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| Policy Title: | Role Description – Treasurer | | |
| Policy Number: | AACBT-POL-09.03 | Process Owner: | Board |
| Authorised by: | Board | | |
| Last Review Date: | October 2023 | Next Review Date: | March 2026 |

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| Position Title | Treasurer (AACBT Office-Holder) |
| Organisation | Australian Association for Cognitive and Behaviour Therapy (AACBT) |
| Position Purpose | The Treasurer's responsibilities include oversight of the financial position and financial operations of AACBT. Liaise with Board to establish short and long-term financial goals and manage the budget cycle (ensuring the proper allocation of resources). |
| Reports to | National President The Board of Directors for AACBT |
| Portfolio | Overall responsibility of financial performance and securing ongoing funding / future |
| Remuneration | Nil, voluntary position <ul style="list-style-type: none"> Refer to Travel Policy for reimbursements Subsequent year memberships are complimentary |
| Term of Appointment | Three (3) years (or shorter if resigned or casual appointment) |
| Governing Document | AACBT Constitution |
| Requirements | Essential: <ul style="list-style-type: none"> Full member of AACBT <ul style="list-style-type: none"> Refer S16.9 AACBT Constitution for Director-specific items Excellent diplomatic and interpersonal skills Strong analytical, critical thinking, and problem-solving skills Time available to fulfil AACBT Board duties Attendance and participation at AACBT meetings Attendance and participation at AACBT national conference Willingness and ability to be able to work remotely, via e-mail / phone / etc Experience with portfolio (including understanding of core financial concepts) Preferred: <ul style="list-style-type: none"> Five (5) years of experience in cognitive and/or behaviour therapy (CBT) practice and/or research Broad connections within CBT community (domestic, national, international) |
| Groups / Memberships | This position is a member of the following groups / sub-groups: <ul style="list-style-type: none"> AACBT Board <ul style="list-style-type: none"> Travel Grant assessment Finance Committee |
| Key Relationships | This position primarily interacts with: <ul style="list-style-type: none"> National President |



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| | <ul style="list-style-type: none">• Executive Officer• Outsourced accounting services contractor |
| Position Responsibilities | <p>Objects of AACBT:</p> <ul style="list-style-type: none">• To undertake and promote research and education into CBT• To publish and disseminate information about developments in CBT within Australia and other countries• To provide education and training in the principles and practices of CBT• To support scientific, evidence-based practice of CBT within Australia• To liaise and consult with other persons or organisations in the research, education and practice of CBT <p><i>Also refer to AACBT Strategic plan</i></p> <p>General:</p> <ul style="list-style-type: none">• Prepare for meetings by reviewing the agenda and supporting documentation• Regularly attend board meetings and participate actively and conscientiously• Keep up with issues and trends that affect AACBT• Maintain confidentiality on all internal organisational affairs• Undertake tasks as agreed / directed by Board• Host / chair AACBT events as may be required• Act in the best interests of AACBT and avoid any conflict of interest between their own interests and the interests of AACBT• Contribute to the development of policies and strategic plans• Participate in the evaluation of AACBT operations• Ensure AACBT complies with legal requirements <p>Portfolio specific:</p> <ul style="list-style-type: none">• Understand AACBT's financial affairs and ensuring fiduciary responsibilities are met• Approve audit reports, budgets and business decisions• Supervise annual budget cycle via Finance Committee (draft April, review to Board May, finalised June)• Oversight of monthly reporting package• Oversight and review of financial investment strategies• Oversight of out-sourced accounting & bookkeeping services |
| Commitment Required | <ul style="list-style-type: none">• 5-10 hours per month |