

Supporting Information for Treasurer

With this document, the Council intends to provide supporting information for representatives of ICSSPE members who consider running for the position of Treasurer. These are aligned with the ICSSPE Statutes and Bylaws.

Responsibilities

- The Treasurer, as a member, contributes to the Executive Board as well as fulfilling responsibilities as a Treasurer.
- The Treasurer provides overall guidance and oversight for all financial matters of ICSSPE.
- The Vice Treasurer shall be elected by the General Assembly for a four-year period.

Nature and Scope of Work

- In close cooperation with the Executive Board, the Treasurer shall develop the annual budget of the organization and present annual reports to the Executive Board and General Assembly.
- With a Vice President (Executive Board), the Treasurer shall develop measures to increase the organization's budget.
- In preparation of the financial report to be submitted by the Treasurer to the Executive Board and General Assembly, the Treasurer shall audit annually the financial operations of the Council.

Qualifications, Experience, and Competencies

- Degree(s) in higher education that is (are) relevant to the position and mission of ICSSPE.
- Five or more years of proven financial management experience, preferably in the international development, sport or humanitarian sectors, as relevant to the mission of ICSSPE.
- Proven experience in budgeting, financial planning, and oversight of a national or international nonprofit organization or of an academic institution related to the mission of ICSSPE.
- Excellent communication skills in English and bespoke stakeholder management expertise.
- Enjoy working in a positive team environment to meet the goals of the organization.
- Demonstrate the capability to effectively respond to the evolving needs of a dynamic international organization in the 21st century, in alignment with the ICSSPE mission.
- Ability to work effectively across cultural, linguistic, and geographical boundaries.

General Operating Expectations

- Based upon the requirement outlined in ICSSPE's statutes and bylaws, the Executive Board jointly agrees on an operational methodology.
- The current Board has agreed on virtual bi-monthly meetings for up to two hours in addition to the annual in-person meetings stipulated.
- Working group meetings are held in between.
- Access to the internet and good command of current technology (Smartphone / Laptop).