

Treasurer

Role:	Treasurer
Reporting to:	Executive Committee
Term:	Single term of three years
From:	1 November
To:	31 October
Staff support:	Delegate of the ExCom, Director of Administration, Director of Education and Research, Accountant

Treasurer

Responsibilities

- Structure and propose a budget to the ExCom based on budget requests, which once approved, will be broken down to the different Councils, projects, and support units.
- Allocate funds and propose a budget item for “special projects” to provide flexibility to react quickly to unexpected developments.
- Ensure that budget owners stay within their approved sub-budgets and take on full cost responsibility.
- Review and approve requests for new projects, additional staff, or support using the EUROSPINE standard template for new projects/investments.
- Receive regular updates from the Director of Administration and the Accountant regarding ongoing financial results.
- Provide information and maintain ongoing communication with the Assistant Treasurer to ensure the appropriate continuation of all treasury-related tasks

Requirements

- Commitment to EUROSPINE’s mission, vision, and goals (strategic plan).
- Strong interest in working on the advancement of the Society.
- Financial strength and experience
- Willingness to devote the necessary time to EUROSPINE.
- Highly motivated and fluent in English
- EUROSPINE standard/premium/fellow member in good standing

Eligibility

Previous and current ExCom members

Duties

- Develop and propose a budget to the ExCom based on budget requests.
- Allocate funds to different Councils, projects, and support units once approved.
- Structure and propose a budget item for “special projects” to provide flexibility to react quickly to unexpected developments.
- Oversee the financials of the Society, with overall responsibility remaining with ExCom as a whole.

- Review and approve requests for new projects, additional staff, or support using the EUROSPINE standard template for new projects/investments.
- Receive regular updates from the Director of Administration and the Accountant regarding ongoing financial results.
- Provide information and maintain ongoing communication with the Assistant Treasurer to ensure the appropriate continuation of all treasury-related tasks

Meetings

- Attend ExCom meetings and the General Assembly
- Video Calls for specific projects, as occasion demands

Benefits

- Financials: Free registration and invitation to the Presidential dinner during the Annual Meeting
---Subject to the society's financial situation---