



International Art Medal Federation
Fédération Internationale de la Médaille d'Art

GUIDELINES FOR THE FIDEM TREASURER

The responsibilities of the Treasurer are:

To oversee all FIDEM finances and to ensure that FIDEM's financial position remains buoyant.

To manage all incoming payments and outgoing expenses in a timely and efficient manner.

To advise the President and the Executive Committee on all matters relating to FIDEM's financial position and membership situation.

To liaise frequently with the President and the Secretary General concerning the day-to-day running of FIDEM.

To respond promptly to any enquiries regarding FIDEM's finances or membership made by the President or Secretary General.

To attend each FIDEM congress and engage with the membership at these events.

To attend the annual Executive Committee and Delegates meetings and the biennial General Assemblies in their various locations and to report at each of these meetings on FIDEM's financial situation and membership levels and to propose ways forward regarding investments and other financial matters.

To execute any decisions relating to financial and membership matters made at any of these gatherings.

To be active in seeking financial support for:

- the production and distribution to all FIDEM members of *Médailles*
- bursaries for young artists to attend FIDEM congresses
- other initiatives requiring fundraising.

To attend the biennial FIDEM interim meetings held in the location of the following year's congress, in order to ensure that the locations proposed by the congress organiser are good value for money.

To advise congress organisers on appropriate levels of spending on their proposed congress and on all other financial matters.

To inspect the budgets put together by congress organisers and advise the President and Executive Committee on the appropriate moment to contribute FIDEM's financial subvention towards an upcoming congress budget.

To identify an auditor and liaise with the auditor concerning their reports.

To maintain a complete FIDEM membership list with postal addresses.

To liaise with national Delegates, Vice-delegates and members to ensure that the membership list remains up-to-date.

To provide Delegates or Vice-delegates with an up-to-date list of members in their country on request.

To provide the editor of *The Medal* with an up-to-date membership list in the specific format required by the international postal service twice a year on request.

To take receipt of a prearranged number of each issue of *The Medal* and to arrange the despatch of copies to any FIDEM members who, for whatever reason, have not received it through the normal distribution system.

To assist the President and Executive Committee in any other way as requested, in order to ensure that FIDEM continues to operate as an effective and vibrant promoter of medallic art.