lived experience of trauma, mental health conditions, systemic oppression, disability and/or chronic illness/pain.