



## Committee role descriptions

### **Treasurer**

The LitSIG treasurer, in consultation with the LitSIG Coordinator and members of the LitSIG committee, is responsible for submitting to the IATEFL HO the SIG Annual budget and PCE budget and, if relevant, any other SIG event budgets throughout the year.

The templates are uploaded to the Google Drive each June and should be returned, completed, to Head Office by 31 July each year. Please do not use old templates and only submit the budgets using Microsoft Excel.

NB. The IATEFL financial year runs from 1 September to 31 August.

Responsibilities of the role include:

- Collaborating with committee members, LitSIG Coordinator and IATEFL HO to put together the annual budget.
- Submitting the budget to IATEFL HO in July for approval.
- Answering HO questions prior to the budget being approved.
- Looking after and managing LitSIG's finances.
- Helping prepare conference and event budgets.
- Consulting events coordinators on specific financial questions throughout the event process.
- Following up and advising committee members / PCE speakers on the process for submitting expense claims to HO
- Presenting the previous year's year-end figures to members at the Open Forum at the IATEFL Annual Conference.

An ideal candidate for the position would have:

- A strong familiarity with Excel formulas.
- Familiarity with currency conversion tools.
- Experience in preparing a budget and looking after finances of an organisation.
- Experience in submitting invoices to customers or sponsors.
- Excellent written communication skills.