



Secretary/Treasurer Volunteer

About Holistic Therapists Australia Inc.

The HTA is part of the self-regulatory framework governing the ethical practice of counselling and psychotherapy. In addition to ensuring that our members meet any statutory requirements the association in its capacity as an industry Peak Body promotes and advocates styles of psychotherapy that have regard to the physical, mental, emotional and spiritual dimensions of experience and may utilise integrative and spiritual methods of healing.

Context

Holistic Therapists Australia Inc. is an organisation that in an administrative sense is highly integrated electronically. This arises through the centrality to the organisation of the Wild Apricot membership management software service and its integration with Paypal. Traditional Executive roles and accountabilities need to be re-imagined in order that the efficiencies of electronic integration are supported.

In relation to the traditional functions of Secretary and Treasurer, a range of tasks have been grouped together that substantially share the characteristic of being concerned with the development, monitoring and reporting of devolved administrative processes.

Duties

1. Establish and maintain a reporting line to Consumer Affairs Victoria through the myCAV portal to be used for annual reporting and updating in line with the legislated requirements for incorporated associations. Establish and maintain similar communication with the Australian Business Register and Australian Taxation Office.
2. Take a lead role in refining and implementing devolved administrative processes and accountabilities that provide effective management of an electronically integrated organisation.
3. Ensure the association's administrative and data, document and financial management processes are in accordance with the Constitution and legislative requirements.
4. Develop and monitor a package of financial delegations aligned with distributed executive functions and accountabilities
5. Prepare annual accounts for the Annual General Meeting

Selection Criteria

The successful applicant will:

1. Have a solid appreciation (not necessarily legal knowledge) of the legislative frameworks within which incorporated associations and the allied health professions operate.
2. Have confidence in their ability to analyse an integrated system of management/workflows and identify efficient devolved levels of responsibility.



3. Have the capacity to delegate effectively while maintaining oversight of delegated/devolved responsibilities
4. Be able to effectively contribute to the co-operative operation of a team, recognising individual strengths and weaknesses
5. Have regular internet access coupled with an ability to use traditional office software and modern methods of working electronically.

Time required: On average 15 hours/fortnight, but with occasional peaks at times.

Remuneration: Voluntary, with a capacity for reimbursement of personal expenses

Application: Provide a summary document (Word or PDF) of how your qualifications, skills and experience meet the position's Selection Criteria. This should be emailed to recruitment@hta.org.au by close of business **9th June**.