



International Bureau for Epilepsy

Role Description

Treasurer, International Bureau for Epilepsy (IBE)

Introduction

This role description is intended to provide guidance only as to the type of activity, the duties, responsibilities and the level and range of authority of the position of Treasurer of the IBE.

This role description should be read and understood in conjunction with the Constitution and Bye-Laws of the International Bureau for Epilepsy, which take precedence in all matters.

This role description should also be read and understood with reference to the document 'Legal obligations of members of the International Executive Committee', which outlines fiduciary duty.

The official language of IBE is English. The Treasurer should have a sufficient command of spoken and written English in order to effectively discharge his/her duties and responsibilities.

The role of Treasurer of IBE can be demanding of both time and energy. Predictably, carrying out the role will require travel on a worldwide basis.

- The Treasurer shall be responsible for the sound financial management of IBE including; the keeping of books of account, the production of budgets, oversight of the implementation of IBE's financial procedures and the production of other financial information as may be required from time to time.
- To carry out the duties mentioned above, the Treasurer shall liaise closely with the IBE financial office staff and provide support and guidance to them, when necessary, on matters of interpreting financial policy and procedure.
- The Treasurer shall ensure that he/she works collaboratively with his/her colleagues on the International Executive Committee.
- He/She shall be a member of the IBE Management Committee comprised of the President, Secretary-General and Treasurer of IBE.
- He/She shall be an ex-officio member of other IBE Commissions, Committees, Working Groups, Task Forces and other bodies established by IBE and as required by agreed terms of reference.
- He/She shall serve as required on other committees, working groups and representative bodies both within and outside of IBE; for example International Epilepsy Congress Organising Committees.
- He/She shall otherwise represent the International Executive Committee and the members of IBE as required.
- In common with the other members of the International Executive Committee, the Treasurer shall be a member of the Joint Executive Committees of IBE and ILAE.

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- He/She shall serve as an ex-officio member of the Executive Committee of the International League Against Epilepsy.
- The Treasurer shall liaise closely with the Treasurer of the International League Against Epilepsy (ILAE) when necessary on matters of mutual interest to IBE and ILAE regarding finances.
- He/She shall make financial reports to the International Executive Committee and the General Assembly of IBE members as required.

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