



IMIA Treasurer Position and Responsibilities

The IMIA Treasurer is responsible for reporting on the financial matters of IMIA in line with best practices and in accordance with the IMIA Statutes to the IMIA Board and IMIA General Assembly on the financial health of the organization.

The treasurer's responsibilities include the yearly preparation and presentation of IMIA's operational budget to the IMIA Board and IMIA General Assembly for approval. Additionally, the treasurer provides the official Auditor's Review of the Year End Financial Statements to the IMIA Financial Review Committee and presents their report and recommendations to the IMIA General Assembly at the annual meeting for approval.

General Responsibilities

IMIA is required to be financially responsible to the IMIA General Assembly by presenting:

- an Audited Review of the Year End Financial Statements;
- a review of the audited financial statements by IMIA's Financial Review Committee;
- preparing an operational yearly budget.

The Treasurer is tasked with ensuring that any financial decisions are kept in line with the budget and is conferred with on decision made by the IMIA Board where a net new expenditure is involved.

The Treasurer is also a member of the IMIA Board Executive Committee.

The Treasurer works closely with the IMIA CEO and Office, who is responsible for IMIA's day to day operations and bookkeeping, to create the yearly budget and other ad hoc operational financial matters that may come up. The IMIA office also provides operational and administration support for the Treasurer including, but not limited to, submitting the IMIA's financial bookkeeping and financial statements to the Auditors and Accountants for the Year End Audited Review, being available to the IMIA Financial Review Committee for any questions or clarification they might have during their review process, etc..

A successful candidate will be expected to

- have experience working with and creating budgets
- have a good understanding and comprehension of Financial Statements
- attend all IMIA Board meetings, Executive Committee meetings and IMIA General Assembly meetings and MedInfo (during their term)
- be able to make themselves available throughout their term as an executive officer of the IMIA Board.