

# Role and responsibilities EAES Treasurer

The treasurer is a member of the EAES Executive Board and is responsible for all financial matters of the Association. Together with President, the immediate Past President, the President Elect, the General Secretary and the Internal Auditor is responsible for the daily business of the association.

## Responsibilities:

- a. provides and presents an annual financial report in writing at each congress executive meeting
- b. sends written version of said report to executive board at least one month before the executive meeting and the annual congress
- c. presents and reads said written version of financial report at the general assembly
- d. obtains acquittal for said report in both the executive and the general assembly meetings during the annual congress
- e. works with the EAES Office to set up a provisional budget to be presented and approved at the executive meeting at the end of each year. The budget is sent to all members of the executive at least one month and at the latest 15 days before the annual autumn meeting.
- f. controls income and expenses related to the association.
  - i. income and assets
    1. Membership
    2. Income foundation support (mainly royalties)
    3. Consultancy to congress
  - ii. Expenditures
    1. Committees activities and meetings
    2. Grants
    3. Other scientific activities excepting congresses (e.g. courses organized and/or financed by EAES)
- g. is (internal expert) member of the financial board of the Foundation together with the external accountant
- h. has the responsibility to ensure that budgets are adhered to
- i. acts as contact person to the external accountant
- j. is responsible for the financial and tax management (together with Executive Director of the EAES, certified public accountant and Tax advisor) of the EAES Association and Foundation
- k. is member of said Foundation
- l. is responsible for financial negotiations (contract with Springer) concerning Surgical Endoscopy
- m. is member of the Joint Journal Committee of Surgical Endoscopy and is required to attend the annual meeting (if unavailable, is responsible to appoint another member of the executive committee to do so)
- n. reviews financial assets and expenditures concerning Surgical Endoscopy
- o. presents audit reports to the board at least once a year, and reads said report at the general assembly
- p. together with the president, reviews and signs all contracts (see paragraph 1 p)