



ispd

International Society for Prenatal Diagnosis

Position Description 05.00

TREASURER

The Treasurer is governed by the Director Position Description in addition to the following.

QUALIFICATIONS

1. Financial management skills

RESPONSIBILITIES

1. Propose changes in annual dues for the approval of the Board
2. Collaborate with staff to develop budget proposals for the fiscal year, annual reviews or audits and IRS-required tax returns and reports
3. Ensure maintenance of accurate records of ISPD financial information
4. Review and approve for distribution official financial reports by ISPD staff, as directed by the Board of Directors
5. Review and approve all expenditures over \$5,000 and all expenditures to ISPD Management Company
6. Report on the financial status of ISPD at Board meetings and the meetings of members
7. Provide financial perspective/recommendations regarding implications of any proposed Board actions
8. Respond to select correspondence as determined by the President
9. Serve as a communication focal point between the Board and the membership regarding financial health of the organization
10. Serve on Scientific Program Committee, for financial oversight.

APPROXIMATE TIME COMMITMENT:

- 4 hours per quarter to prepare for and participate in Board of Directors teleconferences
- 1 hour as needed to prepare for and participate in SIG/Standing Committee teleconferences
- 3 hours per month for fundraising and personal communications to support ISPD
- 5 days to attend the International Conference, including participation in a meeting of the Board of Directors and other peripheral meetings and conference activities

Adopted by the ISPD Board of Directors

Date: 19 July 2014

154 Hansen Road, Suite 201, Charlottesville, VA 22911 USA

Telephone 1.434.979.4773 • Facsimile 1.434.977.1856

E-mail: info@ispdhome.org • Website: www.ispdhome.org