

**POSITION: Treasurer**

**The Treasurer serves as the Chair of the Finance Committee, is a member of the Executive Committee and a voting member of the Board of Directors.**

**RESPONSIBILITIES:**

- Serves as a member of the Executive Committee of the Board of Directors.
- Chairs the Finance Committee.
- Provides overall transaction oversight of the organization's funds, outstanding debt, and cash flow.
- Along with the Finance Committee, CEO, and Director of Finance is responsible for the development of the annual budget.
- With the CEO and Director of Finance, ensures accurate and timely financial statements.
- Presents quarterly financial reports to the Board.
- Keeps the Board regularly informed of key financial events, trends, concerns, and assessments of fiscal health and risk.
- With the Director of Finance, assists the Board in understanding the Society's financial affairs.
- Presents a financial report to the ISPOR membership at the Annual Business Meeting held during the Annual International Meeting.

**QUALIFICATIONS:**

- Must be an ISPOR member, with service in an ISPOR leadership role.
- Knowledge of financial accounting for nonprofit organizations.
- Nonprofit board experience in a Treasurer or other financial role highly desirable.