

# ICM Treasurer

## Terms of Reference

### 1. Role and Purpose

- 1.1 The Treasurer works with the ICM President to enact the decisions of the ICM Council and steer the Board in meeting its strategic and governance responsibilities.
- 1.2 The Treasurer has responsibility for the oversight of the financial health of ICM advising on financial reporting, financial risk management and audit matters. This is the only member of the Board who does not have to be a midwife or a member of an ICM Member Association (MA).

### 2. Eligibility and Membership

- 2.1 Applicants for the position of Treasurer must meet the eligibility requirements detailed in the Terms of Reference and based on their skills to perform the requirements of the role (detailed in the Person Specification at **Appendix 1**).
- 2.2 To commit to at least 40 days a year (on average) in the fulfilment of the role.
- 2.3 The Treasurer must have extensive knowledge of and experience with Dutch finance rules and regulations, as well as fluency in Dutch, including the ability to understand and interpret relevant legal and financial terminology.
- 2.4 The Treasurer is recruited by external open advertising of the role and appointed by ICM's Independent Election Committee (IEC); The Treasurer will introduce themselves at the Triennial Council meeting and provide a presentation of their aspirations during their term of office.
- 2.5 The Treasurer will be required to complete a declaration of conflicts of interest that includes direct and indirect conflicts, professional relationships to other members of the Board, and other boards the Treasurer may sit on.
- 2.6 The position is held on a voluntary basis, with reimbursement of expenses incurred when conducting authorised activities for the Confederation; an honorarium may be provided as per ICM Board Governance Policies.

### 3. Meetings

- 3.1 As Chair of the Finance, Audit and Risk Committee:
  - a. Ensure meetings are focused on, and aligned with, its purpose.
  - b. Promote an open culture that allows ideas and discussion to thrive while ensuring clear decisions are reached as quickly as possible.
  - c. Stimulate consensus decision making where possible.
  - d. Ensure meetings are conducted in a respectful and orderly manner.

### 4. Responsibilities

- 4.1 Provide strategic oversight to ensure ICM's financial management and reporting comply with Dutch finance rules and regulations, advising the Board accordingly.
- 4.2 In order for the Treasurer to carry out their role effectively they must be familiar with ICM governance policies, strategic plan and priorities and work to obtain (if not a midwife) a knowledge of the ICM Midwifery Philosophy and Model of Midwifery Care in order to support the Boards role in strategic planning.
- 4.3 The Treasurer will chair the Finance, Audit and Risk Committee, leading in the Boards duty to ensure proper accounting records are kept, financial resources are properly controlled in line with ICMs Constitution, good governance, legal and regulatory requirements.
- 4.4 Work with the President in steering the Board to identify the key financial risks ICM faces when implementing its strategy. Lead in deciding its approach and attitude to supplying effective oversight of those risks and ensure that practical controls are in place to manage risk.
- 4.5 Build a professional relationship with the Chief Executive (CE) that allows for honest conversations; and advise the CE on financial matters including the development of an annual budget for ICM.
- 4.6 Prepare, with the CE, the narrative for presentation of the annual and triennial financial reports.
- 4.7 Explain the technicalities of the accounts in plain language so they are fully understood by all members of the Board.
- 4.8 Provide critique and analysis of financial budgets and reports made to the Board.
- 4.9 Act as a counter signatory as per ICMs Delegations Authority List.
- 4.10 If required, provide board-level liaison with external auditors on specific issues such as the Auditors' Management Letter.
- 4.11 Participate in an annual evaluation of the performance of the Board against the objectives of the Board using an agreed evaluation process.
- 4.12 Work with and support the President in the development of initiatives designed to achieve the mission of the Confederation.
- 4.13 Act as an advocate for ICM using connections, networks, and resources to develop collective action in support of ICMs mission.

## Other Related Documents

- Governance Policy: The ICM Confederation
- Governance Policy: Electing the ICM Board
- Governance Policy: Role of the ICM Board and Head Office
- ICM Board Terms of Reference
- ICM Delegations Authority List
- Board Conflict of Interest Policy

## References

- [The Environmental, Social, and Governance \(ESG\) Centre - Board Composition: Diversity, Experience, and Effectiveness May 19, 2022](#)
- [ICSA Next Generation Governance Report](#)
- [Insights from Future Directors.com](#)
- [Stuart Spence - Boardroom Best Practice](#)

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