

Position Description: Treasurer

1. Overview

The Interventional Radiology Society of Australasia (IRSA) is a clinician-led member organisation established to pursue the charitable purposes of advancing health through the speciality of interventional radiology, and principally, to promote the prevention and treatment of diseases in humans through interventional radiology.

IRSA is governed by the Committee of Management of the Association ('the Committee'). The Committee includes the IRSA office-bearers, who are referred to collectively as 'the Executive'. The Committee and its Executive have responsibility for, and oversight of, the core objectives of IRSA.

This role is responsible for the financial oversight of IRSA funds. The Treasurer is an IRSA office-bearer.

2. Roles and Responsibilities

The Treasurer is responsible for

- 2.1. Supporting the Committee in drafting and approving an annual budget and monitoring expenditure against the budget.
- 2.2. Ensuring that all money due to the association is collected and received and that all payments authorised by the association are made, including;
 - 2.2.1. Publishing accurate information on the fees payable for membership application and annual membership;
 - 2.2.2. Managing the process of collecting membership application and membership renewal fees;
 - 2.2.3. Arranging for the deposit of all monies received into the association's bank account, without deduction and as soon as practicable;
 - 2.2.4. Arranging for the provision of receipts for any monies received, as soon as practicable after receipt;
 - 2.2.5. Serving notice to members or external organisations where monies are owed and outstanding;
 - 2.2.6. Escalate to the Committee for further action where monies continue to be outstanding after the serving of a notice or notices.
- 2.3. Keeping correct books and accounts showing the financial affairs of the association including full details of all receipts and expenditure connected with the activities of the association, including;
 - 2.3.1. Ensuring that all books, accounts and other documents are

returned to the custody of the Public Officer when not in use,
or to appropriate secure storage as designated by the Public
Officer;

- 2.3.2. Ensuring compliance with any applicable legislation regarding the financial affairs of the association.
- 2.4. Providing financial statements and reports to the Committee, general meetings and external organisations as requested or as required by association rules or by law;
- 2.5. Effecting and maintaining legally required and any other appropriate organisational insurance.
- 2.6. Defining and identifying the mission, purpose and strategic priorities of IRSA.
- 2.7. Advancing the profession of interventional radiology through development of stakeholder relationships.
- 2.8. Enhancing stakeholder understanding of interventional radiology.
- 2.9. Providing expert assistance to the Royal Australian and New Zealand College of Radiologists (RANZCR) and other relevant governance bodies regarding ongoing development of interventional radiology training, education, fellowship training and CPD.
- 2.10. Supporting and expanding the existing network of IRSA members.
- 2.11. Facilitating the further networking of IRSA members with an interest in the subspecialties of interventional radiology, e.g. interventional neuroradiology.

The Treasurer may be required to:

- 2.12. Preside as chairperson at an annual general meeting or Scientific Meeting of IRSA in the absence of the President, Vice President or Secretary.
- 2.13. Preside as chairperson at a meeting of the Committee in the absence of the President, Vice President or Secretary.
- 2.14. Sign communications and legal documentation resulting from IRSA business.

The Treasurer may delegate some or all of their duties to Committee members, IRSA members or IRSA employees, except where legally prohibited, but remains ultimately responsible for ensuring those duties are carried out appropriately.

3. Application Process

- 3.1 IRSA will publish a call for nominations for the role no later than 28 days prior to the meeting at which the election will take place.
- 3.2 Interested applicants who meet the selection criteria should submit a nomination form and supporting documents to the Secretary no less than seven days before the meeting at which the election is to take place.
- 3.3 Nominations must be endorsed by two IRSA Active Members.
- 3.4 Appointment to the role will be determined by member voting at the AGM as per the rules outlined in the Constitution.
- 3.5 The term of the Treasurer is two years. There is no limit on the maximum number of terms that may be served, consecutive or otherwise.

4. Selection Criteria

The Treasurer must:

- 4.1 Be a Full member of IRSA;
- 4.2 Be in good standing with the Australian Health Practitioner Regulation Agency (AHPRA) with no outstanding conditions, undertakings or reprimands;
- 4.3 Have successfully completed the European Board of Interventional Radiology (EBIR) examination;
- 4.4 Have a working knowledge of accounting practices and principles
- 4.5 Have previous experience of financial control and budgeting
- 4.6 Have a thorough understanding of the processes and provisions of the IRSA Constitution;
- 4.7 Be capable of providing clear written and verbal communication around financial processes and outcomes to Committee members and other IRSA members.