

## TREASURER JOB DESCRIPTION

*Elected by all members*

*Mandate: 3 years + the possibility for being extended for one more 3-year period*

### **I. Tasks/Duties:**

- Keep proper bank accounts in the name of the Association
- Keep accurate and timely accounts and be sure that the financial records will permit a successful audit.
- Elaborate an annual budget in cooperation with the other EPEA officers.
- Deliver updates of financial position (quarterly or twice a year) to chair and secretary
- Maintain updated the membership register according to paid membership fees in cooperation with the EPEA Secretary and the EPEA branches
- Prepare a Financial Report for the General Council Meeting.
- Prepare for the General Council meeting a budget proposal for the next two-year period.
- Keep separate administration for projects that EPEA is involved in.
- Assist and support the planning and organising of the EPEA Conference in financial aspects (see also conference tasks list)
- Advise Steering Committee on all financial commitments.
- Act as financial advisor in biennial conference negotiations.
- Make sure that the incoming Treasurer has a full picture of the Treasurer's duties and, and full access to the bank account.