

IAEG TREASURER - TERMS OF REFERENCE

These Terms of Reference describe in detail the role of IAEG Treasurer. The fundamental role of the IAEG Treasurer is to maintain and keep, or cause to be maintained and kept, full and accurate books and records of accounts of the IAEG's properties and transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and other matters customarily including in financial statements. The Treasurer shall send, or cause to be sent, to the IAEG Executive Committee and Council such financial statements and reports as are required to be sent by law, the IAEG Bylaws, the IAEG Statutes or by members of the IAEG Executive Committee. In general terms, the Treasurer shall:

- deposit, or cause to be deposited, IAEG's funds and other valuables in the name and to the credit of IAEG with such depositaries as may be designated by the Executive Committee.
- disburse, or cause to be disbursed, the funds of IAEG as may be ordered by the Executive Committee, taking proper vouchers for such disbursements.
- render, or cause to be rendered, an account of all transactions entered into as Treasurer and of the financial condition of IAEG whenever the Executive Committee or Council holds a meeting or, at any other time at the request of the President.
- have such other powers and perform such other duties as may be prescribed to him or her by the IAEG Executive Committee or the Council.

The Treasurer is elected by the Council for a term of four years (Statutes Article VI.4.a) and takes office on January 1 of the year after election. In the event of an election mid-term, the elected Treasurer shall assume their role immediately.

(1) General code of conduct principles for all members of the Executive Committee:

- To act with reasonable care and diligence.
- To act honestly and fairly in the best interests of the Association and for its purposes.
- Not to misuse their position or information they gain as a responsible person.
- To disclose conflicts of interest.
- To ensure that the financial affairs of the association are managed responsibly.
- Not to allow the Association to operate if it is insolvent.
- To act with integrity and transparency in decision-making and governance processes.
- To maintain confidentiality of sensitive information obtained in the course of their duties.
- To promote a respectful, inclusive and professional environment within the Association.
- To comply with applicable laws, regulations and internal policies of the Association.
- To uphold and promote the principles of Equity, Diversity and Inclusion (EDI) within all activities and governance structures of the Association.
- To adhere to and promote the IAEG Code of Conduct, ensuring ethical behavior, professionalism and integrity across the Association.

(2) Additional code of conduct principles for the treasurer:

- **Fiduciary Duty and Care:** Act with reasonable care, diligence, and skill, ensuring all financial decisions are made in the best interest of the association.
- **Integrity and Honesty:** Ensure all financial reports are accurate, truthful, and timely, providing a fair picture of IAEG's financial health.

- **Accountability:** Maintain meticulous, up-to-date records and an audit trail for all transactions.
- **Transparency:** Present financial data in a clear, easy-to-understand format to the Executive Committee and the Council.
- **Confidentiality:** Protect private and financial information relating to IAEG's employees, volunteers, members, and donors.
- **Financial Interest:** The Treasurer shall not have a Financial Interest in IAEG. A person has a financial interest if the person has, directly or indirectly, through business, investment, family or friends:
 - An ownership or investment interest in any entity with which IAEG has an ongoing or proposed transaction or arrangement, or
 - A compensation arrangement with IAEG or with any entity or individual with which IAEG has an ongoing or proposed transaction or arrangement, or
 - A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which IAEG is negotiating a transaction or arrangement.
 - Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.
- **Conflict of Interest Management:** Disclose any potential conflicts of interest immediately and ensure personal interests do not influence financial decisions.

(3) Specific responsibilities of the Treasurer under the Bylaws and Statutes

Statutes:

- As part of the Executive Committee (Article VI):
 - Managing the affairs of the Association.
 - Interpreting and implementing Council resolutions.
 - Making proposals to Council, particularly concerning policy.
 - Monitoring the progress of Working Groups and Commissions.
- Finances (Article VII):
 - Make recommendations for IAEG membership dues to the Executive Committee.
 - Is responsible for the funds of the Association which are deposited in a bank account or other fiscal instrument as approved by Council.
 - Maintains signing authorities along with the Secretary General, who, together, will have full control of the funds of the Association.
 - Provide a statement of the current conditions of the Association's accounts whenever the Executive Committee or Council holds a meeting or, at any other time, at the request of the President.
 - Present a statement of accounts for the previous fiscal year, once annually at the occasion of the Council meeting.
 - Present proposed budget for the following fiscal year, once annually at the occasion of the Council meeting for approval by the Council.

Bylaws:

- Receive from each National/Regional Group and/or the Secretary the number of members and subscriptions (1.3 b)
- Follow the roles of the Treasurer as defined in the Bylaws (4.5):
 - Responsible for the financial affairs of the Association.

- Ensuring that the accounts are kept in good order.
- Preparing financial statements.
- Reporting to the Executive Committee and Council on his/her activities.
- Compiles the accounts submitted by the National/Regional groups, and includes this information in the annual financial report.
- Sends the annual invoice to each NG/RG, based on the numbers provided, as well as to the direct Individual and Associate members, and collects the subscriptions.
- Sends invoices and collects the associated fees for any IAEG sponsorship programs.
- Responsible for making all payments on behalf of the Association.
- Ensure the financial statements of the Association are audited by a suitably qualified person/s or company recommended by the Treasurer, and elected by the Executive Committee (6.1).
- Ensure that the National/Regional groups, have made their appropriate membership payments (6.2.1).
- Bring to the attention of Council any National/Regional Group for which Membership fees have not been received for the previous three years (6.2.3).
- Authorise expenditure within the budget approved by the Council (6.3.2).
- Notify the President and the Secretary General of any payments made (6.3.2).

(4) Requirements for the position of Treasurer

- Full proficiency of the French language (written and spoken).
- Certifies that they have not been convicted of any crimes relating to fraud or abuse.
- Has basic understanding of French law.
- Has familiarity with French banking system.
- Ability to travel to France as necessary for meetings with financial institutions and attorneys.
- Guarantees participation to all IAEG Executive Committee and Council meetings unless extenuating circumstances arise. (Per the IAEG Bylaws paragraph 6.3.5., Travel accommodations of the Treasurer to attend the Executive and Council meetings as well as the registration to the associated congress will be the responsibility of the IAEG, up to the amount allocated in the approved annual budget).
- Ability to dedicate a minimum of 30 days per year, plus the time dedicated to the ExCom and Council meetings for this role.
- There is no stipend for the role of Treasurer. Only expenses authorized by the Council in the approved annual budget are reimbursable (e.g. administrative registration, stamps, printing expenses, travel accommodations to attend the Executive and Council meetings and registration to associated congresses). Any additional/extraordinary expenses must be pre-approved by the President and the Secretary General.