Treasurers role in IDEA – EC

Article 32 identifies the role ofThe Treasurer shall:

• be a legal signatory for IDEA’s bank account;

• keep the records of IDEA's accounts and provide the Executive with accurate and up-to-date reports of IDEA's financial position;

• prepare and present to the Executive Committee and the General Council a budget for each calendar year, which shall include the determination of the member fees;

• inform each member of the fee levels for each calendar year, collect all fees, and send reminders, accounts and invoices as necessary;

• liaise with the Accountancy Committee;

• coordinate fund raising activities of IDEA with the appropriate officers.

Comment from Joachim Reiss and his experience 2017 to 2020:

Before 2020 I was the only legal signatory for IDEAs bank account. The new bank account in Portugal has 4 legal signatorys and every payment from this account has additionally to be signed by EC-president. This makes things more complicated and the treasurer doesn’t have the full control, even though he is still full responsible for IDEA’s members money and account.

Important part of treasurers work is informing the EC about members applications (f.i. reduced fee) and ask for their decision about all sorts of expenses. This happened not often in the last years.

All points in constitution Article 32 were not complicated, but much timetaking “bureaucratic” work.
The last point (see above) is only of interest, if somebody in IDEA asks for fundraising-cooperation, this was not the case in the last years.

Additions in the IDEA Operational Manual:
*In practice this means: the Treasurer*

***•*** *Membership: In collaboration with the IDEA Secretary and IDEA Administrator, sends annual subscription invoices/ reminders to members; including follow ups*

• *Collects/records subscription/fee payments (including payments made in cash and via bank*

*transfer or other means) from members and communicates with IDEA Secretary and IDEA*

*Administrator when membership is paid*

• *Manages requests for financial relief from members who cannot pay the full amount. (Everyone must*

*pay something.)*

• *Other income*: *Manages funds from grants/fundraising/bank interest/donations/congress/publications/ projects/etc.*

• *Budgeting: Leads the budgeting of IDEA (in consultation with other Elected Officers)*

• *Banking:*  *sets up the IDEA banking arrangements and manages other streams of income e.g.internet payments (e.g. PayPal), through webpage*

• *Auditing: Prepares quarterly summaries of income and expenditure*

• *Advises overruns and under expenditure to Elected Officers*

• *Monitors annual expenditure of budget (in conjunction with the Accountancy Committee)*

• *Fundraising: Prepares submissions for identified sources of funding for IDEA*

• *Acquits funds raised and reports*

Forms that the IDEA Treasurer uses:

• IDEA call for subscriptions/invoice

• IDEA acknowledgement of receipt of payment of subscription/fees

• Rates for subscription/membership

• Format for quarterly and annual financial reports

• Responses to requests for subscription/fee relief

• Acknowledgment of fee relief provided