



## TREASURER Role Description

*Adopted at the 133<sup>rd</sup> Meeting of the ICVA Executive Committee, 5-6 April 2006. Revised at the 135<sup>th</sup> Meeting of the ICVA Executive Committee, 29-30 March 2007. Revised by the ICVA Executive Committee, 7 March 2012. Revised by the Financial and Administration Committee 21 November 2017. Revised by the ICVA Board, 5 December 2017. Revised by the ICVA Board, February 2021. Revised at the 20-22 November 2023 Board meeting.*

### **Position Background and Objectives:**

On behalf of the General Assembly, the ICVA Board oversees the formulation and implementation of strategies, policy decisions, and activities for ICVA

The elected Treasurer is an officer of the ICVA Board. The Treasurer is responsible for maintaining the integrity of the financial and overall administrative management of ICVA, in consultation with the Chair and the Board. This specific role is in addition to the Board member's regular responsibilities.

This document sets out the responsibilities of the Treasurer by reference to:

- Advising the ICVA Board on specific financial risk management.
- The terms of reference of the Financial and Administrative Committee of which the Treasurer is the chairperson.

### **Main Responsibilities:**

The Treasurer is the focal point for discharging the Board responsibility to supervise the financial situation of the organisation.

- Monitors and acts on issues, together with the Board, that may affect the financial and administrative integrity of ICVA, in consultation with the Chair, and Executive Director ;
- With the assistance of the Executive Director:
  - Submit ICVA financial statements and ICVA budget of the next year, to the approval of the Board;
  - Submit ICVA accounts to the General Assembly
- Calls meetings of, and chairs, the Finance and Administration committee, which is a committee of the Board;
- Liaises, when relevant, with the auditor;
- Carries signing authority for financial and legal purposes, on behalf of the Board;
- Fulfils the functions of the Board, together with the other Board members, as delineated in the ICVA Statutes;
- Supports the Board in reviewing the pertinence of financial and fund-raising strategy; and
- Provides oversight and advice on development and implementation of internal ICVA financial policies, and impact of matters raised at the Board.

### **Requirements:**

- demonstrated commitment to aim mission and values of ICVA;
- experience of preparing and/ or auditing financial statements;
- ability to communicate financial matters to a non-financial audience;
- technical accounting knowledge;
- availability for General Assembly and Board meetings, and other meetings requiring the presence of the Treasurer;
- availability for the Executive Director on request;
- refrain from actions that may lead to any conflict of interest.



Duty travel will normally only be undertaken on behalf of the Treasurer's own agency. While promoting ICVA membership should be standard practice, representation for ICVA will only be undertaken at the request of, and/or in coordination with, the ICVA Secretariat.

***Term:***

The Treasurer is elected by the Board and serves for a three-year term, or such other term as may be decided by the Board

***Time Commitment:***

- The regular schedule of Board meetings includes two in person meetings, normally in held in Geneva, and two online meetings in between the in-person meetings.
- To be available to attend and report to the General Assembly (as of 2024 an annual meeting)
- The Treasurer Chairs the F&A Committee - which meets online at least four times a year.

***Remuneration:***

- Board members shall act on a pro bono basis.
- In certain circumstances, travel and accommodation expenses may be reimbursed.

***Resignation / Removal:***

- The Treasurer may resign at any time by submitting a written declaration to the Chair specifying when the resignation shall take effect.
- If the Treasurer position becomes vacant, Board members will elect from among the other Board members a person to fill the Treasurer position.
- Board members may be removed by the General Assembly for just cause.

***Review:***

Periodically (e.g. once every three years), the Board reviews the Treasurer's role description, in consultation with the Secretariat.