

### **Aim**

As the PYV Treasurer you will aim to:

- Glorify God by assisting the congregations of the Presbyterian Church of Victoria in the development and nurture of youth for the service of Christ Jesus.
- Provide support and nurture for youth in their Christian development and outreach.
- Provide opportunity, influence and assistance to youth to make a personal commitment to Jesus Christ as their Saviour and Lord.
- Promote unity of the youth within the Presbyterian Church of Victoria through providing opportunities for socialising and fellowship.
- Encourage and provide the opportunity for the equipping and training of youth leaders with the skills necessary to serve and lead.
- Adequately represent the needs of the youth within the PCV and in the courts of the Church.

### **Who you report / are responsible to**

You are responsible to the CENC via PYV State Council, the CENC, and must also report to the PCV Church Office Manager.

### **Prerequisites**

As a member of State Council you should:

- be firmly committed in faith to Jesus Christ as Lord and Saviour and the Bible as the written word of God.
- be genuinely concerned for the spiritual welfare of Christian and non-Christian youth.
- be outgoing and able to readily relate to Christian and non-Christian youth.
- have experience with local church youth ministry.
- be a communicant member of a Presbyterian Church and not younger than eighteen years of age.
- be able to demonstrate a sound understanding of the Scriptures and be able to apply them to youth work in PYV.
- be able to demonstrate a growing Christian maturity through daily Bible Study and prayer. This includes the need for a humble, servant attitude towards all people associated with PYV.
- be willing to sign the Declaration of Commitment.

### **Responsibilities**

You are responsible for:

- As per the PYV Constitution, save with the consent of CENC, State Council members shall have a demonstrated history of recent and regular attendance and involvement in PYV events.
- Attend all State Council meetings where possible. Should an elected member of PYV Council not regularly attend PYV Council meetings and other PYV events, the CENC may remove the member from office, following consultation with the member regarding their non-attendance at such meetings and events.
- Represent a true voice in Council meetings of the cross section of PYV youth, eg. male, female, Year 7 to 18+, city, country, regional, etc.
- Promote PYV events where possible.
- Ensure that all decisions made at State Council meetings stay in line with affairs passed at the Annual General Meeting (AGM).
- Follow and ensure the PYV Constitution is upheld at every PYV State Council meeting, camp and event.

- Be a friendly and approachable representative of PYV at camps, events and any other public appearances, including answering any questions people may have about PYV.
- Submit to the authority and decisions of the PYV President and CENC Representative; and the CENC as a whole.
- Be familiar with basic accounting, banking and general financial procedures.
- Maintain the financial records of PYV.
- Keep the PYV council and CENC accurately informed of the finances by presenting a monthly financial statement to both committees.
- Report on a monthly basis to the PCV Church Office Manager.
- Act on behalf of the council to make payments to nominated payees from accounts belonging to the council.
- Act as registrar, if required, for any events that receive money or delegate a suitable person to do so, in negotiation with the Camp or Event Convener.
- Present an annual financial report at the annual AGM and to the CENC.
- Present a budget report for the coming financial year at the AGM and to the General Assembly via the CENC.
- Submit a budget to the GMP Committee for funding (if necessary).
- Keep a record of all assets owned by the PYV and the locations at which they are kept.
- Evaluate this job description with modifications and suggestions.
- Write a report for the AGM on how you fulfilled your role.

### **Requirements for the position**

You must:

- Go through the PYV leadership accreditation process,
- Obtain a copy of the PYV Protecting Children Policy – for your information.
- Obtain a copy of the PYV Reporting an Incident Policy and Form – for your information.
- Keep a copy of this job description.

### **Child Protection Protocols for this position**

All 'campers' (or young people attending a PYV event who are under the age of 18 years) and others under your leadership, regardless of age, are covered by these protocols.

NOTE: They do not replace the Code of Conduct or policy.

- Do not allow yourself to be in any area alone with a camper or person under your leadership. Always have other campers or another leader with you.
- If a camper of the opposite sex comes to you for counselling, immediately take them to a Camp Parent of the same sex who can talk to them. NEVER counsel or talk through issues with a camper of the opposite sex.
- If a camper of the same sex comes to you for counselling, ensure you do so in an open area, never a closed room.
- If a camper discloses information to you regarding any kind of abuse or neglect, you *must* divulge this information to the PYV President. However, be careful not to reveal this confidence to any other person on camp.

I have read and understood this Job Description, the PYV Constitution, Councillor's Declaration of Commitment and obtained a copy of the PYV Protecting Children Policy:

Signed: \_\_\_\_\_ Date: //

Name: \_\_\_\_\_