

Position Title	Finance Director
Position Purpose	This position leads the financial oversight of the organisation and is a key member of the Committee for Audit, Risk and Finance (CARF).
Time commitment	<p>This is non-remunerated Director role. The TOGA Board meets virtually in the evenings approx. 5 times per year, one half day f2f meeting in either Sydney or Melbourne and one evening face to face meeting in July (in conjunction with TOGA Annual Scientific Meeting in various Aus metro city locations). An additional face to face half day strategic workshop is held approximately every 2 years (usually on a Friday or Saturday).</p> <p>The Finance Director is also expected to be a member of the Committee for Audit, Risk and Finance (CARF), which currently meets virtually for 1 hour every 2 months during the early afternoon of Tuesday (change in timing can be accommodated)</p>
Key Relationships	This position will work closely with all board members and the Executive Officer.
Term	4 years, with the option to serve an additional 4 year term

1. Organisation

The Thoracic Oncology Group of Australasia (TOGA) is a company limited by guarantee and registered charity with deductible gift recipient status. TOGA voluntary members represent the full range of professional disciplines involved in caring for patients with lung cancer, clinical trial professionals and consumer representatives. TOGA provides a collaborative environment for respiratory physicians, medical oncologists, radiation oncologists, palliative care specialists, cardiothoracic surgeons, scientists, nurses and people living with thoracic cancers, across Australia and New Zealand and internationally to design, conduct and publish clinical research. Through review of clinical and scientific evidence, TOGA provides a cutting-edge educational program to inform best practice care and improve outcomes for lung cancer and mesothelioma patients. TOGA is the recipient of government grants and undertakes fundraising to advance its mission.

2. Position Summary

The primary responsibility of the Board is to guide and monitor the business and affairs of the organisation, including compliance with the organisation's corporate governance objectives and setting the strategic directions of the organisation. Board Directors will have empathy with the mission, vision and values of the organisation. They will have the abilities and skills for leadership and ongoing growth and development of TOGA.

As a Board Director with financial expertise, you will be a Member of the Committee for Audit, Risk and Finance (CARF) with a view to nominating for the CARF Chair once familiar with the business of the organisation. The Finance Director will also be a valued support and resource to TOGA management to assist with financial oversight and expertise.

3. Key Accountabilities, Outcomes & Activities

Specific portfolio duties- Finance

- Take a leading role in oversight and management of TOGA's finances
- Member of the TOGA Committee for Audit Risk and Finance (CARF)
- Presenting financial and risk register reports to the Board
- Engage with the management on practical financial and risk management issues
- Oversight of the annual financial audit

Board Director Duties

Governance

- Understand all financial aims, policies and procedures for a charity registered with Australian Charities and Not-for-Profit Commission, the requirements and provisions of the Corporations Act (2001), the Company's Constitution and various fundraising regulations
- Disclose and avoid personal conflicts of interest, always acting in the best interests of TOGA
- Actively participate in board meetings, making reasonable enquiries to ensure TOGA is operating efficiently, effectively, and legally towards achieving its goals

Risk management

- Identify and assess potential risks to the organization's operations and reputation.
- Work with management to implement risk mitigation strategies.

Financial Stewardship

- Review and approve budgets, financial reports, and key financial decisions, ensuring fiscal responsibility and sustainability.
- Ensure diligent analysis of all proposals placed before the Board, prioritising the organisation's financial health and strategic goals

Advocacy and Stakeholder Relations

- Act as an ambassador for the organization, representing its interests to stakeholders, partners, and the broader community.
- Advocate for the organisation's mission and goals in relevant forums and events.

Leadership and mentorship

- Create a culture of accountability, transparency, and excellence within the organization.
- Build a collegial working relationship with other board members that contributes to a consensual approach to decisions
- Provide guidance and mentorship to executive leadership, offering support and feedback to help them achieve organizational objectives.

Committee Participation

- Contribute actively to board committees, if applicable (e.g., Finance Committee, Nominations Committee, etc.), leveraging expertise and experience.

Strategy

- Collaborate with fellow Directors and Executive management in developing and executing TOGA's strategic plan
- Provide input on long term goals, objectives and initiatives to drive the organisations' mission forward.

4. Selection Criteria

Essential

- A qualified accountant and member of either chartered accountants of Australia and New Zealand or CPA Australia with at least 10 years' work experience in a finance role
- Previous Board and senior management experience
- AICD Company Director's course or equivalent training certification
- The ability to review the strategy through constructive questioning and suggestions and contribute to the effective decision making of the Board
- Experience in managing areas of major risk to the organisation
- Familiarity with the not for profit sector and philanthropy
- Experience in managing 3rd party providers
- Thorough knowledge and experience in ensuring good organisational governance
- Broad knowledge of Federal and State legislative requirements and how this relates to a not for profit business
- Ability to work with a team in a respectful, collegiate and collaborative manner
- Previous experience in oversight of Executive staff
- Basic understanding of medical/scientific processes
- An understanding of the challenges faced by people and families living with mesothelioma and/or lung cancer

Personal qualities and attributes

- Well-developed interpersonal and communication skills
- A desire to contribute for the benefit of the lung cancer community
- Courage- To pursue new challenges and novel solutions
- Integrity- To exemplify honesty and trustworthiness in all of our operations
- Equity- To bring an open mind free of prejudice to every interaction and to strive for equal opportunity
- Collaboration- Work with key stakeholders, organisations and community groups who share our aim of defeating thoracic cancer
- Creativity & Innovation- Strive for and be open to unique and creative solutions
- Networks useful to the development and growth of TOGA

5. Conditions of Appointment

Appointment to the role of Director is subject to successful police clearance, after successful interviews with existing Board of Directors.

All new Board Members are required to comply with all legal requirements under ASIC and ACNC; and provide their directors ID number (DIN) or be willing to obtain one.

TOGA Board Directors must not be in receipt of funding from companies that manufacture, sell or market tobacco or 'tobacco-like' products.