

## Job Description

### Executive Committee: *Treasurer*

#### Background and Purpose of role

The Executive Committee (EC) shall be composed of a President, Vice President, Secretary and Treasurer each of whom is solely authorized to represent SESAM. In addition, there will be either an Immediate Past President or President Elect in a non-voting advisory capacity.

#### A. Duties and Responsibilities

##### 1. General

- a. Attends Annual Retreat of SESAM Leadership prior to SESAM Annual Meeting.
- b. Attends Monthly EC Meetings.
- c. Contributes to establishing SESAM Strategic Plan.
- d. Plan SESAM's activities established by the Bylaws and following the policy guidelines adopted by the General Assembly.
- e. Contributes to SESAM operational matters as required.
- f. Implement the resolutions taken by the Members' Assembly

##### 2. Society Leadership

- a. Provides strategic Leadership for Society.
- b. Works in partnership with the EC to achieve the SESAM mission.
- c. Empowered to represent SESAM for legal purposes. Acting as a signatory for the Society in all financial purposes.
- d. In charge of the supervision of SESAM's financial management.
- e. Make fiscal decisions, in collaboration with EC members, relating to a single purpose for up to 2000 Euros. Fiscal decisions relating to a single purpose for more than 2000 Euros require approval from the General Assembly.
- f. The Treasurer shall approve the disbursement of funds of the SESAM in payments of its obligations, taking proper vouchers and receipts for such disbursements.
- g. The Treasurer shall ensure that appropriate internal auditing occurs in accordance with relevant regulations.
- h. Ensures that the EC fulfills its responsibilities for the governance of the SESAM.

##### 3. Treasurer specific tasks

- a. The Treasurer is responsible for overseeing all aspects of financial management within the Society. Their role involves working closely with the Secretariat (currently: WorldSpan), the Executive Committee and all other groups executing SESAM business (e.g. Scientific and Meeting Organisational Committee, Special Interest Groups) to safeguard SESAM's finances.

- b. The Treasurer typically acts as a reference point for the Executive Committee to clarify financial implications or proposals, confirm legal requirements and outline the current financial status of the Society.
- c. The Treasurer is the liaison to the German authorities on all matters of the Society's legal standing.
- d. The Treasurer's or member of EC's home address will serve as the official address of the Society for the whole duration of their mandate.
- e. The Treasurer is in charge of managing the Society's email addresses as well as managing the general hosting of the domain "sesam-web.org". He/she has the access code to the backend of the webhosting system.
- f. The Treasurer must have a good understanding of financial reports and have some experience of analyzing budgets, as well as a basic understanding of tax matters.
- g. They should be able to communicate effectively with the Secretariat regarding all financial matters and report financial information to the Executive Committee. This requires a commitment to, within reason, be contactable at short notice as some financial or tax matters require swift action.
- h. Financial Management responsibilities:
  - i. Regularly liaising with the Secretariat regarding conference and Society budgets and bank accounts.
  - ii. Regularly checking and closely following Society bank accounts
  - iii. Regularly updating and maintaining a list of all expenses directly paid by them, as well as regularly correlating those with a list of the expenses and incomes managed through the Secretariat
  - iv. Managing, checking and advising any payments as required by the financial procedures in place.
  - v. Assisting with VAT registration and protocols. This also includes handling legalization and notarial issues.
  - vi. Overseeing and presenting budgets, accounts and financial documents to the Executive Committee.
  - vii. Liaising with the Executive Committee regarding expenses and other financial matters.
  - viii. Ensuring that the appropriate financial systems and procedures have been established and are adhered to.
  - ix. Support any required auditing processes.
- i. Other managerial responsibilities:
  - i. Liaising with the German authorities for all matters regarding the Society's legal status. This includes, but is not limited to providing a German translation of the GA minutes in order to update the persons in the current EC as well as the official address of the Society, as necessary
  - ii. Managing all e-mail addresses of the domain sesam-web.org. This includes, but is not limited to, overseeing quotas, managing passwords, transferring access rights to the entitled persons and generating new addresses as required.

4. General Assembly
  - a. Provide an annual financial statement of the Society for the annual General Assembly Meeting.
5. Specific to SESAM Annual Meeting (SAM)
  - a. Participating in the planning of the Annual Meeting, and maintain strategic oversight of SESAM Annual meetings.
  - b. Support securing sponsorship.

**B. Reporting**

Reports to membership in the General Assembly.

**C. Term of Office**

Treasurer is elected by the General Assembly to serve a term of 2 years. They may be re-elected for one further term.

If a Treasurer resigns from his/her post before the end of his/her term, he/she shall be re-placed by a suitable candidate identified by the other EC Members. This person will remain in office until the next General Assembly during which his/her appointment may be ratified.

If Treasurer resigns membership from the SESAM society, the member automatically steps down from office in the Executive Committee.

**D. Benefits**

The Treasurer shall work in an honorary capacity and only be reimbursed for their actual costs and expenses. In addition, the cost of travel expenses (economy class) / accommodation / registration fee for SESAM Annual Meeting will be covered by SESAM to allow execution of official functions before and during the Annual Meeting.