

## Job Description and Responsibilities

### IBS Treasurer

#### An Officer of the International Biometric Society

[Version: February 3, 2021]

#### Background

The Treasurer serves a term of two years, plus one additional year as Outgoing Treasurer (to overlap one year with the active Treasurer. The incumbent may be elected to a second two-year term, subject to membership approval (for a total of four years, plus one as Outgoing Treasurer).

Duties of the Secretary / Treasurer were split into two separate positions following approval of a proposal accepted by the membership in August of 2020.

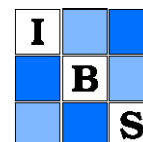
In order to ensure continuity in governance at the officer level, and in keeping with the need for continuity with financial planning for the International Biometric Conference, the current Treasurer's term will overlap the new Treasurer's term by one year. Overlapping terms give persons in these positions the opportunity in the first year of incumbency to acclimate to the role, the policies and procedures, and the general day-to-day operation of the society.

#### Purpose

The Treasurer is the primary volunteer elected officer charged with overseeing the management and reporting of the Society's finances.

#### Tasks

- Upon election, attend a financial orientation scheduled and hosted by the IBO and review preparatory documents.
- Serve as financial officer of IBS, responsible for all finance-related activities of the Society.
- Develop annual budgets, in coordination with the International Biometric Office.
- Develop bi-annual budgets for the IBCs, in coordination with the International Biometric Office.
- Communicate all relevant and important financial issues and budget updates to the Budget & Finance Committee and seek the committee's guidance and input as needed.
- Communicate the results of Budget & Finance Committee discussions and committee proposals to the Executive Board.
- Review and approve expense payments, with invoices provided by IBO.
- Review investment holdings, meeting with the financial advisor at least annually to review and/or implement changes either as advised by the financial advisor or as directed by the Executive Board as appropriate.



- Review and accept monthly and quarterly financial statements provided by IBO and report the results of those quarterly reviews to the Executive Board.
- Report to the Executive Board at regular meetings on (1) the financial standing of the IBS, (2) the specific status of investments, (3) budgeting matters, and (4) a review of IBC finances once finalized.
- Provide a summary report on IBS financial matters to the membership at IBC.
- Review the existing membership dues structure and, as needed, develop proposals for any revisions to the dues structure or pricing in time for review and recommendation by the Executive Board, and for subsequent and timely announcement to the membership and the Regions.
- Review, comment on and suggest needed revisions to contracts involving the IBS.
- Ensure the establishment of proper accounting procedures for the management of Society funds.
- With the IBO, review the conducting of an annual audit by a certified public accountant (expected to be a full audit in even numbered years and a financial review in odd numbered years).
- Serve as an ex-officio member on relevant governance committees as determined by the President.
- Participate regularly in Officer Meetings, as scheduled. Attendance at such meetings typically begins up to five months prior to the start of the Officer's official term.
- Serve as needed as an Officer representative of the Society and presenter at Region meetings.
- Exercise such powers and perform such additional duties as shall from time to time be determined by the Executive Board.

#### Additional support

##### *Bank Account Signatory Responsibilities*

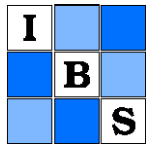
The Treasurer is expected to be a signer on the primary checking account.

##### *IBO Reporting*

The IBO will provide the following to the Treasurer on a regular basis:

- Copies of monthly bank statements.
- Copies of monthly investment statements.
- Monthly financial statements, and a brief analysis of those statements.
- A quarterly update on staffing expenses by project.
- Updates related to general bank correspondence and transfers of funds to and from investments.
- Special reports, as needed.
- The Executive Director serves as the primary staff contact for the Treasurer.

##### *Investment and Bank Account Updates*



Account updates are reported by the Treasurer to the Board on a quarterly basis (upon receipt of such updates from the IBO), though monthly updates on account activity are routinely shared between the IBO, Treasurer, and other Officers.