IP&SEN sig Treasurer

Treasurer´s responsibilities include

-        Preparing an annual budget in collaboration sig coordinators, committee members, IATEFL HO

-        Work as part of a team

-        Communicating with sig coordinators and HO to clarify and consolidate the budget to have it approved

-        Consulting and helping to prepare conference and event budgets

-        Advising committee members / PCE speakers on the process for submitting expense claims to HO

-        Overseeing committee expenses and approving expense claims

-        Presenting the previous year’s year-end figures

An ideal candidate for the position would have:

-        Experience in preparing a budget and looking after finances of an organisation

-        Experience in submitting invoices to customers or sponsors

-        Familiarity with Excel formulas

-        Confidence to work with people at all levels and different backgrounds

-        Conservativeness in terms of financial risk and confidence in handling it