



INTERNATIONAL SOCIETY OF BIOMECHANICS IN SPORTS

POLICY MANUAL FOR THE TREASURER

APPROVED BY THE BOARD OF DIRECTORS

14 JUNE 2017

## **Purpose Statement**

The purpose of this policy manual is to provide a working document that provides the details and description of the roles and responsibilities of the Treasurer of the International Society of Biomechanics in Sport (ISBS). The Board of Directors (BoD) appoints the Treasurer. The Treasurer is responsible for ensuring that the financial management of the Society in accordance to generally acceptable accounting principles. He reports directly to the board and shall attend their meetings.

## **General Duties**

The Treasurer is responsible for the bank accounts and the financial records of the Society as well as the following:

1. Preparation of the annual budget based on the requirements of the Vice Presidents, the Secretary General and President. The budget requests should be submitted prior to the Pre Conference BoD meeting.
2. Preparation of the financial statements including a balance sheet, an income statement and a statement of cash flows.
3. Financial accounting, including accounts payable and receivable.
4. Membership payment including a list of the members in good standing. This list is kept with the Secretary General. The members need to be notified to renew the membership by email.
5. Membership management / payment software, to ensure communication with the host of the Society website
6. The Treasurer shall be a member of the Executive Council and the Board of Directors

## **Audit.**

At the Pre Conference Board Meeting one of the Directors is appointed to recruit two other members to serve as the Audit Committee. The treasurer prepares the financial statements and all the required documents including the receipts in a printed-paper version for the Audit Committee to review. If the Treasurer is not present, the Secretary General will serve as his/her replacement.