

## Terms of Reference- Office of Treasurer

### Role

The Treasurer has an oversight role over all aspects of financial management, working closely with members of the Governance Board and the Secretariat to safeguard the HPH network's finances.

### Appointment

The Treasurer is appointed by the GA.

The tenure of the Treasurer is usually for a period of two-years, with the possibility to being reappointed once. A further appointment is possible; however, the maximum period of continuous appointment is four years.

### Responsibilities

The Treasurer reviews

- a) the finances of the HPH network on a regular basis and provides a financial report to the GB
- b) reviews and reports on the previous year's account of income and expenditure annually, and its alignment with the action plan and contract
- c) reviews and reports on the financial plan of the Secretariat and its alignment with the yearly action plan and contract.
- d) reports to the GA Assembly meetings on the financial status of the International Network (for the financial year from January to December),
- e) decides whether an audit is conducted as possible and required under the network's constitution and the bylaws and provides financial advice to the GB.

If the Treasurer identifies a budget surplus or deficit, the Governance Board is notified. The Governance Board reviews the budget and presents a proposal to the General Assembly on the use of the surplus or on strategies to address the deficit.

The Secretariat provides

- a) a spreadsheet with an overview of a) and an assessment of whether income targets will be reached, further planned expenditure and yearly action plan will be documented

- b) a spreadsheet with a detailed breakdown of all income of the Secretariat and its expenditure according to the contract. Personnel costs to the Secretariat are covered by a monthly lump sum + overhead costs according to the contract, records of timesheets will not be required. Direct costs will be documented and reported for each item in a separate sheet.

### **Timeline**

The Secretariat provides all information to the Treasurer 4 weeks prior to the next General Assembly, the Treasurer has two weeks to raise questions and request additional information.

Two weeks prior to the GA the Treasurer informs the Secretariat whether all information is satisfactory and whether a recommendation for approval of accounts will be given at the GA.

Approval of the account can't be withheld without clearly documenting reasons (such as non-compliance with the agreed accounting processes for the Secretariat).

At the GA, the Treasurer presents financial plans and accounts of income and expenditure and gives a recommendation to the GA to a) approve the accounts, or b) not to approve.

The GA votes on approval (yes/no).

- › A two-third majority is required to approve accounts.
- › In case accounts are not approved, the GA gives the Secretariat until the next GA to present further information and/or rectify the accounts.

The GA votes on approval (yes/no), a two-third majority is required to approve accounts. In case of disapproval, the Secretariat is given time to the next GA to present further information and/or rectify the accounts.