

## **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.
- Manage the financial matters of the Society including investments in consultation with the Bookkeeper.
- 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..
- Liaise with the 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.
- 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.

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