



IFSHT JOB DESCRIPTION TREASURER

POSITION SUMMARY

The Treasurer oversees the financial functioning of the organization and provides reports to the EXCO; keeps accurate accounts of receipts and disbursements; communicates with member countries as to dues payment and issues related to their membership status; develops a budget and assures all activities address any budgetary implications.

OFFICE

- Elected by the Delegate Council
- Term of office is for 3 years, beginning at the close of the IFSHT Triennial Congress
- May run for second term of same office

REPORTS TO

- The Executive Committee of IFSHT (EXCO)

VOTING RIGHT

- Voting member of the Executive Committee
- Voting member of the Delegate Council
- The Past Treasurer is not a voting member of EXCO or Delegate Council

JOB TASKS & DUTIES

Leadership

- Assists in the long term planning of the society
- EXCO liaison to Financial Review Committee - as an ex-officio member of the Financial Review committee, reviews the book-keeping prior to the next congress.

Communication

- Provides financial reports for EXCO meetings
- Provides status of member fee payments to EXCO meetings
- Receives requests for financial assistance with dues from members and reviews with EXCO
- Corresponds with Member Societies regarding membership dues
- Sends Members Certificate and receipt of payment of dues
- Communicates with IFSHT Banking Representative on an as need basis

Representative for IFSHT

- Active in outreach to current and potential members of IFSHT
- Submits a written report to the EXCO following attendance at any meetings at which the Treasurer is representative of IFSHT

IFSHT Triennial Congress

- Prepares a written Report to the Triennial Congress Council Meeting
- Prior to the IFSHT Triennial Congress, prepares a financial report for the triennial period and submits it to the financial review committee for review. This report is then submitted to the IFSHT Council prior to the IFSHT Council meeting
- Reviews the Triennial Congress budget with the host country

Administrative

- Responds to emails in a timely manner
- Maintains an updated record of all member groups paying dues
 - Responsible for invoicing all of the member organizations for their membership fees.
 - Tracks which members need to be invoiced each year, reports to the Executive committee regarding the status of membership fee payment
 - Sends out dues notices and past dues notices
- Receives all funds, depositing in the Council designated bank
- Pays all bills of the Society, maintaining an itemized account of receipts and expenditures
- Receives and electronically files all records related to baking activities, expenses, and income
- Acknowledges and provides receipts for donations to IFSHT
- Arranges reimbursement of expenses for the Executive committee
- Processes payments for grant recipients
- Prepares an annual financial report
- Annual accounting reports are generated by the treasurer at the end of each fiscal year (corresponds to calendar year).

- The outgoing treasurer is committed as Past Treasurer through the end of the following year or until the EXCO approves the final accounting of the prior Triennial budget cycle.
 - Responsible for the closing of the book-keeping for the triennial budget (which generally occurs in January following the Triennial meeting) and to assist with the learning and transition of the new treasurer.
 - The current treasurer then needs to have the book-keeping report reviewed by the financial review committee chair and the executive committee.
- Submits reimbursable expenses with proper documentation for review
- Coordinates a triennial audit of IFSHT finances if warranted
- Reviews and approves EXCO and Council minutes
- Completes tasks requested by the President

SKILLS REQUIRED

- Oral presentations representing IFSHT at international meetings
- Computer skills regarding various forms of electronic communication
- Experience with budget development, management, and analysis
- Utilization of Excell and general accounting software
- A strong degree of organizational skill and attention to detail as the treasurer keeps track of several different platforms of payments and expenses
- Payments and expenses are recorded in an online banking software platform.
 - The individual in this role must be familiar with basic financial principles in order to apply credits and debits in the multiple platforms while also accounting for the various bank fees.
- Fluency in both written and spoken English

COMMITMENTS REQUIRED

Travel

- The office of Treasurer requires travel for IFSHT to:
 - IFSHT Triennial Meeting
 - Face-to-face EXCO Meetings (pre and post Congress, and interim meetings)
 - International Hand Therapy Meetings in lieu of President

Time

- Participate in scheduled EXCO calls
- Address emails and other communication on a timely basis
- Travel time as representative of IFSHT (see above)
- Commitment to a three year term as Treasurer, and as Past Treasurer