

Executive Board Member Profile

Executive Board

A SIOP Executive Board member is expected to have the following prerequisites:

- Be an experienced, accredited senior health professional in the field of paediatric oncology
- Have an established track record in education, (teaching), research and publication
- Be experienced and competent in medical/scientific, administrative and political areas
- Be able to demonstrate specific qualifications and/or experience relevant to the respective

Executive Board member's role

- Preferably have previous experience at National/ International Paediatric Society level
 - Show commitment and be in a position to sustain reliable communication (especially e-mail) with the SIOP Office
 - All positions require substantial commitment of time and energy. Consequently, candidates should be willing to commit him/herself to the task
- Summary role descriptions

Treasurer

The Treasurer with the help and assistance of the secretariat will be responsible for:

- The preparation of yearly budget estimates and the annual budget for the society and the competence to evaluate the congress budget (as provided by the PCO)
- Competence to assess professional audits and provide annual financial reports with support of the secretariat
- Reporting the annual Account Balance of the assets and funds of the Society with clear indication of income and expenses as compared to the Budget Estimates;
- Approval of expenses according to annual budget approved by the General Assembly at the Annual Congress
- Co-validation in online banking system with another(other) member(s) of the Executive Board
- Approval of out of pocket expenses
- Making recommendations regarding any other financially related issues; and



- Actively assist an incoming Treasurer in a smooth transition of the Treasurer's duties

Treasurer-elect

- The main role of the Treasurer Elect is to help and support the current Treasurer in above mentioned matters
- She/he is a voting member of the Executive Board. The Treasurer-elect will be the next Treasurer
- She/he should therefore be involved in all aspects of the Treasurer's role.
- The Treasurer-elect will take up their position at the Annual Business Meeting held one year before the term of office of the sitting Treasurer ends. During their year as Treasurer-elect they will serve as a member of the Executive Board. They will take up the role of Treasurer at the Annual Business Meeting held the following year.

