



Board Position Descriptions

Vic ICT for Women is seeking expressions of interest for our volunteer Treasurer role, a Board Member and Office Bearer.

For more information, contact enquiries@vicictforwomen.com.au

About Vic ICT for Women

Formed in 2005, Victorian Information Communication Technology for Women Network (VIC ICT for Women) is a not-for-profit organisation. We are a membership-based network passionate about getting more women into ICT and encouraging them to excel, keep exploring and expanding their potential. We believe ICT offers great career opportunities and options for women and we seek to actively demonstrate this to all ages, starting with schoolgirls all the way to working with industry leaders, to shape the future and the thinking of our industry.

Our vision is “More women in the tech world”. Our mission is to provide a range of practical and sustainable initiatives that will promote urban and regional women’s entry, retention and progression in the IT industry.

There are many other initiatives within the industry that also focus on gender diversity, however Vic ICT for Women’s holistic approach is unique. Our programs span all ages and needs: from young schoolgirls, women at university, those already in the industry, through to industry leaders. So together our programs impact change and affect diversity for all opportunities throughout a woman’s education and career.

Vic ICT for Women’s programs, currently six, are organised, run and delivered by program leads. Functional leads deliver cross-organisation capability in Membership, Marketing & Communications, Sponsorship and Legal. Program and Functional leads are typically also Board Members. Our volunteer Board oversees direction and delivery, and includes four Office Bearers: a Chairperson, a Deputy Chairperson, Treasurer, and Secretary.

Members, sponsors and our network of volunteers are key to us delivering programs and functions, supplemented by contractors and consultants for specialist needs.

General requirements of Board members

- Serve in a voluntary capacity for two years
- Three months’ notice upon resignation required, during which time to participate in recruiting and on-boarding of a successor.
- Report to the Board and participate in Board Meetings and planning events.
- Understand and contribute to the strategic, operational and financial decision-making, as appropriate.
- Support to wider Vic ICT for Women activities.
- Be informed of the work of Vic ICT for Women and publicly support and proactively promote it.



Board Position Descriptions

- Minimum 10-20 hour per month time commitment.
- Have voting rights of a member of Vic ICT for Women.
- For more information, also refer to the [Constitution](#), especially Section 46.

General personal Attributes of Board members:

- Lead and contribute in teams of volunteers
- Good attention to detail, good problem solving and analytical skills
- Organised structured working habits
- Plan and outcome focused
- Excellent interpersonal skills and the ability to establish credibility with stakeholders and enlist participation
- Strong communication skills, both written and verbal, to promote, report and get agreement
- Practical and flexible
- Deals effectively with complexity and ambiguity
- Self-motivated and displays a Can-Do attitude
- Strong networking abilities

Specific requirements of the Treasurer:

- Office Bearer Board role with full director accountabilities. Guide the Board on financial governance with key responsibilities be to:
 - Prepare and present timely annual/monthly budgets and accounts, financial statements and financial reports.
 - Arrange and oversight annual external audit of the annual financial report
 - Prepare annual financial report and annual Treasurer's report
 - Ensure records are auditable, audits are conducted and recommendations are implemented.
 - Advise on financial implications of Vic ICT for Women's strategic and operational plans and decisions.
 - Champion implementation of financial systems and control procedures and Board Members' financial management capabilities, including understanding their financial obligations, and best practice.
 - Work with Program and Functional Leads as they manage their financial plans, reporting and outcomes.
 - Work with contracted book-keeper.
 - Ensure accounts meet conditions of contractual agreements with external agencies such as funders and statutory bodies.
 - Ensure financial records of Vic ICT for Women are kept according to the Associations Incorporation Reform Act 2012.
 - Also refer to Section 49 of the Constitution for more information.
- Qualifications/Skills and experience:
 - Experience in finance/accounting and working knowledge of related legislation (required)
 - Experience in NFP sector (highly desirable)
 - CA/CPA or similar qualification (highly desirable)
 - Previous board experience (highly desirable)
 - AICD certification (desirable)