



CDH Australia - Treasurer

Help us change the outcome for babies born with the life-threatening birth condition, Congenital Diaphragmatic Hernia (CDH).

CDH Australia is a national charity supporting families affected by CDH.

Congenital Diaphragmatic Hernia means being born with a hole in the diaphragm. This rare and complicated birth condition has a survival rate of 50%. On average, two families per week will receive a CDH diagnosis for their child which can affect any pregnancy and has no known cause or cure.

We work to improve the lives of those affected by funding research, raising awareness, and helping families navigate their own CDH journey. We facilitate a peer support network, connect families with appropriate services and provide accurate, medically reviewed information about CDH.

Over the past few years, we have funded two research projects which have helped improve the treatment options and outcomes for babies born with CDH. We are currently working on a third research project.

Our charity is led by volunteers located all over Australia, many of whom have been directly affected by CDH. Our volunteers are hands-on and actively involved in the direction and operation of our organisation.

Our volunteers enjoy the flexibility of working from home at times that suit their schedule.

Our organisation is small, but our service offering is large. Our Vision is for no family to face CDH alone.

Can you help?

Learn more ...

[What is Congenital Diaphragmatic Hernia?](#)

[About Us](#)

[Annual Reports and Registrations](#)

Treasurer

Position Description

Role title:	Treasurer (volunteer)
Suitability:	Someone with a background in financial administration or accounting.
Reports to:	President
Location:	Remote: volunteer from home. You may be located anywhere in Australia.
Time commitment:	1/ On average, up to two hours per week 2/ Prepare and present the budget report and YTD statement at the monthly online meeting (approx. 60-90minutes / month)
Purpose of role:	To oversee the financial administration of the organisation, including the development and review of procedures and financial reporting, bank account maintenance, financial transaction oversight, development and review of budgets and financial policies, and annual audit.
Key areas of responsibility:	<ul style="list-style-type: none"> • Manages finances of the organisation. • Administrates fiscal matters of the organisation. • Provides quarterly financial statements to the Board. • Provides annual budget for Board Members' approval. • Ensures development and Board review of financial policies and procedures.
Tasks:	<ul style="list-style-type: none"> • Experience with MYOB is essential. • Pays bills on or before due date. • Bank reconciliation • Records current and previous budgets. • Prepares and presents Profit and Loss statement at Board meetings • Prepares End of Financial Year accounts • Assists external Auditor with Financial Statements • Keeps accurate and complete records and saves documents and important correspondence in the Google Drive and/or MYOB • Keeps up-to-date records as well as an audit trail for all transactions • Protects the organisation against fraud and theft • Makes sure the board understands its financial obligations • Makes sure the organisation complies with tax regulations • Reviews internal processes and reporting methods annually. • Makes records available for annual external auditor and/or Board Members • Manages Board approval limits. • Checks email account daily.

Board of Directors

Responsibilities

Purpose:

The purpose of the Board of Directors is to advise, govern, oversee policy and direction, and assist with the leadership and general promotion of CDH Australia so as to support the organisation's vision and mission.

Our vision is for no family to face CDH alone and our mission is to improve the lives of those affected by CDH, support and advocate for families, raise awareness and support research.

Responsibilities:

Board Directors must comply with Australian legislative requirements of a Company Director and the CDH Australia Constitution. Key responsibilities include:

- Organisational leadership and advisement; provide input into the strategic plan and monitor the organisation's progress towards achieving established goals.
- Formulation and oversight of policies and procedures.
- Financial management, including adoption and oversight of the annual budget.
- Regular attendance of board meetings (via Skype) and important related meetings.
- Can commit to contributing their time and skills to further the aims of the organisation.
- Participate fully on-board committees as assigned. This means attend meetings, read the necessary documents ahead of time and be prepared to discuss the issues at hand.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Stay informed about committee matters, prepare themselves well for meetings, and review and comment on minutes and reports.
- Get to know other committee members and build a working relationship that contributes to consensus.
- Help communicate and promote CDH Australia's mission and programs to the community.
- Advocate on behalf of the organisation – Directors must be prepared to promote the views of the organisation in order to secure funding, legislation and other support for the organisation. This requires an informed board member.
- Keep discussions and reports confidential.

Length of term:

One year from appointment at the Annual General Meeting.

How to apply

Please email: hr@cdh.org.au

Please include:

- Cover letter - outlining why you are interested in becoming a volunteer Board Member for a national charity.
- Any relevant work experience, education, or qualifications

Deadline for submissions:

Please contact us by 16th October 2022.

Questions?

Please email: hr@cdh.org.au

Want to know more?

Please visit: <https://cdh.org.au/get-involved/volunteer-with-us/>

Thank you for applying.

We appreciate your offer to help families impacted by Congenital Diaphragmatic Hernia.