

Treasurer of the ICCA Consortium

Terms of Reference

(2 July 2019)

The Council of the ICCA Consortium is the chief governing organ of our global association. The Treasurer is an elected, voluntary position that plays a key role in ensuring its functioning while providing inspiration and support to Councillors and fostering clarity in the Council's overall governance vision. The key functions of the Treasurer are as follows:

- **Representing** the Consortium and promoting its mission at all levels necessary.
- As **ex-officio member of the Executive Committee**, and in close collaboration with the President, Secretary of Council and Chairs of standing Committees of Council, **foreseeing, accompanying and supporting all major institutional developments and changes affecting the Consortium** (e.g., regarding strategy, leadership, fundraising, areas of operation, etc.).
- In close collaboration with the Secretariat, **overseeing all financial affairs** of the Consortium and ensuring they are legal, comply with tax regulations and are within accepted accounting practice. This includes **ensuring proper records** (banking, book-keeping and documentation) **are kept**; ensuring **statutory annual financial Accounts and Reports are produced**; overseeing any necessary **external audit processes**; **verifying that effective financial procedures and controls** are in place; and conducting a **review of all internal processes and reporting methods** annually.
- Overseeing the **financial planning** for the Consortium and, in partnership with the Secretariat, the production of an **annual budget** to be submitted to the General Assembly for approval.
- With the support of the Secretariat, **reporting on the financial health** of the Consortium to fellow **Executive Committee members** throughout the year, making them aware of their financial obligations and interpreting financial data to them (balance sheet, cash flow, fundraising performance etc). In the event that there is a major discrepancy between the budget and actual figures, it is the role of the Treasurer to recommend remedial action and revisions to the plan.
- With the support of the Secretariat, **reporting on the financial health** of the Consortium directly to the **Members during the General Assembly**. The **Treasurer's Report** -- prepared by the Treasurer in close collaboration with the Consortium Accountant and Programme Manager – is presented by the Treasurer to the General Assembly for approval.
- Supporting the Secretariat to prepare and report on **funding proposals**; ensuring that fundraising activities comply with Consortium policy and external legislation; and advising on the Consortium **fundraising strategy**.

- **Liaising with the Auditor of Accounts.** The End of Year Accounts must be audited by the Auditor of Accounts before being presented to the Members at the General Assembly. The Treasurer should provide the Auditor of Accounts with the approved End of Year Accounts and a Treasurer’s Report in a timely manner.
- Engaging, if and as desired, as **member of any standing or *ad-hoc* Committees of Council and contributing to the initiatives of any Consortium Theme or Working Group.**
- **Exercising signatory powers** for the financial and legal engagement of the Consortium, as necessary.

The Treasurer of the ICCA Consortium is elected by the General Assembly for a period of three years, renewable for a maximum of two times (i.e., for a maximum total of three terms). The position is honorary (unpaid).

Desirable Characteristics

The position of Treasurer needs to be filled by an individual with known concern about and commitment to ICCAs and the Consortium mission, vision and strategic approach. Ideally, the person is an active Honorary member and/or affiliated with an active Member of the Consortium. The position would greatly benefit from prior experience in the Council, although this is not a requirement.

The Treasurer should have good knowledge and experience of current financial practices and financial management skills relevant to non-profit organisations and fundraising. She/he should have good financial analysis skills and an ability to communicate clearly. Knowledge of two or more of the working languages of the Consortium is particularly valuable.

In the tradition of the Consortium, indigenous peoples, community members and women are keenly encouraged to accept nominations.

Nomination and Election Process

Submission for the position of Treasurer can be made by a minimum of two existing Consortium Members in good standing and/or two members of the existing Council and/or a Member in good standing and a member of Council. The nominations must take place by formal communication to the Consortium’s Programme Manager at least two weeks before the foreseen date of the General Assembly and shall be accompanied by a brief CV of the proposed individual (1500 characters, including spaces) stressing ICCA-related experience and commitment. Nominators are not disclosed.

The Members of the Consortium that endorse the nomination of an individual as Treasurer must also communicate the nominee’s acceptance to serve on an honorary basis, exercise goodwill and due diligence and take into due consideration the advice of the Consortium Elders and other trusted advisors.

The Consortium Secretariat uploads the nominations in the Consortium website and diffuses them in the Consortium mailing list as soon as possible after receiving them.

The Treasurer position is elected by the General Assembly by consensus, which implies a thorough and open discussion of candidates both with them and in their presence, and without them being physically present. In cases when consensus proves impossible, the Council of Elders is invited to bring the Members to an agreement. Only in extreme situations, to eliminate a serious impasse in the work of the Consortium, the Treasurer can be elected by a simple majority of all Members in good standing voting at the General Assembly. In case of even votes, the chair of the General Assembly breaks the impasse.