

## **IPSO TREASURER ELECT**

### **QUALIFICATIONS**

- Teamwork skills
- Organisational skills
- Communication skills
- Some experience with numbers and accounting is desirable
- Speaks reasonably good English – speaking another language is useful

### **IPSO REPRESENTATION**

- Attends IPSO events, speaks with members, socializes, raises awareness about IPSO and its programs, and recruits IPSO Representatives & members

### **TRAINING**

- Attends ExCom Orientation at first ExCom Annual Meeting Congress, follows the Treasurer Training Plan.

### **PROJECTS**

- 1st year: reads all the email; reads old newsletters and create biannual content for the new ones.
- Manages the claim forms for all conference attendance claim forms; participates in at least 1-2 projects in coordination with the Treasurer; checks the Membership lists with the IPSO Administrative Secretary.
- Participating in IPSO Congress Planning Committee (COPLAN) consists in the planning and organization of the joint IPA/IPSO Congress, which includes several tasks carried jointly with the COPLAN team such as: communication with IPA regarding allocation of slots for the IPSO program, planning the IPSO congress scientific and social program, defining the congress theme and objectives, organizing paper and panel calls, organizing the IPSO awards and deal with all the treasury issues related to the IPSO Congress planning.
- 2nd year: management of the IPSO credit card, Newsletter writing, starting to take over claim form management, COPLAN participation, taking over specific projects such as the coordination the Financial Incentive VCP (Visiting Candidate Program) with the Ex-Com team.

### **COMMUNICATIONS**

- Communicate regularly with Treasurer, ExCom, Reps, Administrative Secretary; using email, WhatsApp, online and in-person meetings.

### **REPORTS**

- Assists the Treasurer as needed in drawing all needed reports

### **ASSISTS TREASURER AS NEEDED**