

## OFFICER JOB DESCRIPTIONS

### ***HONORARY TREASURER***

#### **1. Constitutional position**

- The Honorary Treasurer is elected by postal ballot and appointed to that position by the following AGM.
- The Honorary Treasurer is required to present the Society's annual accounts at the AGM.
- The Honorary Treasurer acts on behalf of the Council to commit the Society to any course of action or expenditure.
- The Honorary Treasurer is a voluntary position with travel and subsistence expenses covered.

#### **2. Principal Duties/Responsibilities**

##### **2.1. Membership of Committees**

- The Honorary Treasurer is a member for all EUSEM Executive and Council meetings and AGMs.
- The Honorary Treasurer is an ex-officio member of the Congress Organising Committee.

##### **2.2 Main Duties**

The Honorary Treasurer

- oversees the conduct of the Society's financial accounts;
- Keep in regular contact with the EUSEM Administration Officer, who conducts the day to day management of all financial matters and record-keeping, and makes them available to the Honorary Treasurer on request;
- Presents budgets, accounts and financial statements to the Executive, Council and AGM meetings;
- Assures that the financial resources of the Society meet its present and future needs;
- Ensures that appropriate financial systems and controls are in place and are compliant with relevant legislation.
- Oversees the Society's Investment Portfolio and reports on the performance of the portfolio to the Executive and Council.
- Advises the CEO, President, Board and Council on the financial implications of the Society's strategic and operational plans.

#### **3. Transfer of Office**

- The Honorary Treasurer is elected by postal ballot among all Full EUSEM Members.
- The Honorary Treasurer takes up office first at the next AGM as Treasurer-Elect for one year and then full office at the following AGM one year later.
- The Honorary Treasurer's term of office is one year as Treasurer-Elect and three years as Treasurer. The last year in office coincides with that of the next Treasurer-Elect.

- The treasurer can serve 2 terms

#### **4. Person Specification/Eligibility**

The Honorary Treasurer should possess the following qualities:

- EUSEM Council member for at least two years;
- Proven commitment to the mission of EUSEM;
- Willingness to devote the necessary time and effort (as outlined above);
- An ability to operate at a strategic level;
- Good, independent judgement;
- An understanding and acceptance of the legal duties, responsibilities and liabilities of a non-profitable organisation;
- The skills to analyse proposals and examine their financial consequences.
- Be available to staff for advice and to answer enquiries.
- Have fluency in written and spoken English language.

(Expected workload: 4-10 hours per week)