

# Duties of the Treasurer



## 1. Introduction

The ISBT Treasurer has an overview of the financial administration of ISBT. Nominees for the Treasurer's position should therefore have experience in the financial/accounting field. The Treasurer works closely with the ISBT finance officer who undertakes the day to day financial work of the Society including compiling the quarterly financial reports for the Board of Directors, preparing the annual financial report, and preparing the ISBT budget.

The Treasurer is a member of the ISBT Board and Executive committee. As such the Treasurer reports to the Board and Executive committee on financial matters. The Treasurer is also chairperson of the ISBT risk management and finance committees. The specific duties of the Treasurer are found in section 4.

## 2. The Board of Directors

The Board of Directors is appointed by the General Meeting and consists of the President, two Vice Presidents, the Secretary General, the Treasurer, the President Elect, the Past President and nine regional Board members elected from the six WHO regions with two members for Europe, the Americas and the Western Pacific.

The Board of Directors:-

- Is entrusted with the management of the Society (Statutes Article 12.1).
- Ensures that the Society complies with its governing Statutes and By Laws (Statutes Article 12.4).
- Approves income other than membership subscription fees (Statutes Article 4b)
- Appoints Honorary members (Statutes Article 5b) and Affiliate members (Statutes Article 5c).
- Gives notice of termination in the event that a member has ceased to fulfil the requirements for membership laid down in the Statutes, in the event that the member has not observed their obligations towards the Society and in the event that the Society cannot reasonably be expected to allow the membership to continue (Statutes Article 7.5).
- Expels members if they act contrary to the Statutes, the rules or resolutions of the Society or prejudice the Society in an unreasonable manner (Statutes Article 7.6).
- Convenes extraordinary General Assemblies (Statutes Article 8.2 and 9.4).
- Appoints permanent committees, *ad hoc* committees and working parties and identifies members to undertake specific activities to further the Societies aims as necessary (By-laws Article 6.1).
- May delegate some or all of its responsibilities to an Executive committee (Statutes Article 14.1).

- Must keep accounting records of the finances of the Society, produce an annual report on the activities of the Society, and keep the books, documents, and other databases in such a manner that the rights and obligations of the Society may be recognised at all times (Statutes Article 20.2).
- Must publish its annual report on the situation of the Society and the policy pursued (Statutes Article 20.3).

## **2.1 Duties of the Treasurer as a member of the Board of Directors**

1. Attends Board of Directors face to face meetings and telephone conferences.
2. Contributes actively to the Board in relation to the strategic direction of the Society and provide guidance on relevant issues.
3. Promotes the Society in order to assist in increasing the number of ISBT members.
4. Promotes the ISBT Academy.
5. Acts as a link between the ISBT and National or Regional Societies.
6. Provides articles for Transfusion Today as appropriate.
7. Exercises economy and efficiency in the use of resources.
8. Conforms with the requirements of the Standing Financial Instructions and Scheme of Delegation.

### **SFI's 2.5**

## **3. The Executive Committee**

The Executive committee consists of the President, the Vice Presidents, the Secretary General, the Treasurer, the President Elect and the Past President (Statutes Article 14.2).  
The Executive Committee:-

**Statutes (Article 14.3)** 1. Ensures that the Society acts in accordance with the resolutions of the Board of Directors.

**SFI 3.4** Responsible for the delegation of budgets, e.g. to the ISBT Working Parties.

## **4. Core Duties of the Treasurer**

**SFI's 2.4** 1. Has an overview of the financial administration of the ISBT and periodically reviews procedures and financial reporting.

**SFI's 3.1** 2. Reviews the budget prepared by the ISBT Executive Director in conjunction with the finance officer.

**SFI's 3.2** 3. Ensures that the budget is in accordance with the aims and objective of the society and within appropriate financial limits. Identify and evaluate any potential risks.

**SFI's 3.2.1** 4. Presents the annual budget to the Board for approval and advise the Board on the financial strategy and 3 year plan.

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| <b>SFI's 6.1</b>               | 5. Is responsible for managing the Society's banking arrangements, and for advising ISBT on the provision of banking services and the operation of deposit and current bank accounts.   |
| <b>SFI's 7.1</b>               | 6. Authorised signatory for Expenses.   |
| <b>SFI's 9</b>                 | 7. Responsible for preparing and submitting Financial Statements to the Executive Committee, Board and General Assembly, in accordance with the timetable established in the Society's Constitution.                                    |
| <b>Vox Sang St. Cmmtee ToR</b> | 8. Is a member of the Vox Sanguinis Standing Committee.   |
|                                | 9. Is responsible for the finances regarding Vox Sanguinis.   |
|                                | 10. Each year presents a detailed report on the financial state of Vox Sanguinis.   |
| <b>WP Operating Principles</b> | 11. Reviews together with the ISBT Board detailed plans for Working Party funding no less than three months before the commencement of the financial year. The plan should include the activity, detailed costing and expected outcome. |
| <b>Other</b>                   | 12. Acts as Chairperson of the ISBT risk management committee.  |
|                                | 13. Acts as Chairperson of the ISBT finance committee.  |
| <b>ISBT Foundation</b>         | 14. Is a member of the Board of Directors of the ISBT Foundation.   |