

## JOB DESCRIPTION – MWIA Treasurer

The MWIA Treasurer is a member of the MWIA executive, the decision-making body of the association. The main duties of the Treasurer are to oversee the MWIA'S financial administration, review procedures and financial reporting, advise the board on financial strategy and advise on fundraising. It is essential that she seeks financial advice as necessary.

The Treasurer is an ex-officio member without voting rights of any committee concerned with financial business. Her term of office is for 3 years and can be renewed for a second term.

The main responsibilities are listed below.

### **Financial administration**

- Is responsible *for* precise keeping of accounts of all assets, funds, investments, bank accounts and other properties of the Association.
- Prepares a timeline for annual payments such as dues to international associations (eg WHO, European Women's Lobby)
- Ensures that timely dues notices are sent to National associations and Individual members and payment is acknowledged with receipts (by email)
- Sends out reminders when dues have not been paid
- Notifies the executive when membership of associations need to be suspended or statutory status is lost
- Makes all payments that are requested and have been agreed by the Executive Board.
- Along with the President and Secretary General is a signatory for payment with 2 of these 3 signatures being a requirement on transactions
- Presents the Executive with the annual budget in consultation with the Finance Committee and ensures the board understands its financial obligations including compliance with tax regulations
- Presents the audited accounts to the Executive annually. An **external** auditor appointed by the Executive needs to follow international accounting principles in the review of all financial records.

### **Reports**

- Provides a cash flow statement (income and expenses) every 6 months to the executive
- Presents written reports at each annual face-to-face meeting of the Executive outlining the financial situation including actual spend against predicted spend
- Prepares an annual report and budget which is circulated to the National Associations and Individual Members upon request
- Prepares documents as requested by the Executive on funding proposals including special projects

### **Finance Committee**

The treasurer is an integral member of the finance committee but has no voting rights on this committee. She supplies information as needed so that the expertise of members of the finance committee can be used to benefit the activities of the MWIA

### **Term of office**

The term of office is for 3 years. This can be renewed for one further term.

Should she not be able to execute her duties for any period of time, the Executive will assign an executive member to cover her duties for the interim.

### **Essential criteria/skills for the position:**

- To be a registered medical practitioner in good standing
- To be a member of a national association in good standing or an individual member in good standing (dues paid for current triennium including 2017-2018 fiscal year)
- To have a sound financial knowledge and experience of keeping accounts

### **Inability to Hold Office (Article 13 of the Statues)**

If for any reason the removal from office is irreversible, the Executive shall nominate a substitute for the remainder of the triennium.

### **Funding**

**Please note:** There is **no remuneration** for the position. However, the Treasurer will be reimbursed the same as other executive members:

- Airfare and accommodation for 1-2 nights to attend the pre-congress executive meeting at the international MWIA meeting (congress registration is not included)
- Airfare and accommodation for the annual executive meetings during the triennium (this is dependent on reports being submitted on time and attendance at the full executive meeting)