



INTERNATIONAL UNION OF PSYCHOLOGICAL SCIENCE

CALL FOR NOMINATIONS FOR TREASURER

The International Union of Psychological Science (IUPsyS) has issued a call for nominations for the position of Treasurer.

Position Description

The Treasurer of the Union works with the Secretary-General to carry out the principal financial administrative functions of the Union. The Treasurer is a voting member of the Executive Committee of the Union and observer member of the General Assembly of the Union. The Officers of the Union receive a small budgetary allocation to assist in carrying out their duties. The term of appointment is for 4 years.

The Treasurer will be selected by the Executive Committee for a term to run from 2016 (July) to 2020 (July). The Call is going out now so that the person chosen can work with the current Treasurer from July 2015 in order to transition into the role until assuming office.

The Treasurer position requires a time commitment of one to one and a half days per week, depending on the time of the year and the specific duties to be performed (e.g. preparation of annual dues statement in October, annual audit and financial statement production in February). The Treasurer needs to possess demonstrated skills in basic accounting, experience in financial management (including investment portfolios and international banking) and knowledge of and access to electronic communications. It is also helpful when the nominees have access to other institutional support.

The appointed Officers of the Union function optimally as a virtual team, working in close collaboration with the President and other Officers. Patience, good humour and a sense of proportion are essential assets.

Duties

The duties of the Treasurer (described in Article 24 of the IUPsyS Statutes, see: <http://www.iupsys.net/dotAsset/10b37402-3611-4dd8-8645-79fe01afa310.pdf>) are to manage the Union's financial affairs under the authority of the Secretary-General.

Typical examples of specific activities are :

- to maintain the Union bank and investment accounts,
- to manage all Union bank transactions,
- to make payments on behalf of the Union in keeping with the Union's approved budget,
- to collect and record all Union dues (from National Members) and other income (e.g., from funders),
- to pay dues (to bodies to which the Union adheres)

The Treasurer¹ prepares and presents a budget annually to the Executive Committee based on a quadrennial perspective and to each meeting of the Assembly, and engages and collaborates with auditors in the conduct of the annual audit.

Nominations are due by **January 31, 2015**; however, earlier nominations are encouraged and must be submitted via email to: Prof. Saths Cooper, President of IUPsyS, c/o Dr Ann Watts, IUPsyS Secretary-General (anndwatts@iafrica.com). Please use the attached Nomination Form.

¹ Changes to the IUPsyS statutes were agreed to in principle at the Union's Assembly in July 2014 and will be decided at the 2016 Assembly. In effect they mean that in the future the Treasurer will be an elected position.



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NOMINATION COVER FORM: Treasurer

Nominee

Name of person being nominated: _____

The nominated person must read and provide their signature to the following statement:

I agree to be nominated for the position specified and to serve if selected.

Signature of Nominated Person: _____
(if submitted electronically must come from nominee's email)

Address: _____

Email: _____

Telephone: _____ Fax: _____

Nominator

Person Submitting Nomination: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

This Nomination must be accompanied by the following items (check each one that is included):

- ___ Cover letter by the nominee addressing their specific experiences and skills relevant to the position and why they would want to serve in this role.
- ___ *Curriculum vitae* (maximum 5 pages) of the person nominated.
- ___ At least two letters of recommendation speaking to the person's qualifications for the position. These may be sent separately by the recommender.

Recommender 1: Name: _____ Email: _____

Recommender 2: Name: _____ Email: _____

- ___ Letter of endorsement from at least one National Member of the Union. This does not need to be from the National Member in the nominee's country of residence.

Nominees should anticipate that the Executive Committee will solicit information from informed persons; nominees are encouraged to submit additional names of references in their cover letter.

The completed Nomination Form and *curriculum vitae* should be submitted by **January 31 2015** via email to: Prof. Saths Cooper, President of IUPsyS, c/o Dr Ann Watts, IUPsyS Secretary-General (anndwatts@iafrica.com).