

# VOLUNTEER POSITION DESCRIPTION

## Suzuki Council Treasurer



The position of treasurer is filled by a parent member of council. (See further the position description for the parent member below).

**Hours required:** Core roles requires 1 - 2 hours of time per month, plus meeting attendance (currently, via Zoom). Actual hours can vary significantly, depending on personal involvement in policy and strategic development

**Reports to:** Suzuki Music Council

**Works with:** General Manager, Council Executive, Council Members, Staff Management Committee, other Suzuki office staff

**Appointment:** The Treasurer is nominated and seconded by two parent members and appointed by a majority vote of all members at each Annual General Meeting. The term of office is for one year, without limits on re-election.

### 1. Role Purpose

- To provide guidance and review over the accounting functions of the Association.
- To provide advice to the Council regarding general financial management principles to protect the financial stability of Suzuki Music.

### 2. Ideal Experience / Qualifications

- Qualified accountant with ICA or CPA membership.
  - Ability to understand issues relevant to Suzuki Music, without being involved in the detailed day-to-day transaction processing.
- (Current financial family membership of the association is necessary)

### 3. Main Tasks

- As described in the Constitution under clause 48, the legal obligations of the treasurer are to:
  - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
  - (b) coordinate the preparation of the financial statements of the Association and their certification by the Council prior to their submission to the annual general meeting of the Association.
- Provide technical advice to administration staff as required.
- Ensure compliance with statutory responsibilities, primarily relating to tax and company/common law (includes overseeing preparation for audit).
- Attend Council meetings as scheduled (approx.. 6 times per year – currently via Zoom)
- Meet with General Manager when required to discuss financials (by Zoom, phone or email)
- Sit on the Staff Management Committee (see associated role description)

## **Context**

Suzuki Music is the trading name of the Suzuki Talent Education Association of Australia (Vic) Inc. We are a not-for-profit association of families, teachers and other interested people based in Victoria, Australia. The Association currently has approximately 195 teacher and 1200 family members.

## **The Suzuki Philosophy**

Suzuki Talent Education of Suzuki Method combines a music teaching method with a philosophy, which embraces the total development of the child. Dr Suzuki's guiding principle was 'Character first, ability second'.

## **Vision**

To be recognised as providing a music education experience of exceptional quality

## **Mission**

Learning to play a musical instrument with Suzuki Music will enable every child to experience the power of music and develop as an individual of exceptional quality.

As a not-for-profit association of teachers and families, we will provide:

- Access to high quality, trained teachers and other resources for families
- A wide variety of performance and enrichment activities for students
- Accreditation, on-going professional development and a support network for teachers
- A commitment to the pursuit of excellence in the teaching and learning of music in Victoria

# VOLUNTEER POSITION DESCRIPTION



## Council Parent Member

### Updated July 2020

Parent members of council are highly valued contributors to the monthly council meetings. In recognition of the need for parents to be represented, five parents are elected to council, two of whom fill the roles of secretary and treasurer.

**Hours required:** Core roles requires 1 - 3 hours of time per week. Actual hours can vary significantly, depending on personal involvement in policy and strategic development

**Reports to:** Suzuki Music Council

**Works with:** Council Members, General Manager, other parent members

**Appointment:** Parents with a firm commitment to the Suzuki philosophy and the development of Suzuki Music in Victoria are nominated as Council parent representatives. While the nomination form (available from the office) requires the signature of two other parent members, it has been common practice for teachers to approach suitable candidates. Election is via a majority vote at the AGM. The position is held for two years without limits on re-election.

### 1. Major Focus

To act as a representative of the broader family membership, voicing opinions and making decisions that contribute to the health of the association in the areas of:

- Strategic direction
- Policy development
- Evaluation and improvement of the performance, communication and administration of the organisation
- Financial priorities and management

### 2. Useful Experience/Qualifications

(Current financial membership of the association is necessary)

- A willingness to contribute ideas and opinions
- An understanding and commitment to the underlying philosophy and aims of Suzuki
- Familiarity with profit/loss and balance statements
- Experience in developing, clarifying and monitoring strategic direction

### 3. Main Tasks

- Attend Council meetings (approx 6 per year, currently on Zoom)
- Read the minutes of Council and of all committees prior to the meeting
- Review the monthly financial statements and actively contribute to the financial accountability of the association.

- Provide considered input to the discussion and decision making process of Council, offering recommendations that reflect the needs of families in the Association
- Undertake occasional tasks that directly relate to the operations of Council (eg. information gathering) and possibly sit on the strategic planning or staff management sub-committee
- Contribute to the accountability of the association and its staff to provide quality service to its members, to meet legal and corporate governance requirements and to adequately plan for the future.

### **Statutory Obligations**

#### Return of documents

- Council members must return all documents that belong to the incorporated association within 28 days of ceasing to be a Council member.

#### Management committee membership and personal gain:

The members of the Council owe important duties to act in the best interest of the incorporated association and not to take advantage of their positions. In particular:

- Council members (or former Council members) must not knowingly or recklessly make improper use of their position (or information acquired because of their position) to:
  - gain any financial benefit for themselves or any other person, or
  - cause a detriment to the association.
- Where a Council member has a direct or indirect pecuniary interest in a contract with the incorporated association:
  - the member must disclose the nature and extent of the interest to the committee and must not take part in any decision of the Council in regard to the contract, and
  - the interest must be recorded in the financial statements submitted to the association's members at the next annual general meeting.

### **Context**

Suzuki Music is the trading name of the Suzuki Talent Education Association of Australia (Vic) Inc. We are a not-for-profit association of families, teachers and other interested people based in Victoria, Australia. The Association currently has approximately 195 teacher and 1200 family members.

### **The Suzuki Philosophy**

Suzuki Talent Education of Suzuki Method combines a music teaching method with a philosophy, which embraces the total development of the child. Dr Suzuki's guiding principle was 'Character first, ability second'.

### **Vision**

To be recognised as providing a music education experience of exceptional quality

### **Mission**

Learning to play a musical instrument with Suzuki Music will enable every child to experience the power of music and develop as an individual of exceptional quality.

As a not-for-profit association of teachers and families, we will provide:

- Access to high quality, trained teachers and other resources for families
- A wide variety of performance and enrichment activities for students
- Accreditation, on-going professional development and a support network for teachers
- A commitment to the pursuit of excellence in the teaching and learning of music in Victoria