



Founded 1966

International Association for Counselling (IAC)

IAC Executive Council Role Description: Treasurer

ROLE TITLE:	Treasurer
IAC Organisation Overview:	The IAC Vision is “A world where counselling is available to all”. IAC is an international non-governmental association with charitable status. IAC advances the development of counselling, in order to improve people’s lives and well-being. We connect counsellors worldwide so that they can share information and participate in international Practice, Education, Advocacy, Policy and Research counselling projects
Responsible to:	IAC Executive Council and the IAC General Meeting
Term	Three Years
Purpose of role:	<ul style="list-style-type: none"> • Maintain an overview of IAC’s finances, ensure viability and the proper maintenance of financial records and procedures. • Lead on financial planning, controls and reporting. • Responsible for keeping the Association’s accounts and the Executive Council informed of the financial position in a timely manner. • Assist the Council in making informed financial decisions. • Identify financial risk.
Description of tasks:	<ul style="list-style-type: none"> • Ensure that all financial transactions are handled safely and accurate records are kept. • Collect the appropriate data, and manage the associated information systems. • Prepare an annual budget for the Executive Council to approve. • Create financial reports to the Executive Council according to the financial rules in place. • Manage the accounts of the Association in collaboration with the Officer Group. • Advise the Executive Council on financial policies, internal controls, and appropriate use of funds. • Assess, report on, and advise regarding financial

	<p>risks to the Executive Council.</p> <ul style="list-style-type: none"> • Advise on the financial implications of strategic and operational plans. • Advise on conference budgets and expenditure. • Ensure payments are made to Council Officers in accordance with agreed protocols. • Process payment of association’s memberships. • Working with the Membership Secretary to monitor income from membership and to identify trends. • Prepare accounts for auditing. • Liaise with the Association’s accountants/Auditor • Present the audited accounts at the Annual General Meeting. • Make sure there is a smooth handover to the next Treasurer.
<p>Time Commitment:</p>	<ul style="list-style-type: none"> • Reading /Preparation time of 1.5 hours for six online Executive Council meetings -- lasting approximately two (2) hours each. • Reading /Preparation time of 1.5 hours for six online Officer Group meetings - lasting approximately 1.5 hours each. • Attend the annual conference (including all meetings, this takes up approximately one week), where viable. • Approximately 2 hours per week allocated to described tasks (above). • Attending various at sub-committee meetings as required. • Flexibility around time is needed to respond to the needs of the organization. <p><i>*With the exception of a face-to-face meeting at the Annual Conference, all meetings are conducted virtually</i></p>
<p>Eligibility Criteria</p>	<ul style="list-style-type: none"> • Be a member in good standing of IAC for a minimum of two (2) years immediately prior to nomination. • Have previous experience of organisational leadership. • Have previous experience of financial accounts using spreadsheets, preferably along with computer experience. • Possess the ability to make financial decisions. • Have had no ethical violations for the past three (3) consecutive years immediately prior to nomination.

Skills and Qualifications:	Previous experience of financial accounts using spreadsheets and computer experience and ability to make financial decisions.
Training and Support:	The previous Treasurer will be available to act as a consultant through the handover process for at least a year.
Benefits to the Treasurer:	This is a great opportunity to contribute to the work of IAC if you have experience of finance and accounts and are interested in contributing at an international level.