



International Association of Forensic & Security Metrology

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Call for Nominations for the IAFSM Board of Directors

Submission Deadline: January 18, 2019

This is a call for nominations to fill the following seat on the FSM Board of Directors including:

Treasurer

Duties of Treasurer

- The Treasurer will work directly with the FSM Secretary or Business Office to perform and execute most of the daily duties.
- Preparation of financial progress reports to share with the Board.
- In consultation with the board President, Business Office and the financial committee, the treasurer is responsible for preparing the yearly financial report for the IRS when you have obtained your tax exemption (IRS Form 990) or for paying any federal corporate taxes if you have not received your tax exemption. The treasurer also makes sure that all local fees and taxes are paid.
- Time Requirements: approximately 2 hours/ month.

Qualifications of Nominees for Treasurer

- The treasurer needs to be comfortable handling money and working with numbers. Although there are numerous software programs available to help with both budget development and bookkeeping, it is helpful to understand the basics.
- Be willing to work with the Executive Secretary or Management Company in preparation of financial progress reports to share with the Board.
- In addition, the organization encourages individuals with one or more of the following characteristics, which have been identified as critical skills/qualifications for Board members:
- Familiarity with basic accounting practices
- Expertise in developing annual budgets and financial report
- Experience related to public relations and/or advocacy
- Strong skills in business, marketing, and/or communications
- Knowledge of QuickBooks, PayPal

How to Submit:

You are welcome to self-nominate (*in fact, we encourage it!*), or nominate any of your peers that you think would make a good candidate.

1. Please submit a ~400-word bio or attach as a word document to info@iafsm.org.
2. Please submit a jpg headshot to info@iafsm.org.

Please email or call the FSM Business Office with any questions. We look forward to your submission!!

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