



TREASURER

INTRODUCTION

The Women's College is the leading academic residential college for women in Australia. Established in 1892, it is the first college of its kind in Australia and is situated within the University of Sydney. The College enjoys an outstanding reputation combined with a proud tradition of women's achievements.

HOUSE COMMITTEE

The House Committee of the Students' Club comprises 11 student leaders (three Executive positions and eight non-Executive positions). The House Committee is part of the College's student leadership team and is elected annually by all members of the Students' Club of the College. Each year the incoming House Committee identifies goals to achieve during its term in office. The Committee is responsible for ensuring these targets are reached, in alignment with the College's purpose to inspire, connect and empower women.

The House Committee's purpose is to:

- Promote the welfare of the students of the College
- Uphold the values of the College
- Provide an inclusive College environment that champions community, cultural, sporting and social endeavours.

The House Committee endeavours to:

- Effect good self-governance outcomes while adhering to the policies and compliance requirements of the College
- Consider the environmental and sustainability impact of all proposed events and activities
- Understand how their activities contribute to the goals of diversity, inclusion and positive College culture.

THE POSITION

The Treasurer plays an integral role within the House Committee Executive and in the overall coordination of the House Committee and its financial activities. She acts as a constant and confidential support to the Senior Student, guiding collaboration within the House Committee. This position requires effective delivery of activities within the framework of the Students' Club constitution and College policies. The Treasurer has oversight of all aspects of the Students' Club's financial health and management and acts as the Committee's source of information and reference for clarifying financial implications and always maintaining thorough knowledge of the Club's financial status. The Treasurer is simultaneously a member of the House Committee Executive (chaired by the Principal) and the House Committee.

The role of Treasurer offers valuable professional and personal development opportunities, including specialised leadership and mentoring training. The experience and skills development will position the officeholder competitively in the graduate careers market.

LEADERSHIP EXPECTATIONS

Students in leadership positions are ambassadors for the College. They are expected to be exemplary role models and be positively aligned with the College's strategic direction and values of scholarship, leadership, equity and connection.

Student leaders of The Women's College demonstrate:

- A commitment to the advancement of Women's College and its students
- Outstanding integrity and advanced understanding of the concept of confidentiality when dealing with sensitive information
- The importance of reputation management and support the College's practices and policies
- Full availability during Leaders' Handover Day, Leaders' Training Week, Welcome Week, Welcome back inductions and any other leadership and professional development activities
- An excellent example and guidance for aspirational future Secretaries & Vice Senior Students.

RESPONSIBILITIES

A. Financial Governance & Oversight

- Meet with the Business Manager (the Treasurer's staff mentor) at the beginning of the year to put financial systems and the year's budget in place, as well as with the Dean of Students and/or Co-Curricular Manager to put the co-curricular convenor budgets in place
- Meet with the Business Manager fortnightly throughout the year to report on contractual matters, financial planning, budgeting, and account transfers
- Attend fortnightly House Committee Executive meetings with the Principal and senior College staff
- Attend all House Committee meetings, being well-prepared and contributing positively to discussions
- Prepare, present, and oversee Students' Club budgets, accounts, and financial statements, including convenor budgets and actual spending
- Approve expenditure within Students' Club budget, ensuring timely payments and accurate record-keeping, and pass on such approvals to the Business Manager
- Maintain an account of all receipts and expenditure, and ensure records are compliant with Students' Club by-laws, College policies, and relevant legislation
- Present accounts at the Students' Club Annual General Meeting
- Mentor the Investment Club convenors as well as supporting the organisation of the club's activities

B. Financial Management & Controls

- Maintain an up-to-date asset register with acquisition dates and values
- Oversee financial management of major events (e.g., Twilights, Spring Cocktail, Formal, Cabaret and Phoenix Players) including ticketing and reconciliation within budget
- Compile an audit of all Students' Club financial transactions at the end of each financial year
- Work with the Business Manager to ensure financial systems and controls are in place and followed by the House Committee and convenors
- Advise on and support the Students' Club's fundraising strategy, working with the Community Representative to maximise impact

C. Communication & Community Engagement

- Effectively communicate College activities to ensure widespread awareness and inclusion, including but not limited to: all social media channels, push notifications through sub-chat groups (e.g. RA wing chat groups, rep chat groups, Spirit and Community convenors, etc.), digital screens throughout College, posters/banners/flyers, Formal Dinner announcements, etc.
- Enthusiastically attend cultural and sporting College events and encourage the same enthusiasm from peers

D. Planning & Legacy

- With the Senior Student, Secretary & Vice Senior Student and Staff, prepare an annual calendar of events and activities to ensure better planning and preparedness
- Prepare detailed handover notes for the incoming position holder in the following year
- Write a summary of the year for the College yearbook and deliver it and a selection of photographs to the Yearbook Convenors by the due date (usually September)
- As a member of House Committee, assist with and attend all House Committee events, including set up and clean up
- Other duties as required by the Senior Student and/or staff.

SKILLS & ATTRIBUTES

- Solid understanding of financial best practice, bookkeeping, and budgeting for student organisations
- Exceptional organisational skills, demonstrating exemplary attention to detail and capable of managing competing priorities
- Proven ability to work collaboratively and liaise professionally with a range of stakeholders
- Strong analytical thinking and good commercial sense
- Confident with numbers, writing, and managing time effectively
- Able to explain financial processes and outcomes in clear, simple terms
- Willingness to take personal responsibility and use initiative to solve problems
- Fluency in social media and an ability to communicate effectively and carefully via this medium (particularly Facebook and Instagram)
- Confidence and ability to retain perspective while making difficult decisions under pressure
- Approachable and accessible demeanour
- An understanding of when to 'refer up' and when to delegate tasks
- Advanced skills in Microsoft Teams, Outlook, Excel and Word.