

Job description and criteria for the post of Treasurer of EACH: International Association for Communication in Healthcare

The treasurer is a non-remunerated position and is elected for two years. The post-holder can be re-elected twice, with a maximum possible term of six years. During the period of office, the post-holder is a member of both the executive committee and the advisory committee of the association.

PROFILE

Criteria.

The ideal candidate has

- been a member of EACH for at least three years
- experience in research, teaching and/or policy in the field of communication in healthcare
- experience in financial administration and accounting procedures
- previously undertaken an active role within the association, e.g. as
 - ✓ a member of the steering committee/advisory committee
 - ✓ chair, co-chair or active member of a standing committee
 - ✓ an organiser of the EACH international conference
 - ✓ active member of a Special Interest Group
- has demonstrated to have excellent communication skills and eye for detail.
- Is fluent in English – (spoken and written).
- is available for six, bi-monthly, online Executive Committee meetings during office hours every year.

OFFER

Although this is a voluntary position, there are personal and professional benefits. The treasurer has a key role in an international association for communication in healthcare. This offers an opportunity to learn more about the association and its financial management, and develop personal/professional skills in a challenging, supportive and inspiring environment and the opportunity to travel and stay updated on the new developments in the field of communication in healthcare internationally and broaden your horizon.

Travel & accommodation costs associated with your role as treasurer are fully funded by the Association.

Role as treasurer

The treasurer is a member of the Executive Committee. The treasurer has a 'watchdog' role over all aspects of financial management, working closely with other members of the Executive Committee & the management company, SAS, to safeguard the organization's finances. The treasurer ensures that the responsibilities are met, but the actual accountancy work (book keeping) is delegated to designated staff of the management company. The treasurer is responsible for:

1. General financial oversight

- Work closely with SAS to understand the association's annual budget, what is included & why (SAS will create the budget based on items presented in Executive meetings, from the Presidents of EACH & the Treasurer). The main task of the Treasurer is to ensure they fully agree with & understand the budget so that they can authorise invoices to be paid throughout the year;
- Work closely with SAS to understand all event budgets, what is included & why (SAS will create all event budgets). The main task of the Treasurer is to ensure they fully agree & understand the budgets so that they can authorise invoices to be paid for each event;
- Work closely with SAS to understand the EACH Expenses policy and procedure so that they can authorise payment of expenses invoices throughout the year;

2. Financial reporting

- Present the association budget at bi-monthly Executive Committee meetings, if required;
- Present the association budget and annual accounts at the Annual General Meeting (AGM);
- Liaise with designated staff of the management company about financial matters;

3. Other tasks that the Treasurer will be asked for advice and help on:

- Help the Executive & SAS deliver EACH's financial policy & make any required amendments
- Help the Executive & SAS keep existing financial policies within the association up to date (e.g. Expense claim policy, Annual Activities fund policy etc.) & draft new financial policies as required
- Help the Executive & SAS develop sponsorship & fundraising strategies

EACH's Management Company, SAS, will deliver the following, of which the Treasurer will be kept fully informed:

- Banking, book keeping & record keeping of EACH's finances
- Creation of budgets, accounts & financial statements for the Treasurer & Executive to scrutinize
- Ensure that record-keeping & accounts meet the conditions of funders & statutory bodies, including the UK Charity Commission
- Ensure compliance with all relevant legislation
- Advise on EACH's reserves