



POSITION DESCRIPTION

TITLE	NSW Committee Member
REPORTING TO	N/A
LOCATION	NSW

Introduction

WaterAid's vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the world's poorest communities. WaterAid works with partners to maximise its impacts for policy change/influence.

WaterAid works through supporting local organisations and government authorities to design and demonstrate appropriate and sustainable WASH programs. WaterAid also seeks to influence policy change through government and other key sector actors to secure and protect the right of poor people to safe, affordable water and sanitation services.

Everything we do is shaped by our six values:

- Integrity
- Respect
- Collaboration
- Courage
- Accountability
- Innovation

WaterAid is a child safe organisation. We recognise that we must meet community expectations and the trust placed in our personnel to maintain the highest standards of conduct with children. Therefore, all positions within WaterAid are required to comply with our Child Safeguarding Policy and Code of Conduct.

WaterAid is committed to protection from sexual exploitation and abuse in everything we do. The values and standards we uphold are highlighted in our Global Code of Conduct. All positions within WaterAid are required to comply with our Global Code of Conduct.

Position Summary

WaterAid Australia is looking for energised individuals to play a pivotal role in expanding our NSW State Committee!

This is an exciting opportunity for people who are passionate about making a difference and would welcome the opportunity to network in the water sector further. We're looking for volunteers who might be engaged with the water sector already but ultimately want to make a difference helping the world's poorest get access to clean water, good hygiene and decent toilets as a basic human right. The State Committee is responsible for organising a black tie Fundraising Ball annually as well as a Golf Day and both can be a lot of fun. Join our team to help us reach our goal of everyone, everywhere having access to clean water by 2030!

Here are the position descriptions for the available roles:

The Chair

1. Position Summary

The Committee Chair leads on the direction and decisions of the Committee. They will work directly with the Deputy Chair, Treasurer and Secretary on all relevant tasks pertaining to the Committee, ensuring that these are completed to the best of their ability. From the Committee side, the Chair will have the final say in any decisions not requiring WAAus input. The Chair will lead any meetings or calls the Committee has, excluding any sub-committee calls specific to individual events. The Chair will also ensure that each Committee member is aware of their role, responsibilities and what is expected of them. They will lead on providing updates to the Committee members during each Committee meeting to make sure all members are well informed. The Chair will also liaise directly with the Ambassadors and act as the direct communication channel between WAAus and the Committee.

2. Major Responsibilities

- a. Follow and enforce majority decisions.
- b. Ensure the Committee Governance Guidelines and Financial Standard Requirements are all adhered to.
- c. Ensure Committee members are aware of their responsibilities and are performing their duties.
- d. Develop and put in place additional processes as needed for the smooth running of the Committee and events.
- e. Provide oversight of Committee planning annually.
- f. Provide the Committee and WAAus with an annual report on the Committee's major activities. The annual report will be presented to the Committee at the AGM.
- g. Provide leadership, initiative and act in the Committee's best interest.
- h. Ensure that the Committee operates in a manner consistent with the objectives of WAAus.
- i. Work with WAAus to ensure the Committee activities align with the brand and brand strategy and sign off processes on all mass communications to ensure alignment is followed by members.

3. Duties

- a. Chair all meetings of the Committee.
- b. Liaise closely and ensure coordination with the Deputy Chair, Treasurer, Secretary and all Committee members.
- c. Ensure actions items and tasks are completed by all Committee members.
- d. Liaise with WAAus representatives as required.
- e. Represent the Committee with external stakeholders and promote the organisation in the community as opportunities arise.

The Deputy Chair

1. Position Summary

The Deputy Chair will assist the Chair in performing their duties. They will support the Chair when decisions are being made providing assistance and advice where needed. The Deputy Chair will also make sure that each Committee member has read and signed the relevant documents they are required to complete, this includes confirming each member has had a valid police check completed which is held with WAAus. The Deputy Chair will also assume the role of Chair in the event that the Chair is not present or able to fulfil the duties themselves, either through absence or in the event that no Chair has been appointed.

2. Major Responsibilities

- a. Assist the Chair in following and enforcing majority decisions.
- b. Ensure Committee members are aware of their responsibilities and are performing their duties.
- c. Develop and put in place additional processes as needed for the smooth running of the committee and events.
- d. Assist the chair in ensuring the Committee Governance Guidelines and Financial Standard Requirements are all adhered to.
- e. Prepare an induction package for all new Committee members.
- f. Provide leadership, initiative and act in the Committee's best interest.
- g. Ensure that all Committee members have signed the relevant legal documents and paperwork, including a police check, and are aware of their duties.

3. Duties

- a. When the Chair is not available, Chair meetings and assume Chair responsibilities.
- b. Assist the Chair in other matters as required.
- c. Ensure actions items and tasks are completed by all Committee members.
- d. Represent the Committee with external stakeholders and promote the organisation in the community as opportunities arise.

The Treasurer

1. Position Summary

The role of the Treasurer is to manage and maintain the Committee's finances throughout the year. The Treasurer will keep a report of all the Committees incoming and outgoing funds, subdivided by event with the main focus on the Ball financials. The Treasurer will provide this report to WAAus after each event and support WAAus in any financial reconciliation work to ensure that the reported figures are precise. The Treasurer will act as credit controller for the Committee if there are any outstanding invoices following an event. They will also process any reimbursements to Committee members where necessary. The Treasurer will work together with the WAAus finance team to make sure that each bank account signatory has been approved and authorised.

2. Major Responsibilities

- a. Follow the Committee Governance Guidelines and Financial Standard Requirements.
- b. Collect and receive all funds due to WAAus through the activities of the Committee and make all payments authorised by the Committee and WAAus.
- c. Develop and improve financial processes for the Committee and implement any processes as required by WAAus.
- d. Keep the Committee's financial records (all payments and income) up-to-date and ensure that information for audit purposes is available.
- e. Arrange the transfer of net funds to the nominated WAAus bank account together with a full reconciliation.
- f. Provide the Committee and WAAus with an annual financial report. The annual report will be presented to the Committee at the AGM.
- g. Prepare the annual budget forecast following the WAAus Committees' Financial Standard Requirements and using the budget template provided by WAAus. The budget forecast will be presented to the Committee at the AGM and then sent to WAAus for approval.

3. Duties

- a. Prepare a budget, monitor it carefully and report to the Committee at each meeting on the financial situation of the organisation, including variances from the approved budget.
- b. Seek budgets from nominated Events Organisers (e.g. Gala Dinner, Golf Days) and ensure that each Events Organiser submits a budget prior to the event and arranges for authorisation of accounts for payment.

- c. Ensure that appropriate financial policies and procedures are in place and fully documented and supply these to WAAus on request.
- d. Ensure the Committee's financial records are adequate, protected, backed up and accessible.
- e. Manage the Committee's banking as per WAAus Committees Financial Standard Requirements.
- f. Ensure that risk management strategies (including appropriate insurances) are in place and abide by any risk management policies or guidelines as implemented by WAAus.
- g. Provide advice on legislative requirements for financial issues.
- h. Ensure the Committee's compliance with all applicable tax arrangements in consultation with the WAAus finance team.

The Secretary

1. Position Summary

The Secretary leads on the Committee schedule. They will make sure that each Committee member is aware of when and where meetings and events are held. They will also make sure there is a working secondary option to participate for any members that cannot physically attend the meetings. During the meetings they will take the minutes and circulate these to each member prior to every meeting. The Secretary will keep a record of all the Committee correspondence on file. They will also assist the Chair and Deputy Chair in performing their duties.

2. Major Responsibilities

- a. Maintain schedule of events and media publications.
- b. Keep records of all incoming and outgoing correspondence and maintain an archive of minutes.
- c. Receive nominations for positions on the Committee and ensure nominations for Chair come with an endorsement from WAAus.

3. Duties

- a. Take the minutes of all Committee meetings and circulate them.
- b. Administer venue, attendance and agenda for all Committee meetings.
- c. Organise meeting papers for distribution before the meeting.
- d. Maintain a list of Committee members and contact details and share it with WAAus every year at the end of March.

The Committee Member

1. Position Summary

Each Committee Member will provide insight and advice on the discussions and decisions of the Committee. They will act as the driving force for the Committee, taking up tasks where necessary to help the committee fulfil its duties. Each Member will be allocated to a Sub-Committee to work on a specific event or initiative during the year, where applicable. The Members will assist in the smooth running of all the events that are held, including the WAAus Balls. To the best of their ability each Member will work towards the best interests of the Committee and WAAus as a whole.

2. Major Responsibilities

- a. Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate.
- b. Serve on Sub-Committees as required.
- c. Participate in any fundraising activity approved by the Committee.

3. Duties

- a. Undertake induction and training as provided by the Committee.
- b. Consider, debate, and vote on items on the basis of the best interests of WAAus and the Committee only.
- c. Review and approve the Committee's budget and plan of activities as required.
Promote the Committee and WAAus in the community as opportunities arise.

To Apply:

Please submit an application to recruitment@wateraid.org.au by 10th December 2020.

Applications for this position must include a resume and a cover letter which addresses the full Selection criteria as identified in the Position Description.

For any queries not answered in this document and to submit your application please email recruitment@wateraid.org.au.

Applicants must have the right to work in Australia