

**Aide Memoire
for
The Treasurer of the EEA**

The specific duties of Treasurer are as follows:

1. Work closely with the Secretary in ensuring that the Treasury is informed of all billings and payments made from the bank account accessible by the Secretariat.
2. Prepare a budget and make recommendations to the Executive Committee with respect to membership and subscription rates of the association.
3. Serve as Business Manager for *JEEA* in all financial arrangements with the Publishing House of *JEEA* and work closely with the *JEEA* Managing Editor to ensure that all financial aspects of the publishing contract are implemented. Moreover, the Treasurer should solicit bids periodically from alternative suppliers and advise on the financial arrangement of all bids.
4. Arrange for the annual audit of the Society's accounts by a professional auditing firm or by members of the EEA Council or Fellows who are willing to undertake an audit, and consult with the auditor on changes in accounting and business procedures.
5. Prepare an annual report to be presented to the Executive Committee meeting in April / May for the previous year and an update to be presented at the Executive Committee and Council meetings held during the EEA annual congress in August. The report is subsequently posted on the Society's website and published in *JEEA*.
6. Organize the activity of the Fund Raising Committee and liaise with prospective institutional members ensuring their annual commitment to the EEA and ensuring that any agreement is fulfilled.
7. Take the lead in investigating how best to invest the reserves of the Society (held in a separate bank account from that used for the daily running of the Secretariat) and ensure that any form of investment made is beneficial to the Society.
8. Analyse the economic impact to the Society's financial well-being of any new contract and refer these opinions to the President and to the Executive Committee before any such contract is signed.