



**IFSHT JOB DESCRIPTION
CHAIR FINANCIAL REVIEW COMMITTEE
2016-2019**

OFFICE: CHAIR FINANCIAL REVIEW COMMITTEE

- Application for Chair is vetted by Nominations Committee
- Elected by the voting members of IFSHT Council
- Term of office is 3 years, beginning at the close of the IFSHT Triennial Congress

REPORTS TO

- President
- Executive Council of IFSHT

JOB TASKS & DUTIES

Communication

- Communicates with the committee members and assigns tasks
- Along with the committee, reviews the full IFSHT financial accounts and supporting documents in consultation with the Treasurer
- Reviews the triennial Financial Review Report of the Treasurer and makes recommendations prior to submission to Executive Council

IFSHT Triennial Congress

- Prepares a written report to the Secretary General for review and distribution to delegates sixty (60) days prior to Triennial Council Meeting
- The Committee shall either recommend to the Council that the accounts as presented be accepted for approval, or shall recommend that the accounts be audited by an accredited accountant and a full report forwarded to the Executive Committee and the Council withing 90 days of the close of the Triennial Council Meeting
- Chairs will be encouraged to attend Council Meeting as a guest, but will not have a council vote

Members

- Volunteer member applications are reviewed and approved by the Chair

SKILLS REQUIRED

- Computer skills regarding various forms of electronic communication
- Fluency in both written and spoken English
- Utilization of Excell and general accounting software
- Experience with budget and financial bookkeeping
- Ability to utilize project management virtual office software

COMMITMENTS REQUIRED

Time

- Participate in scheduled Financial Review Committee calls
- Address emails and other communication on a timely basis
- Commitment to a three year term; may be renewed