

MENTOR THE TREASURER PROGRAM

RULES AND REGULATIONS

These rules and regulations must be read and agreed to before submitting the Mentor application form or the Organisation application form (“Application form(s”).

BE HEARD.
BE RECOGNISED.



The CPA Australia Mentor the Treasurer Program (“**Program**”) matches a person engaged to be the Treasurer (“**Treasurer**” or “**Mentee**”) of an organisation, with a Mentor. The objective of the Program is for the Mentor to guide the Treasurer in the maintenance of sound records and the preparation of sound financial statements to enable the Organisation to be financially well managed which may, in turn, assist the Organisation in finding a suitable auditor with minimum fuss.

The Mentor will not perform the work required: he/she will simply guide the Treasurer in fulfilling his/her role. The Mentor is not a source of labour, only a source of information and guidance.

These rules and regulations should be read in conjunction with the Program’s Mentor application, Mentee application, or Organisation application (as the case may be) (“**Program documents**”), and together form your registration in the Program. All terms defined in these rules and regulations have the same meaning when used in any of the Program documents, unless otherwise defined in a specific document. Program documents also include other materials communicated by us from time to time (including by posting on the Program webpage) and incorporated herein by reference. If there is any conflict between Program documents, these rules and regulations will prevail.

By completing and submitting an application to CPA Australia and/or Pro Bono (collectively “we”, “us” or “our”), all participants (referred to as “you,” “your,” “Mentor” or “Mentee” as the case may be), indicate that you have read, understand and accept to be bound by these rules and regulations and privacy statement and that:

- You have supplied personal information in an application which we and other participants will see and/or use for the purpose of participating in the Program
- You will use the personal information disclosed to you as a participant in the Program, only for the purpose of participating in the Program
- You will behave in accordance with the objectives of the Program, with good faith towards and in the best interests of, all participants and your behaviour will be ethical, professional and responsible at all times (“**Agreed Behaviour**”)
- You will not pay, solicit or receive a fee to participate in this Program
- You may have access to the confidential information of other participants due to their participation in the Program and agree not to make improper use of the confidential information during or after your participation
- We are authorized during but not after the mentoring period, to provide participants with the contact details of other participants as submitted in an application to encourage regular communication
- Your personal information may be used, stored and disclosed in accordance with the privacy statement;
- If submitting an application on behalf of an Organisation, you are authorised to submit that application and sign any declaration where required, on behalf of the Organisation
- We have no responsibility and accept no liability for the use or disclosure that one participant makes of the personal information supplied by another participant
- We reserve the right in our sole discretion, to terminate a mentoring relationship and/or remove a Mentor from the Program if the Mentor is subject to a complaint to the Professional Conduct Unit of CPA Australia, which is found sustained by a disciplinary tribunal
- We do not charge any fees or receive reward in connection with the Program. You are solely responsible for your own expenses of participating.

We make no representations and you accept we have no responsibility for:

- the qualifications, capacity, character or suitability of Mentors to carry out their role
- the quality or accuracy of information, advice and/or training provided by Mentors to Mentees during the mentoring period
- the quality or accuracy of any information or resources provided by us to you under this Program and that all resources provided by us to you are provided as general guidance and are not a substitute for professional advice
- any form of negligence, recklessness, breach of duty or other misconduct on the part of Mentors in providing their support
- any form of loss or liability of any kind, incurred by the participants as a result of their participation in the Program. It does not matter whether such loss or liability was sustained directly or indirectly or is the result of negligence or other default on our part.

1. Who are the participants in the Program?

Mentor – a member of CPA Australia of 'CPA' or 'FCPA' status (who has the required professional indemnity insurance) ("**PI Insurance**"), who has agreed to Mentor the Treasurer of an Organisation on a personal voluntary basis in the conduct of the Organisation's financial reporting and/or auditing requirements.

Mentee (Treasurer) – a person appointed by the Organisation in accordance with its constitution (or other constituent document), to act as its Treasurer on a voluntary basis.

Organisation – any organisation incorporated or unincorporated, the constitution of which (or other constituent document), states that the activities undertaken by it, are not for profit.

Income Cap – the gross income of the Organisation does not exceed \$250,000 in the financial year preceding the date of the Organisation's application, or is not estimated to exceed \$250,000 in the ensuing financial year.

2. The mentoring relationship

The mentoring relationship is between the Mentor, Mentee and Organisation. We administer your application and may, from time to time, review your participation in the Program to determine your adherence to the agreed behavior.

The Mentee

2.1. The Mentee is responsible for driving the mentoring relationship, including scheduling meetings and recording all progress throughout the Mentoring Period.

The Mentor

2.2. The Mentor has agreed to Mentor the Treasurer for 12 months commencing on the date set out in the Mentor application ("Mentoring period").

2.3. The Mentor warrants that he/she:

- is and will remain a member of CPA Australia in good standing
- is and will continue to be a fit and proper person and will disclose any circumstance(s) that affect this requirement
- is not at the time the application is submitted, subject to a complaint to the Professional Conduct Unit of CPA Australia, which is found sustained by a disciplinary tribunal.

2.4. The Mentor must, during the mentoring period:

- be and remain, a member of CPA Australia in good standing
- be covered under PI Insurance and disclose the details of that PI Insurance in the Mentor application (note: Once approved as a mentor CPA Australia will allocate you complimentary cover under CPA Australia's global professional insurance policy)
- continue to be a fit and proper person and disclose any circumstance(s) that affect this requirement
- advise the Mentee and Organisation if they are no longer a member of CPA Australia
- not be subject to a complaint to the Professional Conduct Unit of CPA Australia, which is found sustained by a disciplinary tribunal

- not advertise their mentoring services for a fee, to potential Mentees
- 2.5. The Mentor will:
- (a) assist the Mentee Treasurer and provide guidance in relation to the following:
 - Good bookkeeping
 - Correct banking procedures
 - Record keeping
 - Internal control presentation of monthly reports
 - Presentation of monthly financial statements
 - Any other guidance relevant to the Treasurer's role
 - (b) assist in guiding the Treasurer to prepare and understand the above functions (the Mentor will not prepare any of the above)
 - (c) be a source of information only (the Mentor is not to be a source of labour or legal or other advice)
 - (d) act responsibly and ethically, keeping all matters concerning the Organisation confidential
 - (e) communicate with the Treasurer in a timely manner at all times
- 2.6. The Mentor will not be liable under any circumstance for loss, injury, claim, liability or damage of any kind resulting from or arising out of, the Mentor providing assistance to the Treasurer.

3. The Organisation

- 3.1. The Organisation warrants that it is a not-for-profit organisation and its gross income is within the income cap.
- 3.2. The Organisation warrants that the Treasurer has been legally appointed by the Organisation and is authorised to act in such a capacity.
- 3.3. The Organisation will ensure that its Treasurer will undertake his/her work in a timely manner and will meet reporting deadlines and communicate freely with the Mentor.
- 3.4. The Organisation through its Treasurer will provide the Mentor with full access to all books and records deemed necessary by the Mentor.

4. Ending the mentoring relationship

- 4.1. The Mentor or the Organisation may end the mentoring period before it expires, by giving 5 working days written notice to one another.
- 4.2. We reserve the right in our sole discretion, to terminate a mentoring relationship and/or remove a Mentor from the Program if the Mentor is subject to a complaint to the Professional Conduct Unit of CPA Australia, which is found sustained by a disciplinary tribunal.
- 4.3. If the mentoring relationship ends in accordance with paragraphs 4.1. or 4.2., and the Organisation wishes to replace the Mentor, the Organisation must submit a fresh application.

Privacy statement

We are committed to protecting the privacy and security of your personal information.

The personal information that you provide may be collected, stored and used by us to:

- record your details and profile information
- update your participant details
- record your membership details and profile information
- develop appropriate new products and services
- keep you in contact with your Mentor, Mentee or the Organisation (as the case may be)
- manage your CPA Australia membership
- ensure you comply as a member with CPA Australia's constitution and by-laws
- aggregate and use for internal review to analyse trends and statistics

Your personal information and/or the Organisation's information may be disclosed to:

- all parties identified in the application relating to your participation in the Program
- external service providers who we have contracts with such as printers, mailing houses, information technology companies and marketing and communication agencies
- professional and regulatory bodies and government departments

The personal information you provide may be treated by us in the following ways:

- your personal information may be transferred or stored outside the country where the information was collected for the purposes stated above;
- you have the right to access or correct your personal information (subject to any applicable legal exceptions) and you can do this by:

Contacting ProBono Australia

306/235 Queen St, Melbourne VIC 3000, Victoria 3181

TEL: 03 8080 5650

Contacting CPA Australia

Level 20, 28 Freshwater Place, Southbank, VIC 3006

TEL: 03 9606 9606