



Treasurer

Bendigo Queer Arts Festival

Bendigo Queer Arts Festival is a volunteer-run not-for-profit incorporated association that produces and enables LGBTQIA+ arts and culture events, including the annual Bendigo Pride Festival, Bendigo Queer Film Festival and Queer Country Art Exhibition.

Our goal is to bring LGBTQIA+ people and allies together, celebrate our lives and make regional Victoria more queer-friendly. We believe art and culture can unite people, expand empathy and create a more harmonious society for everyone.

Some of our committee have extensive experience in event creation and management in the arts industry. Others have passion for raising the visibility of queer people and stories in Bendigo.

We have been running BQFF for 19 years now, and the Queer Country Art Exhibition for 16. The Bendigo Pride Festival joined our fold in 2019 and we now welcome thousands to our events every year. As we grow we rely on talented, passionate volunteers to join us to make our town the most fabulous it can be.

Volunteer Role:

The overall role of the treasurer is to maintain the organisation's financial affairs, ensuring its viability and that proper financial records and procedures are maintained, including an annual financial report as specified by Consumer Affairs Victoria.

There is no remuneration offered for this position. Tickets for events are offered to committee members where possible.

Location:



Bendigo Queer Arts Festival 47 Myers Street BENDIGO VIC 3550 ABN: 62 442 098 012

Regular meetings are held at the Emporium Creative Hub on Mitchell Street, Bendigo. These become weekly in the lead-up to the festivals.

Hours:

Variable depending on the month, but approximately 3 to 4 hours a week averaged over the year. A higher number of hours in the months around the festivals, much lower in July to December.

Ideal Qualities and Skills:

- Experience of financial control and budgeting
- Good communication and interpersonal skills
- Ability to ensure decisions are taken and followed-up
- Good time-keeping
- Strong connection to the LGBTQIA+ community and ability to work with respect and understanding with all members of that community
- Ability to translate corporate language and idioms to people and volunteers from non-corporate backgrounds
- Sense of humour

Duties:

General financial oversight

- Oversee and present budgets, accounts and financial statements
- Liaise with the committee about financial matters
- Provide financial information to the committee to support decision making
- Ensure that appropriate accounting procedures and controls are in place
- Ensure accounts meet the conditions of contractual agreements with external agencies, such as funders and statutory bodies.

Financial planning and reporting

- Present financial reports to the committee
- Presentation of the final accounts at conclusion of the festivals
- Create annual financial report as specified by Consumer Affairs Victoria



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- To advise on the financial implications of the organisation’s strategic and operational plans, including ways to cut spending, increase income and/or make funding go further
 - To advise on the fundraising strategy of the organisation.

Other Information

More information on our events including previous programs can be found at bendigopridefestival.com.au and bendigoqueerfilmfestival.com.au.