

Treasurer of the Board – International Inclusive Arts Network (IIAN)

<u>Remuneration:</u>	The role of Treasurer is not accompanied by any financial remuneration.
<u>Location:</u>	Global via video conferencing and attending in person meetings as required.
<u>Time commitment:</u>	At least 6 Board meetings per year. The Treasurer is also expected to have regular meetings and be in regular contact with the Chair, Secretary, and liaise with Board Sub-Committees in between full Board meetings as required.
<u>Reporting to:</u>	The Board of IIAN
<u>Background:</u>	IIAN is keen to imagine a new way of working and supporting its members and the wider ASSITEJ community. Whilst a general understanding of areas such as finance, fundraising and business development would be desirable, they will not be seen as exclusive.

JOB DESCRIPTION

Objective

The Treasurer will manage various financial aspects of the organisation, including cash management, risk management, investment activities, and financial planning. Their role is to ensure the long-term financial stability and success of the network.

PRINCIPAL RESPONSIBILITIES

1. General financial oversight
2. Funding, fundraising and sales
3. Financial planning and budgeting
4. Financial reporting
5. Banking, book-keeping and record keeping
6. Pay IIAN's annual ASSITEJ fee

Relationship with the Chair and Secretary

- Establish and build a strong, effective and a constructive working relationship fostering shared accountability for leadership and maintaining an open and supportive relationship within which each can speak openly about concerns, worries and challenges

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PERSON SPECIFICATION

Personal Qualities

Demonstrate a strong and visible passion and commitment to IIAN, its mission and cause

Experience

Desirable

- Experience of governance; working a member of a Board of Directors/Trustees/ Governors etc.
- Experience of handling finances
- Experience of operating at a strategic level

Knowledge and skills

Essential

- Effective communication ; Understanding of financial planning and budgeting; fundraising; financial reporting; banking ; book-keeping.

Desirable

- Good understanding of the role that digital strategy can play a role in access and sustainability development