

## *Standard Operating Procedures*

### **Position:** Treasurer

The Treasurer is responsible for the financial oversight of SISN. This individual is financially literate. The main duties of the Treasurer are to (i) develop a financial plan for SISN (ii) ensure financial policies and process adhere to good internal controls, allowing for Treasurer oversight (iii) ensure accountability and transparency of the Society's finances.

The Treasurer works closely with the Development Councilor to ensure that fundraising activities can meet SISN's financial needs. S/he manages the budget, reviews financial reports issued by the bookkeeper and chartered accountant, and chairs the Finance Committee. The Treasurer has signing authority for financial matters and transactions, and has access to the SISN bank account.

The Treasurer receives significant operational support from the Secretariat and technical support from the Bookkeeper and Chartered Accountant. In turn, the Treasurer provides direction to the Secretariat and Bookkeeper and Chartered Accountant.

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The duties of the Treasurer are listed here. **Significant input is required by the Treasurer on leadership duties, in bold, below.** The Treasurer is asked to dedicate 2 hours per month on SISN activities, mostly for approving invoices and issuing payments and document review.

### *Finance management*

1. **Leads on the 2-year financial plan** that will allow SISN to achieve its strategic goals.
2. Involved in the **development of a yearly budget** and is accountable for **developing a costed work plan**. Direct responsibility for the costed plan rests with the Secretariat.
3. **Chairs the Finance Committee**, which meets on quarterly basis. See Finance Committee ToR for tasks and duties of the Committee.
4. Provides oversight on the implementation of the financial policy and procedures of the Society. Direct responsibility is with the Secretariat and the Bookkeeper.
5. **Accountable for the financial reporting of extramural grants** to the grantor by the appropriate deadline. Direct responsibility is with the Secretariat and the relevant working group, where appropriate.

6. As part of the Boards due diligence process for new donors, the Treasurer ensures that the Finance Committee receives, reviews, and assesses all the financial documents in the funding dossiers.

*Finance administration*

7. **Responsible for sharing financial reports with the Board** to keep them informed of SISN's financial position.
8. **Coordinates, with the appropriate working group(s), the financial administration of restricted grant funds** (financial reporting dates, financial reporting templates, receivable invoices).
9. Oversees and ensures the appropriate approval process for payable or receivable invoices. Direct responsibility falls with the Secretariat.
10. **Coordinates, with the bookkeeper, responses to external audits and yearly tax filings.**
11. Responsible for issuing payments from the Society's bank account.