TREASURER: TERMS OF REFERENCE

The Treasurer is responsible for administering the Society’s funds and is a member of the ISTS Executive Committee.

The Treasurer nominee should have attended at least 2 Symposia within the past 10 years.

The Treasurer shall:

• Manage the financial matters of the Society including investments.
• Keep the records of membership payments and dues.
• Arrange for a professional audit of the financial record and statement of the Treasurer, as required by state and federal law, and transmit the auditor's report to the Board of Directors at their annual meeting.
• Provide a Treasurer’s report of the funds received and spent for each previous Symposium at the annual Plenary meeting.
• Assist new presidents with the development of a budget and advise on costs based on previous Symposia.
• Pay all the bills, reimburse people for expenses, and wherever required, disburse travel grants, as determined by the travel committee.
• Deal with the agencies and foundations on all grants in terms of signing agreements and receiving the funds as required and be responsible for submitting a financial report to funders.
• Handle all IRS and incorporation matters.
• Keep copies of all financial records for the ISTS.
• Abide by the Society’s Constitution and By-laws as well as the Terms of Reference for the Secretary.
• One year after the term is completed, the past Treasurer will advise as needed the incoming Treasurer to pass along the necessary experience and knowledge.

The Treasurer must respect confidential discussions amongst members of the Board of Directors regarding Board business.