

Vice President (Finance)

Role:

The Vice President Finance of the Public Health Association of Australia (PHAA) acts as the financial overseer to the Association. Activities included in this portfolio may include:

- Working with the CEO and Operations & Finance Manager to review financial aspects of the Association;
- Review of the Association's budget each financial year;
- Regular review of financial strategies for financial and membership matters;

Administrative Responsibilities:

The Administrative activities of the Vice President Finance include:

- Chairing Finance Committee meetings – held two weeks prior to bi-monthly Board meetings;
- Ensuring the Board receives regular reports about the Association's finances
- Working with the Operations & Finance Manager to prepare the finance report of the Annual Report, which includes a set of audited financial statements.
- Liaise with the CEO on Financial matters.