SI (Soroptimist International) Limited
Recruitment Pack
International Treasurer 2024-2025

Presented by SI President
Maureen Maguire
and
Incoming SI President Elect
Siew Yong Gnanalingam

June 2022
SOROPTIMIST INTERNATIONAL TREASURER, 2024 - 2025

Call for Applications:

International Treasurer to SI (Soroptimist International) Limited and Soroptimist International Foundation

Term of Office: 01 January 2024 – 31 December 2025

Start of term: 01 January 2023 (as SI Treasurer Elect)

Soroptimist International is pleased to announce that it is inviting applications for the volunteer role, International Treasurer for the 2024–25 biennium.

The SI Treasurer is appointed as a Director of SI (Soroptimist International) Limited (the Company) and a member of the SI Executive Team. She works closely with the Chair of Finance and the Global Executive Director to manage the finances of both the Company and the Soroptimist International Foundation. She is a member of the SI Finance, SI Foundation and SI Board Conventions Committees and supports Committee Chairs to manage budgets where required. She routinely liaises with the appointed bookkeepers who record all financial transactions of the Company and Foundation. During the annual financial inspection process, she will regularly liaise with the auditor/external chartered accountant. The SI Treasurer is expected to actively support and promote the SI Strategic Plan ensuring that adequate financial resources are available to carry out agreed activities.

The successful candidate can expect to assign an average of 2 days per week which will fluctuate according to activity and events and may increase during the financial inspection process and when quarterly board reports are required. The appointed person will be a volunteer and an accredited member of their nominating Federation. They should be resourceful and efficient, a confident presenter and willing to work across several time zones with SIHQ and appointed volunteers using virtual meeting software. They will need to be a proficient user of Microsoft Office applications and email and virtual meeting applications. Candidates are encouraged to demonstrate their knowledge of SI’s work and respond to the responsibilities of the role with comparative examples of work in their application. These will be reviewed at interview and further attested to by both professional and character references.

How to Apply
Candidates should demonstrate their ability to execute the role by submission of their CV and supporting statement and follow the timeline given below. Please indicate your consent for your application documents to be stored on SI system (encrypted) and forwarded to the SI selection panel appointed for the process. Please include the names and contact details for references (ideally one professional and one Soroptimist) who may be contacted to provide a reference for you. Please indicate their consent to being contacted. Your application should be sent to your Federation Executive Director by 13 September 2022.

and a copy of the SI Bye-Laws here:


General queries or requests for an informal discussion should be sent to the SI GED by email to: deborah.thomas@soroptimistinternational.org by 12 August 2022

Federation Executive Directors and Headquarters

SI of the Americas, Michelle Burnett, Executive Director, michelle@soroptimist.org
SI of Europe, Lora Foster, Executive Director, Lora.FOSTER@soroptimisteurope.org
SI of Great Britain and Ireland, Executive Officer, Gina Coad hq@sigbi.org
SI South East Asia Pacific, Executive Officer, Gabbi Kearny hq@siswp.org
SI Africa, Executive Assistant, Tiana admin@siafrica.org

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About Soroptimist International

Soroptimists Educate, Empower and Enable women and girls to have an equal voice to achieve gender equality and strong, peaceful communities worldwide. Soroptimist International is committed to Human Rights for all, Global Peace and International Goodwill, advancing women’s potential, integrity and democratic decision-making, volunteering, diversity and friendship.

Soroptimist International conducts all its business through a Company limited by guarantee, entitled SI (Soroptimist International) Limited (hereafter referred to as SI or the Company) The Company is registered in England and Wales with Companies House, Company Number 08670477. The Company has five members:

The Federation of Soroptimist International of the Americas
The Federation of Soroptimist International of Europe
The Federation of Soroptimist International of Great Britain and Ireland
The Federation of Soroptimist International South East Asia Pacific
The Federation of Soroptimist International of Africa

The Company has thirteen Directors, two from each member Federation, plus the SI President, SI Treasurer and SI Director of Advocacy who are each appointed as a Director of the Company; each Director has one vote; voting in Board meetings and by electronic ballot.

The SI Global Executive Director is also appointed as the Secretary of the Company. The Company conducts its finances principally in UK pounds, Euros and US dollars; other currencies as required are also transacted. The SI President Appeal is also conducted through the Company; financial activity is reported within Soroptimist International Foundation’s annual financial statements.

Five Authorised Representatives are appointed to participate in the annual general meetings and general meetings of the Company; one representative from each member federation. The Authorised Representatives are confirmed annually to the Company Secretary.

The Company has an Executive Team who serve for a pre-determined biennium and who are more involved with the day to day management of activities and work closely with the permanent staff at SIHQ. The Executive Team comprises: SI President, SI President Elect or SI Immediate Past President, SI Director of Advocacy, and the SI Treasurer; the SI Procedural Consultant and SI Global Executive Director (permanent staff) are advisors to the Executive Team. Principle activities of SI include global advocacy, communications, President’s Appeal, and quadrennial conventions.

Since 2021 the company has restructured its’ committees to maximise advocacy efforts, work has been restructured in more committees to facilitate partnerships with other organisations and improve channels of communication within the organisation. To maximise the potential benefits of international and president appeals, the Soroptimist International Foundation has been established, and received charitable status from the Charity Commission, England and Wales.

SI TREASURER
Criteria for Selection

- A professionally qualified Accountant is preferable;
- A minimum of 5 years business and financial experience in a managerial capacity;
- Experience at Federation Board level is advantageous;
- Ability to interpret and extract relevant information and, when needed, produce reports from accounting software;
- Ability to work with Microsoft Excel;
- Ability to read, understand and communicate any changes necessary to the bookkeeper or other professionals,
- Proficient in use of email and electronic bank transactions;
- Currently a member of good standing in a Soroptimist Club;
- Current working knowledge of UK tax and company law would be preferable.

How Elected

- Applications for the position of Treasurer shall appear on the members section of the SI website by 13 June of each even-numbered year (at least 18 months prior to the end of the SI biennium) together with the role description and person specification.
- Candidates must send their applications electronically to their Federation Executive Director by Friday 26 August 2022. The Federation Executive Director shall forward the application signed by an Officer of the Federation together with a letter confirming that the candidate is in good standing in respect of the criteria of her Federation to the Global Executive Director at SIHQ by 9 September 2022. Every applicant must be ratified by their Federation Management Board.
- All applicants should also provide contact details (preferably email) for a person who can provide an up-to-date character reference and a person who can provide a professional reference, both of which attest to the suitability of the applicant in respect of this role. References will be sought independently by SI therefore please ensure that the contact is aware that their email address will be shared with SI.

A Panel (“selection panel”) (as per Part 8.4.2) appointed by the SI Board shall select a candidate for election by the SI Board. The SI Board will vote using a secret ballot to elect the individual to that position. The result will be announced as soon as the outcome of the ballot is known.

The elected candidate will assume the post as SI Treasurer Elect by 1 January of the year the before her term of office commences.

Commencement of Office
The SI Treasurer shall take office on 1 January of each even-numbered year.

Term of Office
The term of office shall be for a period of two years with the possibility of re-appointment by the appropriate selection panel for a further two years. In order to be considered for reappointment the incumbent must apply when the post is advertised. The SI Board must approve any reappointment to this post. (Refer to Bye-Laws Part 8)

Responsibilities
The SI Treasurer shall oversee the finances of SI, serve as a voting executive director, a member of the Finance Committee and perform such other duties as may be assigned by Board of SI and as specified below.

Duties will also include financial management of the Soroptimist International Foundation. Specific duties for the Soroptimist International Foundation will be outlined as they are developed.

The Immediate Past Treasurer is required to:

- Be available to assist with the audit and completion of the financial statements for her final financial year (which will end on the same day as her last day as Treasurer) – envisaged as a 9-month requirement from the day she demits office
- To remain appointed on Barclays.net for a period of 3 months (from the day she demits office) to authorise payments if the new Treasurer is unable to do so
- To remain appointed as a Systems Administrator of Barclays.net for a period of 3 months (from the day she demits office) to ensure the company has adequate coverage for administrative changes to the online platform
- To be available to assist with unresolved queries for a period of up to 12 months (from the day she demits office) and that the role description of the SI Treasurer be amended to reflect this decision.

Financial Management

- Oversee the financial transactions of SI to include approval of expenditures prior to payment;
- In conjunction with the Chair of Finance, SIGED make recommendations to the SI Board regarding the financial affairs of SI;
- Prepare, with the assistance of the SIGED, a financial statement for review by the Finance Committee at each meeting and at such other times as maybe required by the SI Board;
- Submit quarterly financial reports to the SI Board of Directors.
- Liaise with SI GED, appointed book keepers and other staff as necessary to oversee the end of year accounts and reports enabling production of final statements and associated schedules in preparation for audit or financial review; whichever kind of audit/ review is decided by the Board.
- Annually present and distribute audited or reviewed Financial Statements to the SI Board not later than 180 days after the close of the year;
- Monitor expenditures against the adopted budget each quarter, highlighting and requesting justification for any overspending from the SIGED;

Procurement and Governance

- Supply information as may be required by the Finance Committee to facilitate competitive tendering for the audit or financial review of SI every 3 years;
- Authorize, in conjunction with the SI President and the SIGED, requests for extraordinary payments;
- Where agreement is obtained to a specific proposal, report to the Board and make the appropriate recommendation including any changes required to the Bye-Laws, Manuals and Policies.
- Prepare SI Board reports to encompass financial activity and auditors’ or reviewer’s recommendations for the preceding year;
• Assisted by the SIGED, respond to requests for financial information or explanation from the Finance Committee;

Budget and Strategic Planning
• In conjunction with the SIGED and Executive Team, prepare the proposed budget for SI and develop a business strategy (including revenue generation and fund management options) for the next calendar year and present it to the Chair of Finance for review and the SI Board for approval;
• In the annual report to the SI Board, include a review of the per capita dues payable by Federations to SI, recommending any changes necessary;
• Prepare a two-year financial forecast reflecting estimated annual income and expenditures.

Review Role
At least 9 months prior to end of term review and update this role description and send to the Chair of the Governance Committee.

Attendance at SI Meetings
The SI Treasurer shall attend all SI Board and Executive Team Meetings the cost of which shall be funded by SI according to the Travel and Expenses policy and in line with the Treasurer’s travel budget.

The SI Treasurer-Elect will attend Board Meetings including Face to Face Meetings, as well as Executive Team Meetings, as observer (as per Resolution 12 – February 1, 2019)

Temporary Inability to Serve
Refer to Part 8.6.3 of the Byelaws