

United Nations Association of Australia Western Australia Division (UNAAWA) Volunteer Position Description

Young Professionals Committee – Treasurer

- Seeking expressions of interest.
- This is an unpaid, volunteer position.
- Working with like-minded professionals with a passion to further the United Nations Sustainable Development Goals (SDGs).

Area	Detail
Description	The Treasurer is responsible for supporting the Young Professionals Committee in overseeing funds and managing the committee's monetary practices.
Accountability	Reports to the Young Professionals Committee Convenor.
Recruitment	Expression of Interest and CV.
Key Responsibilities & Expectations	<ul style="list-style-type: none"> • Prepare budgets and ensure adherence. • Enforcing compliance with applicable regulations • Writing and presenting reports of the Young Professionals Committee forecasted and presenting financial status. • Attend monthly Young Professionals Committee meetings. • Represent the Young Professionals Committee at events and networking opportunities, facilitating partnerships with like-minded organisations within the WA community. • Support the Young Professionals Committee members in delivering a minimum of four events and initiatives annually.
Skills & Experience	<ul style="list-style-type: none"> • Knowledge of and/or experience with the SDGs. • Interested in the work of the United Nations. • Knowledge of accounting, economics and finance • Strong negotiation, decision-making and leadership skills. • Ability to work collaboratively and demonstrate initiative. • Strong written and communication skills. • Personal attributes of openness, honesty, and integrity. • Member of the UNAAWA*.
Skills Developed Throughout the Role	<ul style="list-style-type: none"> • Project management skills. • Volunteer experience.

*Applicant may become a member after being successfully appointed the position.