

ISC Treasurer

Position description:

- Maintains the Society's bank accounts in a convenient financial institution
- Ensures all Society payments bear the signatures of the treasurer and second designated executive member, and are made in a timely fashion
- Handles Society's investments
- Maintains full account of the Society's receipts and disbursements
- Submits a written report biannually for inclusion in the Society's newsletter, and also to the executive if requested to do so at any time, with reasonable notice
- Reports to Annual General Meeting
- Liaises with Membership Secretary

Reports to:

- ISC President and executive
- ISC membership

Position Term:

- 2 years (renewable)

Time commitment: *(hours are per annum unless otherwise stated)*

- 3 x 4-hour executive meetings
- 2-hour Annual General Meeting
- Recording receipts and disbursements, and preparing cheques, 6 hours
- Banking, 3 hours
- Executive report and Bulletin information preparation, 2 hours
- Liaising with Membership Secretary and mail pick-up person, 2 hours
- Executive emails, ½ hour per week

Skills/Characteristics required:

- Knowledge of indexing and the indexing community
- Understanding of basic bookkeeping, or willingness to learn
- Methodical

Position requirement:

- ISC member

Tools requirement:

- Familiarity with accounting software, preferably QuickBooks (Intuit), or willingness to learn
- Internet access

Position limitations:

- ISC Constitution, articles, and bylaws
- Dual signing authority for cheques

Learning opportunities:

- Bookkeeping and financial planning
- Use of bookkeeping program
- Committee work

Training:

- Handover from outgoing Treasurer, with software training if required

Benefits:

- National networking opportunity
- Service to and promotion of professional association
- Recognition by peers
- Cross-sharing of ideas and experiences

January 2009