

## STA Executive Committee

Science & Technology Australia is the nation's peak advocacy body for 83 organisations and 75,000+ people working in science and technology, with a 34-year history of providing a voice for STEM. Our mission is to bring together scientists, governments, industry and the broader community to advance the role, reputation and impact of science and technology in Australia.

The STA Executive Committee consists of the office bearers of the Association:

President	2 years
President Elect (even years)	1 year, followed by 2 years as President
Vice President	2 years
Secretary	2 years
Treasurer	2 years
Policy Committee Chair	2 years
1 to 2 Early Career Representatives	2 years
Ordinary Member (odd years)	1 year
Chief Executive Officer (no voting rights)	Duration of appointment

Each position is eligible for re-election, to a maximum term of four years. Committee members are elected by the entire STA membership, at the Annual General Meeting, by preferential voting through a secret ballot.

The Executive Committee is a committee of the Board, comprising financial members of STA's ordinary member organisations. It has responsibility for overseeing the operations of STA on behalf of the Board, and guiding the Board on strategy.

The Committee meets at least six times per calendar year, two of these in person. Executive Committee members are not remunerated, however, STA covers all travel and accommodation expenses associated with attending Executive Committee and Board meetings; offers free registration to all STA events; and covers all travel expenses associated with performing official duties requested by and on behalf of STA.

### Position Description: Treasurer

The Treasurer is responsible for:

- Chairing the Finance, Audit and Risk (FAR) Committee
- Working with the CEO and Accounts staff to approve budgets, appoint auditors, and guide the Board to ensure compliance, reporting and other statutory and regulatory financial requirements are met
- Speaking to budgets and financial reports at meetings of the Executive Committee and Board, and the AGM
- With support of the FAR Committee, advising and guiding the CEO, executive committee and Board on matters pertaining to the organisation's finances, obligations, investments, and financial risk management

**Time commitment**

Roughly two hours per fortnight, including attending 10 meetings of the Board and Executive, attending the AGM, attending STA events when possible, and advising the CEO.

**Desirable skills, experience and attributes**

- Experience in managing annual budgets of \$1.5 million or more
- Awareness of Government grant acquittal and reporting requirements
- Awareness of associations financial reporting requirements
- Experience in governance and strategy