



FIGT Treasurer

Role Description

The FIGT Mission

Families in Global Transition (FIGT) is a welcoming forum for globally mobile individuals, families, and those working with them. We promote cross-sector connections for sharing research and developing best practices that support the growth, success and well-being of people crossing cultures around the world.

Role Overview

The Treasurer oversees the finances of FIGT, along with other members of the Executive Committee, Operations Lead, Financial Administrator, and accounting firm. He/she is responsible for creating the annual budget based on input from the Board members, the Financial Administrator, and the Operations Lead, as well as monitoring expenditures and income reported monthly by the accountants. The main responsibility of the Treasurer is to ensure the annual budget aligns with the vision and mission of FIGT and that funds are used responsibly. The Treasurer is a member of the Executive Committee (ExCom).

The Treasurer is part of the 4-person Executive Committee which also includes the President, Vice President and Executive Secretary. The Sponsorship Director, if present, the Scholarship Director, and the Membership Director report to the Treasurer.

The FIGT Treasurer reports to the President.

Top Responsibilities and Tasks

- Prepare for monthly Board meetings, reading each committee report and addressing open questions; prepare for monthly ExCom meetings based on open projects/activities.
- Sponsorship, Scholarship, and Membership Committee Directors report to the Treasurer - each has a revenue-generating function and the Treasurer supports each Director to ensure the budget aligns with expected revenue.

- Supports ExCom members with management of other committee members when there is a financial impact, such as contract negotiations and establishing pricing.
- Prepare for and attend monthly ExCom conference calls and monthly Board conference calls.
- Share responsibility for project work led by ExCom.
- Prepare the annual budget and monitor to determine if adjustments are needed.
- Summarize monthly reports from FIGT’s bookkeepers and update ExCom (e.g. update on how actual revenue and expenses are compared to budget).
- Prepare an overview of the financial situation for onboarding members annually and present the budget and financial landscape during the annual meeting.
- Follow up on ad hoc requests/questions from Board members, as needed.
- Oversee the work of the Financial Administrator.
- Meet with the Operations Lead and Financial Administrator on a regular basis and as needed to ensure smooth management of finances and reporting to the Board.

Time Requirement

Numbers below indicate how much time is spent each month on Treasurer duties based on involvement in projects and supporting Board members. This does not include the amount of time taken to participate in general monthly Board meetings and the additional time the Director might volunteer to help others’ work on the Board.

Please note: the time invested in this role may increase/decrease depending on the strategy and needs for each year and when the annual conference takes place. All Directors are expected to participate in the monthly 2-hour Board meetings (may require late or early morning calls).

Time Requirement (in hours per month)

Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
15	20	20	20	20	20	10	10	10	10	15	15

Full term of office will commence on October 1, 2023 and end on September 30, 2025. We request that you are available from August onwards to start the onboarding process.

Critical Skills and Experience

- Strategic thinker to see both big picture and downstream impacts of decisions
- Possess solid working knowledge of Excel, financial statements (cash flow, income, etc)
- Demonstrate attention to detail
- Connect vision/mission to budget management and financial solutions
- Communicate budgeting and finance issues to ExCom, Board Directors and Members

- Lead financial function in collaboration with Financial Administrator, Operations Lead, and Accountant
- Knowledgeable in fundraising practices
- Demonstrate cultural agility
- Work with individuals from different time zones, including during weekends
- Experience with conflict-resolution and demonstrate patience and diplomacy
- Strong understanding of FIGT mission/goals as reflected through the annual conference

General Responsibilities & Requirements for all Board Directors

All Board Members are expected to be able to use Google Drive and WhatsApp and work in virtual environments. Board members have to be prepared to learn to use other online platforms if needed. They are also expected to be able to help promote and network for the FIGT conference and FIGT membership, even if it is not a stated part of their role description.

- Must be a current FIGT member.
- Must have attended an FIGT Annual Conference or volunteered for 12 months with an FIGT Committee.
- Ability to commit to maximum 20 hours every month of volunteer work for Board position role.
- Attend the monthly virtual General Board Meetings. The General Board Meetings take place once a month and are two hours long. Meetings are across time zones and may require working at irregular and sometimes difficult hours. If needs arise, there may be more than one each month.
- Attend the 2023 and 2024 Conferences, including the Board meetings which take place the day before and the day after the conference. Since FIGT is a volunteer-driven organization, it can only cover the conference registration fee for its Board members. Board members pay for travel to/from conference and accommodation at the conference (in-person conferences).
- Prior experience managing cross-cultural teams in diverse locations.
- Prior experience and demonstrated skills working online using collaborative platforms such as Google Drive, Zoom, WhatsApp, and Doodle.
- Available for on-boarding training during August and September of the year in which the board member's (Treasurer) term ends in order to ensure smooth transition to incoming Treasurer (including attending the September General Board Meeting, meeting with predecessor, chairing a committee meeting (if applicable), and meeting with Executive Committee members to whom the position reports (FIGT President)).