

FINANCE DIRECTOR (FD)

The FD is in charge of financial administration of the Society and of the bodies involved in this administration (e.g. financial secretariat, financial consultants, professional accountants).

The Director may propose to the Executive Board a person for the role of financial secretary and, by written authorization, delegate tasks to members of the staff endorsed by Executive Board (e.g. financial secretary, administrative secretariat, financial consultants, professional accountants).

Previous experience on Financial Affairs is a preferred condition.

As a member of the Executive Board, the GS shares with all other Executive board members the responsibility of Director of EuGMS in accordance with our Bylaws ([https://www.eugms.org/fileadmin/eugms-data/legal_and_statutory/EuGMS AISBL - By-Laws - Final - ENG - EY Law.pdf](https://www.eugms.org/fileadmin/eugms-data/legal_and_statutory/EuGMS_AISBL_-_By-Laws_-_Final_-_ENG_-_EY_Law.pdf))

Term of office: 4 years (January 2024 to December 2027)

General Responsibilities of the FD:

- implementing the decisions of the Executive Board.
- being responsible for putting into operation the budget for the management of the activities and staff of the Society, as approved by the Executive Board and according to the Executive Board's instructions.
- Following up of the finances yearly and comparison year/year.
- Making suggestions to increase the income of the Society and cutting expenses, if possible or needed.
- Supervising accountability (financial secretary, administrative secretariat, financial consultants and professional accountants).
- Ensuring direct contact with PCO and external organisations for financial coordination.

Practical activities include:

- Attending the meetings of the Executive Board; 1 per month generally online, and 1 to 3 in person meetings: Spring Meeting (March), June Meeting, Meeting at the Annual Congress (September/October) and Winter Meeting (December).
- Attending the meetings of the General Assembly; 2 in person meetings per year: Spring Meeting (March), Meeting at the Annual Congress (September/October).
- Approving Payments and expenditures and close monitoring of the budget
- approving extraordinary expenditures (not stated in the approved budget)
- overseeing a discretionary budget of 5,000.00€ annually to cover unexpected expenses consistent with objectives of the Society and Executive Board.
- reporting directly to Executive Board (according to meeting's agenda) and General Assembly meetings and present:

- a report summarising the financial position for the current financial year, as prepared by or in collaboration with financial secretary/financial consultants,
- an itemized budget for the following financial year, including an estimate of incomes and estimates of resources required for activities, as prepared by or in collaboration with financial secretary/financial consultants.
- Controlling all liabilities in a financial registry
- Supervising contracts with sponsor companies in collaboration with the Global coordinator and lawyers of the Society to control financial implications (and alignment with the approved annual budget) and ethical aspects.
- Co-signing, with the President, the Annual Accounts prepared by the professional accountants.

DIAGRAM:

