



Role and Purpose – Treasurer

Role Title	Treasurer
Elected by	The Board

ROLE AND PURPOSE

- 1. To oversee and guide the financial affairs of the ELPA on behalf of its Board and general membership.**
- 2. To ensure in cooperation with the Board and the Secretary General that the ELPA meets its financial obligations and related legal compliance obligations and remains solvent.**
- 3. To act, in cooperation with the President, as the main liaison between the Board and general membership of the ELPA and its Secretariat regarding all financial matters.**
- 4. To ensure, in cooperation with the President, that the Board is providing direction and not management of the ELPA's financial affairs and that it is operating clearly within its retained powers.**
- 5. To provide support and guidance to the Secretary General in administering the financial affairs of the ELPA.**

FUNCTIONS AND RESPONSIBILITIES

- 1. To take the lead on behalf of the ELPA Board in supervising the preparation of annual – and where appropriate multi-annual – budgets and financial plans for the ELPA by the Secretary General.**
- 2. To ensure that such annual and/or multi-annual budgets and financial plans are reviewed and approved by the ELPA Board before these are submitted to the ELPA Annual General Meeting for approval, respecting the statutory notification deadlines for so doing.**
- 3. To present annual and/or multi-annual budgets and financial plans approved by the Board to the ELPA Annual General Meeting.**
- 4. To oversee the implementation of annual budgets and financial plans by the ELPA Secretary General.**
- 5. To oversee the day-to-day management of the ELPA accounting and banking activities executed by the ELPA Secretariat.**
- 6. To (co-)authorise certain payments from the ELPA accounts to external suppliers as determined by the ELPA Board and according to procedures agreed by the ELPA Board.**

- 7. To review and approve the annual financial statements and related book-keeping of the ELPA.**
- 8. To ensure that the annual financial statements are reviewed and approved by the ELPA Board before these are submitted to the ELPA Annual General Meeting for approval, respecting the statutory notification deadlines for so doing.**
- 9. To present the final annual financial statements approved by the ELPA Board to the ELPA Annual General Meeting for approval.**
- 10. To ensure that the Secretary General makes all the legally required depositions of annual accounts and the like as required under Belgian law and meets any other statutory compliance requirements pertaining to the financial affairs of the ELPA.**