

TERMS OF REFERENCE FOR THE UEMS SECTION OF MEDICAL GENETICS OF TREASURER AND BUREAU ON FINANCIAL MATTERS

Introduction

The Section of Medical Genetics (SMG, initially Section of Clinical Genetics) was inaugurated in November 2013. Prior to that, the Multidisciplinary Joint Committee for Clinical Genetics had a budget derived from EACCME contributions. This budget was transferred to the newly formed Section at that time. Since the introduction of the examination to obtain the European Certificate in Medical Genetics and Genomics (ECMGG) in 2019, examination fees are a major source of income of the Section next to the annual contributions of member countries and income from EACCME reviews. Financial matters are managed by the Section Treasurer in conjunction with the Section Bureau.

Scope

The Treasurer manages the Section budget in accordance with Belgian Law and UEMS regulations, under the auspices of the UEMS Treasurer and the UEMS Executive. The bank account is managed in conjunction with the UEMS Managing Director.

Responsible Officers of the Section

The Treasurer has control of day-to-day oversight and management of the Section budget, held in an account with BNP Paribas Fortis bank in Belgium.

Financial decisions made by the Treasurer are subject to ratification by the Section President and/or Bureau.

Reporting responsibilities

The Treasurer shall report monthly to the central UEMS Treasurer on income and expenditure on the account. Electronic versions of the original documents of all payments shall be submitted with the monthly statement. Original paper documents used for reimbursement will be stored by the applicant for two years. Copies of the monthly budget statement shall be made available to the Section Board on request.

An annual report is submitted each year at the end of December to UEMS and the SMG Bureau. The annual accounts shall be presented to the Section Representatives at the Section meeting.

Activities/Role of the Treasurer

The activities of the Treasurer include, but are not limited to, the following:

1. Setting the overall budget in terms of individual country repartition of annual contributions, in conjunction with the Section President and Bureau, and of setting the ECMGG exam fees together with the Section Bureau

2. Notifying individual country representatives of the annual contribution required, sending out invoices and ensuring payment is made prior to the end of the financial year (December 31st)
3. Recording contributions received and collating addresses of scientific societies making the payment
4. Monitoring ECMGG fees of exam candidates and ensuring payment is made in accordance with ECMGG guidance and UEMS regulations
5. Checking and arranging payment of Section Bureau members and, after the approval of the Section Bureau, National Delegates' expenses/reimbursements on a monthly basis, in accordance with UEMS regulations
6. Checking and arranging payment of invoices on a monthly basis, in accordance with UEMS regulations
7. Submitting original invoices and reimbursement forms in an electronic version to UEMS Accounting on a monthly basis, collating and filing electronic copies for reference
8. Monitor income from EACCME and other payments to the Section budget
9. Monitor overall position of the Section budget, with responsibility to ensure that a deficit does not occur
10. Contribute to the development of the longer term Section financial business plan

Operation/Finance

The vast majority of the work of the Treasurer is done through online communication. Attendance of face-to-face meetings will be undertaken as required by UEMS or SMG Bureau.

Review

The work of the Treasurer shall be reviewed each year by the Section Bureau and terms of reference can be revised based on the experience gained from the actual functioning of the Section financial strategy.

Dated: 31.05.2015

Review: 31.08.2022