

International Coach Federation of Australasia Inc

ABN 66 055 268 711 ARBN 132 579 483

Incorporated on 10 April, 2000 Incorporation No. INC9874289

Position Description – ICF Australasia Director Finance

(This position is elected and is a voting member of the Board).

The role of ICF Australasia Director Finance is of fundamental importance to the ongoing financial sustainability of the Chapter. The strategic priorities of the Director Finance will be discussed at the beginning of each year with the Chapter President and the Board to determine a shared understanding of what activities should be a special focus for that year.

The Director Finance is elected by the members at the Annual General Meeting. In order to qualify for election, a person will ideally be a *credentialed and financial member, in good standing, of ICF and has affiliated themselves with ICF Australasia Chapter. They will have qualifications in accounting or finance, or experience that demonstrates financial expertise at a strategic level, as well as a detailed level.

The Director Finance is responsible for:

Strategic Finance

- i. Actively managing the ongoing financial health and the strategic financial plan for ICF Australasia, including cash flow and consolidated reporting of Branch funds.
- ii. Actively working with the ICF Australasia Board and Branches to create innovative ideas for income generation.

Budget and Financial Management

- iii. Preparing the annual budget for ICF Australasia in consultation with Directors and ICF Australasia Administration Management for approval by the Board.
- iv. Liaising with ICF Australasia Administration Management to prepare monthly financial reporting in line with the Board meetings schedule. The report will include:
 - a. Balance sheet and P&L
 - b. Cash and solvency position
 - c. Significant debtors and creditors
 - d. Variations from budget
 - e. Any other material matters
- v. Ensuring the timely approval or otherwise by any two members of the Board for invoices payable. Liaising with ICF Australasia Administration Management to investigate any financial or invoicing concerns and reporting back to the Board.
- vi. In consultation with Board, reviewing and managing outgoings to ensure prudent expenditure and focus on the reallocation of outgoings into areas where there is a likelihood of financial return.

- vii. Ensuring that a qualified Auditor is appointed and in collaboration with ICF Australasia Administration Management, ensuring an annual audit is completed.
 - i. Regular liaison with the financial managers of ICF Global to on relevant portfolio responsibilities.
- viii. Completion of annual ICF Global Financial Reporting requirements.

Board Role

- ii. Ensuring that he or she performs the duties and responsibilities of a Director with due care and diligence in compliance with all applicable laws, the Constitution and the Governance Charter or any specific delegations approved by the Board. This will include maintaining a written record of decisions made with the authority of any delegation.
- iii. Following up Action Items from Board meetings in a timely way and updating the actions log with progress prior to each Board meeting.
- iv. Actively seeking nominations for the Director Finance position prior to the expiry of his or her term in the role.
- v. Overseeing the delegation of and implementation of financial operations in accordance with the directions and requirements of the Board or Finance & Governance Committee from time to time.
- vi. Ensuring that personal details lodged with ASIC are accurate and that changes are advised to ICF Australasia Administration Management immediately.
- vii. On completion of the term, remain available to the Board for historical advice for a period of one year.

** Except where their role is not public facing and requires a specialist expertise (eg Finance, Marketing and Events Management), all ICF Australasia Leadership Team members (whether a Board member or a member of a Branch leadership team or the Professional Standards Committee) will be ICF members and either currently credentialed, or actively on the path to becoming credentialed within the timeframes applicable to their leadership position ("the applicable timeframe") set out below, depending on their leadership position:*

*a) **In the case of Board Members & Branch Presidents**, they will have submitted their application for their credential within **12 months** of being appointed/elected to the Board or Branch President position.*

*b) **In the case of other Branch Leadership Team or Professional Standards Committee Members**, they will have submitted their application for their credential within **18 months** of being appointed/elected to their position.*