

Treasurer and Treasurer-Elect Manual

Society for Integrative and Comparative Biology

The SICB Treasurer is responsible for monitoring the financial affairs of the Society. The SICB Treasurer is responsible for a number of specific activities and these are outlined in the SICB Bylaws.

SICB Constitution and Bylaws. The Treasurer must be familiar with the SICB Constitution and the SICB Bylaws that govern the Society, especially those pertaining to the finances of the Society.

Terms of Office. A person elected to this position serves one year as Treasurer-Elect and three years as Treasurer. (SICB Constitution Article III. Section 1)

Notice of Dues. The Treasurer works with the Executive Director to ensure the timely distribution of notices of dues to the membership,

Annual Budget. The Treasurer shall submit the Annual Budget to the Executive Committee for review and approval at the Annual Meeting prior to the Society's annual business meeting. The Treasurer works closely with the Executive Director on developing and refining the Annual Budget. The Treasurer solicits budget requests from Divisions and other cost centers of the Society, and prepares the Annual Budget to cover the fiscal operation of the Society including all allocations of funds for the expenses of Officers, Standing Committees, Divisions and the Editorial Office of *Integrative and Comparative Biology*.

Financial Report. The Treasurer shall present a statement of the current financial position of the Society at the annual business meeting of the Society. The Treasurer works with the Executive Director and the Society's investment counselor to compile the annual financial report.

Investment Oversight. The Treasurer, together with the Finance Committee, shall have oversight of the investment of any funds over and above the operating budget of the Society. The Finance Committee (Treasurer, President, and Executive Director) engage in periodic conference calls with the Society's investment counselor to plan the best options for managing the investment portfolio.

Evaluation of the Management Company. The Treasurer shall coordinate the evaluation of the Management Company by the SICB Executive Officers. This evaluation will begin in August of each year and culminate with a written evaluation of the Management Company at the Fall meeting of the Executive Officers.

Committee Assignments.

Finance Committee. The Treasurer serves as Chair of the Finance Committee. (SICB Bylaws Article XI. Section 5)

Development Committee. The Treasurer serves as *ex officio* member of the Development Committee. (SICB Bylaws Article XI. Section 5)

Student Support Committee. The Treasurer serves as *ex officio* member of the Student Support Committee. (SICB Bylaws Article XI. Section 5)

Calendar

Fiscal year: 1 July 1 to 30 June

Membership year: 1 March through end of February

Monthly reports: Membership and Donations provided by Management Company

Quarterly financial reports: provided by Management Company

January

- Annual Meeting (early January)
- Executive Committee Meeting – Treasurer report and new budget
- SICB Business Meeting – Treasurer report
- Student Support Committee Meeting – attend
- Development Committee Meeting – attend
- Finance Committee Meeting - chair

February

- Second quarter (October through December) financial report from Management Company

March

- Treasurer report for Spring newsletter

April

- Donations report from previous fiscal year (numbers of people, dollars, funds)

May

- Third quarter (January through March) financial report from Management Company; to include full report of the annual meeting

June

- June 30 – end of fiscal year

August

- Fourth quarter (April through June) financial report from Management Company
- Treasurer sends an electronic survey to the Executive Officers (excluding the Executive Director) to evaluate the performance of the SICB Management Company.

October

- Treasurer report for Fall newsletter
- October 15 - Request for budget input sent to Divisional Chairs and Committee Chairs for next fiscal year.

November

- First quarter (July through September) financial report from Management Company
- November 30 - Budget for next fiscal year developed for presentation at annual meeting and distributed to Executive Officers

December

- December 15 - Treasurer report for annual meeting prepared and distributed to Executive Officers.