

Management Positions

These management positions are supplementary to the roles of Editor, Development & Program Coordinator and Digital Producer.

Treasurer

The Treasurer helps oversee the banking and accounting operations. This includes paying invoices and superannuation, developing and monitoring budgets using Xero, and maintaining organisational subscriptions. Applicants who are eager to develop financial skills will be considered favourably.

Responsibilities

- Oversee the banking and accounting operations of the organisation.
- Report to the Department of Fair Trade, ATO, Australian Charities and NFP Commission.
- Signatory on Runway Journal Inc. bank account and safekeeper of bankcard.
- Prepare and monitor operating and event budgets.
- Advise and assist on grant applications.
- Maintain current subscriptions to other businesses.
- Advise on board management issues and procedures.
- Act as ambassador for, and promote the work of, the organisation online or at industry events and when in contact with industry stakeholders.