

TREASURER: TERMS OF REFERENCE

The Treasurer is responsible for administering the Society's funds and is a member of the ISTS Executive Committee.

The Treasurer nominee must be a member in good standing, should have attended at least 2 Symposia within the past 5 years, and have practical understanding of principles of accounting in the United States of America.

The Treasurer shall:

- In consultation with the Board of Directors and President arrange to hire/appoint a Bookkeeper.
- Oversee the Bookkeeper to ensure that all operational financial tasks are completed accurately and on time.
- Manage the financial matters of the Society including investments in consultation with the Bookkeeper and provide strategic oversight to align investments with the Society's long-term objectives.
- Deliver the Treasurer's report of the funds received and spent for each previous Symposium at the annual Business meeting.
- Coordinate with Bookkeeper to pay all the bills, reimburse people for expenses, and wherever required, disburse funds in accordance with the Society's policies and procedures.
- Collaborate with the Fundraising Officer, agencies and foundations on all grants in terms of signing agreements and receiving the funds as required and be responsible for submitting a financial report to funders to ensure compliance with grant requirements and maintain positive relationships.
- Collaborate with the Registrar and Bookkeeper with Symposium registration and refunds.
- Abide by the Society's Constitution and By-laws as well as the Terms of Reference for the Treasurer.
- For one year after the term is completed, the past Treasurer will advise, as needed, the incoming Treasurer to pass along the necessary experience and knowledge.
- Provide leadership in financial planning and forecasting to ensure that the Society can meet its long-term goals and adapt to changes in the financial environment.
- Develop and implement financial policies and procedures that ensure the Society's financial stability and integrity, in consultation with the Board and Bookkeeper.
- Monitor and report on the Society's financial health at Board Meetings providing insights and recommendations to the Board to support informed decision-making.
- Ensure proper risk management practices are in place, including maintaining adequate reserves and overseeing insurance policies, to protect the Society's financial assets.

The Treasurer must respect confidential discussions amongst members of the Board of Directors regarding Board business.