



**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:** Transforming communities through creativity.

**MISSION:** QSE exists to:

- Powerfully share epic stories with live audiences
- Provide world class training opportunities to actors and non-actors
- Support creativity in contexts and communities where it has been historically excluded
- Nurture an ensemble of artist managers that drive the company's activities and works together to develop their skills on stage and off

Performing Shakespeare demands the cultivation of the whole self in the service of the communal enterprise, and as such is the ideal vehicle for this exploration. Although the Ensemble performs the works of other playwrights and authors, Shakespeare will always be the home from which we travel.

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



Community

Growth

Communication

Play

Respect

Integrity

Celebration

Quality

Collaboration

## 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

