



ROYAL HISTORICAL SOCIETY OF VICTORIA INC.

239 A'Beckett Street, Melbourne 3000

POSITION DESCRIPTION

RHSV TREASURER

September 2024

WHO WE ARE

The Royal Historical Society of Victoria is an active not-for-profit, membership-based, collecting organisation that operates as Victoria's largest historical society and as an umbrella body for ~350 affiliated societies which collectively foster community history. We manage a range of activities including a bookshop, public events, an exhibition gallery, room hire, membership subscriptions, a large member-based group insurance scheme, the Victorian Community History Awards, History Month, seminars webinars and workshops, outreach activities outside Melbourne and the publication of various books, journals and newsletters. We support encourage and support commercial and private research. Our preserve is Victorian history with a special interest in Melbourne. Our home is an unusual 1938 heritage-listed Drill Hall close to Queen Victoria Market and about 150m from Flagstaff Station. We have worked here for 25 years and we are currently negotiating a long-term lease with our landlord, the Department of Transport and Planning.

OUR COLLECTION

Our significant collection of Victorian history began in 1909 and has absorbed, over the years, other collections, notably the Royal Geographic Society of Australia (VIC) and part of the Genealogical Society of Victoria's library. It has been through many iterations but now it is a mostly paper-based collection with a small number of objects and paintings. The two most significant parts of the collection are its manuscripts and its images collections.

RHSV VISION, MISSION, PURPOSES AND VALUES

VISION

The RHSV Vision is that Victoria's rich histories will become a meaningful part of all contemporary Victorians' lives and cultures.

MISSION

To use our diverse collection and publications to ignite curiosity and wonder; to inspire debate; to explore and question our histories and how they shape our present and future; and to enrich Victorians' lives by promoting research, knowledge, understanding and enjoyment of our histories to the widest possible audience.

PURPOSES

As approved at the AGM in May 2024.

The Royal Historical Society of Victoria Incorporated is a registered charity whose purpose is to advance culture by:

- 2.1 promoting research, knowledge, understanding and enjoyment of our histories to the widest possible audience.
- 2.2 developing and conserving the collection of Victorian history, with a special interest in Melbourne;
- 2.3 promoting all aspects of Victorian history through exhibitions, publications and events for its members and the general public;
- 2.4 recognising outstanding achievement in Victorian history;

2.5 supporting affiliated historical societies; and

2.6 acting as an advocate for the Victorian history sector and in the conservation and promotion of Victoria's cultural and built heritage.

The Royal Historical Society of Victoria is managed by a Council that operates under the Society's Constitution.

VALUES

Our work will be guided and informed by our belief in and commitment to the following values:

Recognition of Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia

The RHSV recognises the importance of First Peoples' voices to understanding our collective past and seeks to make its space culturally safe for Aboriginal and Torres Strait Islander peoples by ensuring the RHSV is free from discrimination.

We acknowledge the primary rights of Aboriginal and Torres Strait Islander peoples in their cultural heritage and will work collaboratively to advance understanding between all peoples.

Respect and integrity

We believe that evidence-based historical understanding is critical to creating a better world. We encourage everyone to read historical publications, examine primary source materials, engage with Victoria's past in an informed way and share their ideas among many audiences. We encourage healthy debate and respect differences of opinion.

As well as respecting the views and opinions of others, we will consider their needs and sensibilities, and work collaboratively to build trust and understanding.

We are transparent, collaborative, and ethical in our collective work as an independent history organisation. We publish our governance documents on our website

Equity, diversity, accessibility and inclusivity

The Royal Historical Society of Victoria is both enriched and its effectiveness enhanced when our community and the constituents we serve are composed of individuals with diverse backgrounds, experiences, and points of view.

Our contemporary collection processes attempt to rectify past omissions, to give voice to those previously ignored, and to capture a fuller, more nuanced record of society.

We are committed to diversity, equity, accessibility and inclusion across all our activities and we work to remove obstacles, perceived and actual, that limit anyone's access to the RHSV.

The RHSV works to ensure its policies, procedures, and activities are inclusive of the cultural diversity of contemporary Victorian society.

Excellence

We aspire to excellence in all we do. We create a culture that expects, recognises, and rewards excellence in our achievements as individuals, teams, and institutions within the history sector. We lead through best practices, innovation and example.

Engagement

We exist for the benefit of all the people of Victoria.

We aspire to develop deep relationships that foster true engagement and partnerships with our audiences, collaborators, and supporters.

Through our membership, we hold ourselves accountable to all Victorians and together we are custodians of their histories.

Creativity

We drive a culture of creativity and innovation throughout our work, and we take informed risks to spark curiosity.

RHSV FINANCIAL BACKGROUND

The Royal Historical Society of Victoria is a not-for-profit charity and an incorporated association with two deductible gift recipient statuses (building / collection).

The RHSV will have an annual turnover of about \$900,000 this year. Our financial year is January to December. We have about 1250 members (350 of those are other historical societies and the remaining 900 are individuals).



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Our auditors are: DFK BKM Audit services (currently in Camberwell but moving to Richmond)

We have a bookkeeper who works from home 9 hours per week: Kristen Adnams (who is also an accountant). Our EO, Rosemary Cameron, is also an experienced bookkeeper. Rosemary prepares the annual budget.

We do not receive government funding. About 33% of our income comes from philanthropic donations and irregular bequests. 10% of our income from membership fees. Our bookshop accounts for another 10% of our income. 11% is other earned income (research, room hire, ticket sales etc). 15% is our group insurance scheme. 10% investment income.

Wages are our biggest expense. We have two f/t staff and 8 p/t or casual staff.

We use cloud-based MYOB AccountRight. Many of our daily sales are through the website (Woocommerce /Stripe) which automatically creates journals in AccountRight.

The Treasurer is a Councillor of the RHSV serving on the Council and some of its committees. There are 12 Councillors. The Treasurer serves on the Executive & Finance Committee and the Investment Committee.

Our investment committee oversees the work of our financial adviser (Yarra Lanes) which manages our investments. We have an investment policy and philosophy governing aspects of our investing. We currently have just over \$1mil in investments and a further \$600,000 in cash.

TREASURER'S ROLE

| | | |
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| 1 | Meeting attendances (meetings are hybrid – in person or Zoom) | <ul style="list-style-type: none"> Executive & Finance Committee meetings – monthly (Thursday 10am – 12noon) Council meetings - eight months pa (Tuesday 4:15pm – 6:15pm) Investment Committee meetings – biannual AGM – annual (3rd Tuesday of May 5pm – 6:30pm) Miscellaneous |
| 2 | Monthly function | Prepare monthly Treasurer's Report for E&F meeting (also presented to Council meeting), including <ul style="list-style-type: none"> Review financial statements and investments Communications with Executive Officer and Bookkeeper regarding accuracy, adjustments required and other reporting requirements. |
| 3 | Other functions | <ul style="list-style-type: none"> Assist Executive Officer and Bookkeeper with reporting requirements and processes as required, including assistance with budget/forecasting preparation. Assist with recruitment for appropriate roles (e.g. bookkeeper) |

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| | | / auditors). <ul style="list-style-type: none"> • Provide ongoing support with general/commercial operational matters. |
| 4 | To do list | 1. Split investment portfolio between Foundation and Operations; 2. Prepare policy for allocation of donations and bequests to Operating Revenue, unless otherwise specified; 3. Prepare policy on admin charge to be applied against donations, bequests and other contributions which are not applied to Operating Revenue; 4. Assess and report on performance of investments; and 5. Review tax-exempt status as prepare policy/process for periodic review. 6. Work with E&F to build a financial forecasting tool to assist in planning and cashflow planning |

Conditions

All RHSV staff and volunteers are required to

1. Sign a Code of Conduct
2. Have a current Working With Children Check

All RHSV Councillors are required to

1. Be a "Responsible Person" for the RHSV on the ACNC website (questions appear below)
2. Provide information for our insurers (questions appear below)
3. Complete an RHSV Councillor Declaration of Relevant Interests to mitigate conflict of interest

Enquiries can be made to:

Rosemary Cameron, Executive Officer rosemary.cameron@historyvictoria.org.au | 0400 387877

Daniel Clements, our current Treasurer daniel@kistafinance.com.au | 0409 402 803

Richard Broome, Chair RHSV Council R.Broome@latrobe.edu.au | 0408 315 787

| FOR THE ACNC | |
|---|--|
| Title | |
| Family Name | |
| Given Name | |
| Other Given Name | |
| Date of Birth | |
| Gender | |
| Is this person known by any other name? | |
| Residential address | |



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| Primary Phone Number | |
| Email address | |
| Is this person of Aboriginal origin? | |
| Is this person of Torres Strait Islander origin? | |
| What language does the person mainly speak at home? | |
| Are you on the ASIC Register of Banned or Disqualified Persons for the above name (and any known former names) | |
| On what date did this person become a Responsible Person?* | |
| FOR RHSV INSURANCE | |
| Have you been convicted of a criminal offence in the last 10 years? | |
| Have you been declared a bankrupt? | |
| Have you become insolvent or placed in liquidation or receivership? | |