

## **EPOA Treasurer – Role Description**

Organisation: European Pride Organisers Association (EPOA)

Officer Role: Treasurer

### **Purpose of the Role**

The Treasurer is a key officer of the European Pride Organisers Association (EPOA), responsible for the financial stewardship of the organisation. The role ensures financial integrity, transparency, sustainability, and compliance with EPOA's Bylaws, Board decisions, and applicable legal requirements.

### **Core Responsibilities (Bylaws and Practice)**

In accordance with the EPOA Bylaws (2023) and established organisational practice, the Treasurer is responsible for the following:

- Receive, safeguard, and manage all funds belonging to EPOA, including membership fees, licensing fees, grants, donations, and other income.
- Maintain accurate and up-to-date financial records of all receipts and disbursements.
- Manage EPOA's bank accounts and approved online payment platforms (e.g. bank transfer, PayPal, Stripe).
- Issue invoices for membership fees, EuroPride licence fees, bidding fees, and other charges, and monitor incoming payments.
- Disburse funds only as authorised by the Board, General Meeting, or according to adopted financial policies and contracts.
- Reimburse approved travel and meeting expenses for Board members and other authorised persons.
- Prepare financial reports for the Board and membership, including annual financial statements for the AGM.
- Cooperate closely with other officers and committees, including Membership/Outreach, Scholarship, Human Rights, and the Secretary, on all financial aspects of EPOA's work.
- Support the financial administration of EPOA scholarships and grants, including payments and, where needed, travel bookings.
- Liaise with the external auditor and ensure that all financial documentation is complete, accurate, and audit-ready.
- Oversee financial aspects of legal and administrative obligations, including registrations, contracts, licences, and trademark renewals.

### **Legal and Governance Responsibilities**

Under the EPOA Bylaws, the Treasurer has a fiduciary duty to act in the best interests of the organisation. This includes:

- Ensuring that all funds are used in accordance with the organisation’s objectives and governing documents.
- Keeping financial records that can be reviewed by auditors and the membership.
- Supporting transparency and good governance through timely and accurate reporting.
- Acting in accordance with Board resolutions, AGM decisions, and contractual obligations.
- Cooperating with the President and Secretary where joint signatory or legal responsibilities apply.

### **Time Commitment and Workload**

The time commitment varies throughout the year. The busiest period typically follows the issuing of annual membership invoices (usually in spring), when payment monitoring and follow-up are required. Outside peak periods, the workload consists of regular but manageable ongoing financial tasks, responding to queries, reimbursements, reporting, and cooperation with committees and the Board.

### **Required Skills and Competencies**

- Strong financial literacy and basic accounting and bookkeeping skills.
- High level of integrity, reliability, and attention to detail.
- Ability to work independently and meet deadlines.
- Confidence using spreadsheets and preparing financial summaries and reports.
- Confidence working with online banking and payment platforms.
- Clear communication skills when working with Board members, committees, members, auditors, and external partners.
- Able to communicate in English, both verbally and in writing.

### **Support, Oversight, and Transition**

The Treasurer works as part of the EPOA Board and is supported by fellow officers and committees. Financial work is subject to external audit. Upon transition to a new Treasurer, the outgoing Treasurer is expected to support a thorough handover, including documentation, system access, and explanation of procedures.

### **Additional Expectations and Good Practice**

- Promote transparency and trust through clear communication and reporting.
- Maintain organised and accessible financial documentation.
- Flag financial risks or issues early to the Board.
- Contribute to the development and improvement of EPOA financial policies and procedures.

### **Contact and Further Information**

Potential candidates are encouraged to contact the Nominations Committee or the current Treasurer with any questions prior to submitting their candidacy.