

Approved: 31 May 2015

Amended: 8 June 2018

WAVD Job Description Treasurer

The goal of the World Association for Veterinary Dermatology (WAVD) is to promote the worldwide advancement of veterinary dermatology. The Treasurer is an officer of the WAVD elected by majority vote of the WAVD Administrative Committee (WAVD-AC). The term of office of Treasurer is 4 years.

Major responsibilities:

- Attend all regular and special WAVD-AC meetings.
- Develop a thorough understanding of the WAVD mission, goals, programs and long-range plans.
- Develop a thorough understanding of funding and budgetary needs of the Executive Organization Committee for each World Congress of Veterinary Dermatology.
- Prepare the following reports for the WAVD-AC annual meeting or as requested: provisional annual budget (01 June to 31 May); budgeted versus actual expenditure for each fiscal year; estimated 4-year budget; detailed report of financial activities including income and expenditures during the fiscal year. The Treasurer develops the annual and 4-year budgets with input from the AC, historical records, requests for support by affiliated groups, and AC objectives and priorities.
- Maintain accounts in the Bank of Scotland as needed to meet the needs of the organization (sterling, Euro, U.S. dollar and fixed-term deposit accounts). The Treasurer has signature authority on these accounts.
- Develop a thorough understanding of the requirements of the Scottish Charity Regulator and the submission of financial reports to UK Companies House.
- Work with the accountant to prepare and submit annual financial and legal reports.

Length of term: Four years; reappointment to more than one term by the WAVD-AC is possible. To serve as WAVD Treasurer, the individual must also be a Member Organization Representative, Member-at-Large or WCVD Past-President.