



The Intensive Connection

ESICM Treasurer

Prerequisites for candidates

Profile

- Candidates must be ESICM Ordinary members or Honorary members
- Candidates must be present or past members of the ESICM Elected Council members
- Candidates must be working in Europe

They are expected to

- Be experienced, accredited senior intensivists
- Hold a University or University-affiliated teaching position
- Have an established track record in education, teaching, research and publication
- Be experienced and competent in medical, administrative and political areas
- Have acquired such experience at senior National Intensive Care Society level for example or at European / international level
- Be in a position to sustain reliable, especially email, communication with the Brussels office.

This position is high-profile, ambitious and requires substantial commitment of time and energy. Consequently, the candidates should be willing to commit themselves to the task.

Conditions of participation

Candidates complying with the profile for the job should apply to the ESICM Secretary, using the appropriate application form. Selection of candidates will be made by the Executive Committee based on the pre-established profile according to the information enclosed in the application form and compliance with the person specification. Attendance for interview may be deemed necessary by the Executive Committee. Candidates deemed by the Executive Committee to meet the required profile are presented to the Council for election.

Election and term of office

- The Council shall decide by election, the winner being the candidate with the majority of votes. In case of equal vote, seniority (in terms of duration of ESICM membership) will decide the outcome; in the case of equal seniority, the vote of the President shall prevail.
- The elected Treasurer will serve for a single two-year term of office.
- Election details and term of office are explained in the General SOPs



The Intensive Connection

Job description

Background information

The ESICM Treasurer is responsible for all financial activities (on behalf) of the Society and for the Brussels office financial operations which are under the leadership of the Chief Executive Officer.

Responsibilities

The Treasurer is also:

- Chairperson of the Business & Finance Committee
- Voting Member of the Executive Committee and of the Council
- Member of the Live Events Management Committee

Specific responsibilities include (non-exhaustive)

- The ESICM Treasurer is responsible for coordinating the financial activities of ESICM.
- The ESICM Treasurer will take care of all financial aspects of the Society. The ESICM Treasurer will be in close contact with the Brussels Office as often as needed so as to ensure the management of the Society financial matters. The ESICM Treasurer should be prepared to travel regularly to Brussels to facilitate the meetings with the financial staff based in Brussels.
- The ESICM Treasurer will supervise the book-keeping and the accounts of the Society. Book-keeping is performed at the Brussels Office by the Bookkeeper, under the supervision of the Chief Executive Officer, audited by a Chartered Accountant once a year. The books are available at any time. Quarterly, a financial statement will be mailed to the ESICM Treasurer.
- The ESICM Treasurer will present the financial status of the Society to the Executive Committees (usually twice a year), to the Council (twice a year), and to the General Assembly (once a year). The Brussels office will provide all materials needed.
- The Society has made investments in shares and bonds and on term accounts. It has a contract with a Belgian bank covering recommendations for the management of these assets. The ESICM Treasurer has access to this data and to the bank statements. In close collaboration with the Chief Executive Officer and, when needed, with the bank representative, the ESICM Treasurer will evaluate the portfolio and make recommendations to the Executive Committee.
- The ESICM Treasurer will review the economic plan of any project or activity within the Society and comment upon the feasibility of the plan. The ESICM Treasurer will also follow the economic balance of all projects within the Society.
- The ESICM Treasurer will sign alone or jointly with the President, all contracts on behalf of the Society, e.g., personnel, independent contractors, lawyer, lobbyist, congress industry sponsors, flat rent, etc. For practical purposes, the ESICM Treasurer can delegate authority to the Chief Executive Officer for signing invoices, personnel contracts, postal mandate, bank accounts, etc. as deemed necessary or urgent.
- The ESICM Treasurer has to attend all meetings of the Executive Committee, the Council, and the General Assembly.

Reporting relationships:

The Treasurer reports to the Executive Committee, the President, the Council and the General Assembly.

The functions and responsibilities of the Treasurer may change from time to time at the behest of the EC, Council or General Assembly.

Together
WE ARE INTENSIVE CARE
JOIN OUR ICU COMMUNITY