



**IFSHT JOB DESCRIPTION
Treasurer / Past-Treasurer
2016-2019**

OFFICE: TREASURER

- Elected by the Delegate's Council for a term of 3 years
- Term of office, Treasurer: 3 years (until the end of the next Triennial Scientific Meeting); may be renewed once
- Assumes the (non-voting) office of Past-Treasurer at the completion of his/her 3-year term of office as Treasurer at the close of the IFSHT Triennial Scientific Meeting
- Term of office, Past-Treasurer: close of the Triennial Scientific Meeting thru December 31 of the year of the Triennial Scientific Meeting. Assumes role as member of Financial Review Committee upon completion of term as Past-Treasurer, and serves in this capacity until final bookkeeping is approved following the next Triennial Scientific Meeting

REPORTS TO:

- The Executive Board of IFSHT (EXCO)
- Member Delegates

VOTING RIGHTS: Treasurer

- Voting member of the Executive Board of IFSHT
- Voting member of the Delegate's Council

VOTING RIGHTS: Past-Treasurer

- The Past Treasurer does not hold voting rights in IFSHT.
- Non-Voting member of any council or executive meetings.

TREASURER DUTIES OUTLINED IN IFSHT BYLAWS:

1. Shall be elected by the Council for three (3) years. The term shall begin at the close of the Triennial Scientific Meeting;
2. Shall receive all funds, depositing them in a bank designated by Council;
3. Shall pay all bills of the Society and keep an itemized account of receipts and expenditures;
4. Shall keep a record of all member groups paying dues;
5. Shall prepare a triennial budget for approval by Council. The term of the budget shall be 36 months, commencing January 1st of the year immediately following the closure of the Triennial Council Meeting
6. Shall seek approval from Council via electronic ballot, for any revisions necessary to the triennial budget as a result of any discrepancies between the actual and projected accounting between the Council Meeting and end of the financial year;

7. Shall have the accounting to date reviewed by the IFSHT Financial Review Committee prior to the Triennial Council Meeting;
8. Shall prepare an annual financial report to be distributed to the Council;
9. Shall have the final accounting for the full triennial budget cycle reviewed by the Executive Committee and the chair of the Financial Review Committee within 30 days of end of the triennial financial year;
10. Shall at the completion of their term as Treasurer (closure of the Triennial Scientific Meeting) until December 31st of the year immediately following the Council Meeting, act in the role of Past-Treasurer.

JOB TASKS & DUTIES

Leadership

- Is responsible for sharing information about IFSHT with others
- Corresponds with Member Societies and Commercial Members regarding membership dues:
 - Updates the IFSHT Society Contact and Membership Agreement forms
 - Updates the IFSHT Commercial Membership Form and Information letter
 - Sends initial announcement (e-mail) in January of the year of renewal.
 - Upon payment, sends official payment receipt (as e-mail attachment keeping an official digital file copy) and membership certificate
 - Files a copy of the invoice and the payment receipts
 - Sends past-due notices (e-mail) 30-Days, 3-Months and 6-Months. A final delinquent payment invoice will be sent for payments not received within the year they are due
 - Reports outstanding dues to the Executive Committee
 - Documents outstanding dues in the annual financial report
 - In consultation with the Executive Committee, prepares a proposed budget for the next Triennial Scientific Meeting and submits this proposed budget to the Delegate Council 90 days prior to the next Triennial Scientific Meeting.
 - Prepares a final triennial financial report for review by the Financial Committee 90 days prior to the next Triennial Scientific Meeting.
 - Prepares an annual financial statement for IFSHT tax and banking purposes and provides this to IFSHT tax /banking representative upon request
- Past-Treasurer remains as signatory on bank account until end of his/her term, 31 December following Triennial Scientific Meeting and mentors the new Treasurer to assume all Treasurer tasks by the end of Past-Treasurer's term

Past-Treasurer is responsible, with assistance of new Treasurer, for closure of the financial records for the Triennial period that ends 31 December of the year of the Triennial Scientific Meeting.

Communication

- Provides the IFSHT Historian with ideas, suggestions and articles for the quarterly *IFSHT Update*
- Submits an annual financial report to the Society Members and the EXCO, which will be posted on the website under the members only section.

- Submits a written report to the EXCO following attendance at any meeting at which she/he is representing IFSHT and submits photos and short article/report for the *IFSHT Update*
- Makes a triennial written report to the Council Meeting
- Communicates with IFSHT Banking Representative as needed

Representative for IFSHT

- Represents IFSHT at any meetings when requested by the President
- Has a responsibility for sharing information about the Federation and is expected to be active in outreach, disseminating information at national and international meetings
- Submits a written report to the EXCO following attendance at any meetings at which the Treasurer is representative of IFSHT

IFSHT Triennial Congress

- Prepares an IFSHT triennial budget for approval by Council
- Reviews the budget for the upcoming Triennial Congress with the host country submitting the budget

Administrative

- Responds to e-mail in a timely manner
- Updates IFSHT financial records in the accounting software program in a timely manner
- Receives and electronically files all records related to banking activities (bank statements, deposit records, wire transfer records, etc.)
- Receives and electronically files all records related to IFSHT expenses (expense invoices, receipts, bank records)
- Receives and electronically files all records related to IFSHT income (payment receipt records, scanned / photocopied copies of bank cheques, copies of bank records for direct deposited via international wire transfers)
- Maintains an electronic file with adequate backup of all relevant communication, budgets, and financial transactions
- Submits reimbursable expenses in a timely manner with adequate documentation
- Takes the initiative to contact IFSHT Banking Representative to assist with banking matters as needed
- Completes tasks requested by the President

RESOURCES NEEDED

- Up-to-date computer and software with dependable internet access
- Past experience with budget development and management, ideally involving international currency management
- Knowledge and experience with basic software as well as accounting methods utilizing an EXCO approved accounting software package
- Past experience as a financial officer and/or treasurer
- Capacity to set-up and monitor the societies banking activities through a secure direct internet bank account

- Reside in a country from which residents are allowed full access to IFSHT's bank account

EXPENSES

- Phone, fax, accounting software, and postage expenses are reimbursed by IFSHT and require copies of original expense receipts
- Travel, housing, and meeting expenses for the IFSHT Triennial Congress may or may not be reimbursed, as reimbursement is dependent on the IFSHT budget and Triennial Meeting expenses
- Reasonable expenses for travel and housing expenses for the IFSHT EXCO meeting are reimbursed as long as they are within budget guidelines
- No expenses shall be reimbursed without required expense documentation

SKILLS REQUIRED

- When representing IFSHT, the treasurer should be prepared to present clinical presentations.
- Computer skills to allow various forms of electronic communications (e.g. email and Skype calls)
- Fluency both in written and spoken English

COMMITMENTS REQUIRED:

Travel:

- The office of Treasurer requires travel to:
 - IFSHT Triennial Meeting
 - Any scheduled EXCO face-to-face meeting/s (minimum is one 1-3 day meeting)
 - Hand Therapy regional meetings if requested by the President
- Portions of travel for IFSHT executive committee meetings may be at the Treasurer's personal expense

Time:

- Time to participate in scheduled international EXCO Skype calls, with varying frequencies and duration.
- The time spent over the three years term of office varies from 1 to 6 hours per week :
 - E-mail correspondence: average of 2 hours / week
 - Online IFSHT bank activities: average 30 minutes / week
 - Average 4 hours per month for additional routine financial accounting
 - Average 8 to 10 hours per month at time of member society renewals
 - Average 8 to 10 hours triennially to prepare for the the triennial review by the Financial Committee of all financial records
 - Average 6 hours per annual financial report
 - Average 8 to 10 hours triennially to prepare the proposed budget for review and ratification by council 90 days prior to the Triennial Meeting
- Travel time to international destinations may require time away from home/work of up to one week at a time