

TREASURER

All PMI Queensland Chapter (the Chapter) Board members are expected to bring an appropriate combination of knowledge, skills, experience, and professional capability relevant to their role and responsibilities. Specific qualifications, certifications, professional memberships, or experience may be required or preferred for individual Board positions, as outlined below.

Eligibility and Qualifications

Candidates must meet the mandatory eligibility requirements for election or appointment to the Board, together with any additional eligibility requirements applicable to the position.

Board members are expected to maintain the knowledge, skills, experience, and professional capability appropriate to their role and to undertake required and appropriate governance and professional development throughout their term.

Essential criteria

All candidates for election or appointment to the Board of Directors must:

- Be a current member of the Chapter
- Have completed a minimum of 50 hours of volunteer service with PMI, a PMI Chapter, or a comparable professional or not-for-profit organisation
- Meet any additional eligibility requirements prescribed by the Chapter's Rules, Bylaws, PMI requirements, or applicable legislation

Additional essential criteria for election to the role of Treasurer

In addition to the eligibility requirements applicable to all Board candidates, a candidate for Treasurer must:

- Hold a recognised accounting or financial qualification, such as CPA, CA, or an equivalent recognised professional qualification; and
- Demonstrate relevant professional experience in financial management, accounting, financial reporting, audit, financial controls, or a comparable financial governance role.

Desirable criteria

- Current membership in good standing of a recognised professional accounting body
- Previous experience with not-for-profit, membership association, or Board-level financial governance
- Previous Board, management committee, or relevant executive-level experience

For further information regarding Board roles, selection criteria, eligibility, and requirements, please refer to the [Chapter Bylaws](#) and [Chapter Rules](#) available on the [Governing documents](#) page of the [Chapter website](#).

Role Description

The Chapter's business and operations are controlled by the Chapter's Board of Directors, and executed through the Leadership Team. As a Board member, you will be required to:

- Regularly prepare for, attend, and actively contribute to Board meetings, committees, task groups, and other Board activities as required
- Contribute knowledge, experience, and independent judgement to Board deliberations and decision-making, acting in good faith and in the best interests of the Chapter
- Contribute to the development, approval, and oversight of the Chapter's strategy and policies, including participation in strategic planning and oversight of execution through the Leadership Team
- Contribute to the Board's oversight of the Chapter's financial affairs, organisational risk, compliance, governance, and other obligations
- Exercise Board powers and duties with reasonable care and diligence, and in accordance with the PMI Charter, PMI Code of Ethics, Chapter Rules, governance requirements, and applicable policies
- Identify, declare, and appropriately manage actual, potential, or perceived conflicts of interest, and maintain the confidentiality of Board information, discussions, and decisions where appropriate
- Contribute openly and independently to Board deliberations and support the collective decisions of the Board once made
- Promote effective communication, collaboration, and appropriate governance across the Board, Leadership Team, Chapter membership, PMI, and other stakeholders
- Promote PMI, the Chapter, and their mission, values, and principles
- Participate in Board evaluation, development, succession planning, and continuous improvement activities as required
- Undertake other responsibilities, activities, or tasks requested or agreed by the Board

Expectations of Treasurer

The Treasurer is an elected volunteer responsible for oversight of the Chapter Finances and relevant financial functions of the Board and Executive. The Treasurer directs financial related activities of the other Board members in accordance with the Chapter's Rules and Bylaws.

In addition to the responsibilities applicable to all members of the Board of Directors, as Treasurer you will be required to:

- Provide Board-level oversight and stewardship of the Chapter's financial activities, working closely with the President, CEO, Finance Manager, and other relevant officeholders
- Lead the financial aspects of the Chapter's annual planning and budgeting processes and support the Board in establishing an appropriate annual budget
- Ensure the Board receives accurate and timely financial information, monitoring performance against approved budgets, cash flow, reserves, financial commitments, and longer-term financial sustainability, and advising the Board of significant variances, emerging issues, or financial risks
- Oversee the prudent management and disbursement of Chapter funds and the effectiveness of financial controls, policies, procedures, and delegations, including reviewing and approving transactions where authorised
- Oversee and coordinate the annual Chapter audit, act as the principal Board liaison with the Chapter-appointed auditor, and ensure material findings or required actions are appropriately addressed
- Oversee compliance with applicable financial, taxation, statutory, regulatory, and PMI requirements, including contributing required financial information and assurance to the Chapter's annual PMI Charter renewal process
- Support the President and Secretary in representing the Chapter on financial, statutory, or regulatory matters, and represent the Chapter in relevant Treasurer forums and financial collaboration activities with other PMI Chapters and PMI as required
- Escalate material financial risks, anomalies, control weaknesses, or compliance concerns to the Board in a timely manner
- Maintain appropriate Treasurer records, succession and transition arrangements, and ensure an orderly transfer of records, responsibilities, access, and relevant information to the succeeding Treasurer

Board Committees

Board committees and other task groups are formed as necessary and when it enables efficient decision-making. You may be asked to serve on one or more Board committees.

Estimated time commitment

Estimated volunteer hours: 10-20 hours per month