

IPSO TREASURER

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
- Is a member of the IPA-IPSO Relations Committee

PROJECTS

- Plans and outlines a budget
- Keeps track of the money given by IPA
- Monitors the revenue of every region and every account status
- Coordinates dues collection process in collaboration with IPSO Administrative Secretary and IPSO regional Vice-Presidents
- Facilitates payments requested by the ExCom and makes all reimbursements for ExCom travel
- Coordinates with ExCom to get advantageously priced plane tickets in advance
- Manages the IPSO Administrative Secretary's payment with IPA
- Coordinates all financial investments: Local Funding Program (LFP), Cross Regional Event Support Program (CRESP), Financial Incentive Visiting Candidate Program (FI-VCP), webpage, webinars, Zoom licenses
- Manages all expenses related to congresses and meetings: IPSO Meetings, IPSO Colloquiums, IPSO Days, the European Psychoanalytical Federation Congress (EPF), the American Psychoanalytic Association Meeting (APsaA), the *Congreso de la Federación de Psicoanalistas de América Latina* (FEPAL), the *Congreso de la Associação Brasileira de Candidatos-IPSO-Organización de Candidatos de América Latina* (ABC-IPSO-OCAL), and the IPA/IPSO Congress.
- Actively promotes the Direct Payment project

TRAINING TREASURER ELECT

- Creates & implements Treasurer Training Plan; regular recurring meetings with Treasurer Elect; goals, projects, problems or questions.

COMMUNICATIONS

- Communicates regularly with Treasurer Elect, ExCom, Reps, Admin Secretary; use email, WhatsApp, online and in-person meetings

REPORTS

- Writes two annual reports for the Newsletters: July and December
- Prepares an annual report (using PP or similar) for the ExCom Annual Meeting

- Prepares a biannual report (using PP or similar) for the IPSO Business Meeting