QUEENSLAND
SHAKESPEARE
ENSEMBLE

The Queensland Shakespeare Ensemble, Inc.

Position Description – Management Committee Member, TREASURER

ABOUT QSE

The Queensland Shakespeare Ensemble (QSE) was founded in 2001. Since its inception QSE has gained a reputation for energetic, accessible and unique productions of Shakespeare's plays.

QSE is a community-based, non-profit organization run by two distinct bodies. The Core Ensemble is the artistic engine of the company, and Core Ensemble members contribute their skills to the day-to-day running and long term planning of company. The Management Committee ensures that QSE activities are in line with the company's mission and vision, and adhere to the requirements of the Associations Incorporation Act of 1981. Copies of the Rules of the association are available on request.

Vision: We use Shakespeare as a platform for positive change.

Mission: QSE exists to bring the language of Shakespeare to communities. QSE strives to strengthen the connections between and within communities by:

- sharing epic and eternal stories with a live audience
- creating evocative, engaging experiences in communities
- making Shakespeare accessible to all
- giving a voice to the marginalised
- reflecting the contemporary human condition
- developing an Ensemble of Artist managers
- inspiring a collaborative artistic and business environment

Values: QSE operates with the following values at the heart of our work:

- **Community**: Strengthen connections and relationships, growing people together
- **Collaboration**: Working together to achieve with courage, compassion and generosity
- **Integrity**: Doing what is right
- **Communication**: Actively listening, sharing information and ideas
- **Respect**: Appreciating our differences and valuing each other
- **Growth**: Seeking ways to develop our potential
- **Recognition**: Celebrating each other's efforts and achievements
- **Quality**: Disciplined process in the pursuit of excellence

DUTIES – TREASURER

- Duties relating to the annual auditing of QSE finances
    - As soon as practicable after the end of each financial year, the Treasurer contacts the Finance Portfolio requesting a prepared a statement containing the particulars of:
      (1) the income and expenditure for the financial year just ended; and
      (2) the assets and liabilities of all mortgages, charges and securities affecting the property of the Association at the close of the financial year just ended.

    - Liaise between the Finance Portfolio and the assigned auditor to arrange auditor's access to financial documents to carry out the audit
- Duties relating to banking:
    - Update of bank account signatories to include current Management Committee members
- Duties relating to oversight of QSE Core Financial Portfolio
    - After each financial quarter, check that superannuation payments are up to date

OTHER

- Be fully present and engaged in the role by:
    - Attending, participating and completing action items set out in the following meeting types;
        - Committee Meetings - 1 hour/ every second month (first Sunday of the month)
        - Annual General Meeting, 1 hour/ annually (mid-year)
        - and any other tasks as required, based on business needs of the Committee.
    - Actively engage with the committee discussions during meetings as well as email and phone call communications.
    - Committee members are also highly encouraged to attend Company Meetings, whenever possible, these take place on the first Sunday of every month 6:00pm – 10:00pm.
    - All committee members are required to be financial members of Queensland Shakespeare Ensemble.
    - All committee members should be familiar with the Rules of Association and other QSE specific docs including: QSE Charter, Respectful Workplace Policy, Resolution Process.