

# TERMS OF REFERENCE FOR THE UEMS SECTION OF CLINICAL GENETICS TREASURER AND BOARD ON FINANCIAL MATTERS

## Introduction

The Section of Clinical Genetics was inaugurated in November 2013. Prior to that, the Multidisciplinary Joint Committee for Clinical Genetics had a budget derived from EACCME contributions. This budget was transferred to the newly formed Section at that time and is managed by the Section Treasurer in conjunction with the Section Board.

## Scope

The Treasurer manages the Section budget in accordance with Belgian Law and UEMS regulations, under the auspices of the UEMS Treasurer and UEMS Financial Committee. The bank account is managed in conjunction with the UEMS Director.

## Responsible Officers of the Section

The Treasurer has control of day to day oversight and management of the Section budget, held in an account with bnpparibas fortis bank in Belgium. Financial decisions made by the Treasurer are subject to ratification by the Section President and/or Board.

## Reporting responsibilities

The Treasurer shall report monthly to the central UEMS Treasurer on income and expenditure on the account. Original receipts for all payments shall be submitted with the monthly statement. Copies of the monthly budget statement shall be available to the Section Board on request

An annual report is submitted at the end of December each year to UEMS and the Section Board.

The annual accounts shall be presented to the Section Representatives at the annual meeting.

## Activities/Role

The activities of the Treasurer include, but are not limited to, the following:

1. Setting the overall budget in terms of individual country repartition, in conjunction with the Section President and Board
2. Notifying individual country representatives of the annual contribution required, sending out invoices and ensuring payment is made prior to the end of the financial year (December 31<sup>st</sup>)
3. Recording contributions received and collating addresses of scientific societies making the payment
4. Checking and arranging payment of Section Board members' expenses on a monthly basis, in accordance with UEMS regulations
5. Submitting original invoices and electronic copies of invoices to the UEMS Treasurer on a monthly basis, collating electronic copies for reference
6. Use of Bank account Maestro card for direct payment of ratified expenses
7. Monitor income from EACCME and other payments into the Section budget
8. Monitor overall position of the Section budget, with responsibility to ensure that a deficit does not occur
9. Contribute to the development of the longer term Section financial business plan

#### Operation/Finance

The vast majority of the work of the Treasurer is done through online communication. Attendance at face to face meetings will be undertaken as required by UEMS

#### Review

The work of the Treasurer shall be reviewed each year by the Section Board and terms of reference can be revised based on the experience gained from the actual functioning of the Section financial strategy.

Dated: 31.05.2015