

**Job Description for  
Office of ISHLT Treasurer  
Approved October 20, 2017**

The Treasurer of the International Society of Heart and Lung Transplantation is an Officer of the Society elected by the membership to a one-year term with the potential for two additional terms.

**Responsibilities**

- Serves as a member of the Executive Committee
- Works closely with the Executive Director, President, and other members of the Executive Committee to provide leadership of the Society
- Serves as Chair of the Finance Committee (refer to Finance Committee Chair job description for the associated responsibilities).
- Advises the Board on the overall financial status of the Society and the financial implications of Board decisions
- Presents the recommendations of the Finance Committee to the Board
- Monitors the financial books of the Corporation
- Ensures that regular books of account are maintained and available for inspection at all times to the directors of the Corporation
- Works with Staff to assess the resource implications of proposals anticipated to have a financial impact of > \$50,000 to the Society
- Ensures that all Board and Executive Committee decisions and actions are either in compliance with Society financial and investment policies or are accompanied by an explicit acknowledgment that the decision / action is not in compliance with Society financial and investment policies
- Performs other duties as directed by the President, Board, or Executive Committee

**Qualifications for Office**

- Leadership, organizational, and oral/written communication skills
- Ability to work collaboratively with staff, other leaders, and members in a volunteer organization
- Ability to respond to requests and inquiries from staff, other leaders, and members within 72 hours
- Ability to participate in scheduled conference calls and meetings of the Finance Committee, Executive Committee and Board
- Experience with and understanding of corporate finance
- Ability to understand and effectively communicate principles of non-profit accounting and fiscal management
- Personal affirmation of agreement to adhere to the Society's statement of purpose, abide in all respects with the corporate policies set forth in the bylaws and elsewhere, and characterize personal commitment to the mission, purposes, and values of the Society

## **Time Commitment**

- Bi-weekly Executive Committee conference calls lasting one hour each
- At least 2 Board conference calls lasting 2 hours each
- 3 half-day face to face Executive Committee meetings
- 3 2-day face to face Board meetings
- 4 Finance Committee conference calls lasting 1-2 hours each
- 5 hours per week reading and responding to emails, signing checks, authorizing wire transfers, providing input and feedback, reviewing / editing / drafting documents and reports, and preparing for meetings and conference calls

## **Key Interactions/Communications**

- President
- Executive Director
- Executive Committee members
- Board members
- Finance Committee members
- Director of Finance and Operations

## **What Success Looks Like**

- The Board is kept apprised of the financial status of the Society on a regular basis
- The Society operates under a budget that reflects a reasonable estimate of the anticipated income and expenses for the fiscal year
- The financial operations of the Society include checks and balances consistent with current nonprofit fiscal standards
- The Board is presented with reasonable resource implications to assist it in its decision-making
- The annual audit confirms the presence sound financial management of the Society in accordance with accepted accounting standards
- The Treasurer is present for all Board, Executive Committee, and Finance Committee conference calls and meetings
- The Society operates in accordance with the Society's financial and investment policies and legal requirements