IMYD — Treasurer

Volunteer elected position | Mainly online | Mandate until the 2027 General Assembly

Purpose of the role

The Treasurer helps build a sound, transparent, and credible financial foundation for the **International Movement of Youth with Disabilities (IMYD)**.

IMYD is still developing, and its support currently consists mainly of **in-kind contributions**. The role therefore combines financial administration with establishing the policies, tools and procedures needed to receive funding, manage resources responsibly and demonstrate accountability to members and partners.

You will work with the Deputy Treasurer, General Secretariat and Presidency, within the strategy and priorities defined by the Board of Directors.

Main responsibilities

Establish financial policies and procedures

- Develop practical financial policies for **Board approval**, including expenditure authorisation, reimbursements, supporting documents, payment validation and financial reporting.
- Implement approved policies and help members and volunteers understand how to follow them.
- Establish clear responsibilities and checks so financial decisions are documented and appropriately authorised.
- Review procedures as IMYD's resources and activities grow.

Manage accounts and financial records

- Maintain accurate records of income, expenditure and supporting documents.
- Prepare budgets, monitor available resources and flag financial risks or commitments that IMYD may be unable to sustain.
- Prepare annual accounts and financial reports for review and approval through IMYD's governance arrangements.
- Present clear financial updates to the Board and help members understand IMYD's financial situation.
- Organise the documentation and valuation of in-kind contributions using a consistent, supported approach.
- Maintain organised, securely stored financial records and prepare a clear handover, ensuring continuity when responsibilities change.

Support banking and payments

- Help establish and manage banking arrangements appropriate to an international organisation registered in France.
- Liaise with the bank and support account administration, authorised access and payment procedures.
- Organise payments and reimbursements within approved budgets and authorisation arrangements.
- Maintain appropriate separation between preparing, approving and executing transactions.

Strengthen funding and partnerships

- Work with the fundraising and resource development task force on project budgets, financial information and funding applications.
- Help assess the financial implications of proposed partnerships and activities before commitments are made.
- Prepare reliable financial information that strengthens IMYD's credibility with funders, institutions and partners.
- Track funding conditions and support financial reporting on grants and other contributions.
- Develop proposals for membership fees or other income arrangements, where relevant, for consideration and approval by the appropriate governing body.

Shared Executive Committee responsibilities

As a member of the Executive Committee and Board of Directors, you will also:

- Participate in collective decisions and contribute financial insight to wider organisational discussions.
- Help implement the strategy and priorities agreed by the Board.
- Contribute across activities as IMYD consolidates its membership, partnerships, resources and ways of working.
- Support or supervise a task force where assigned, according to expertise and availability.
- Share progress, identify difficulties early and work with other members to resolve them.

Financial policies and significant commitments must follow the applicable collective approval arrangements. The Treasurer's role includes preparing proposals and implementing approved decisions.

Experience and skills

We are looking for someone with **relevant practical experience in treasury, accounting, financial administration or budget management**, gained through an association, student organisation, community initiative, education or employment.

You should be able to:

- Organise financial information accurately and use spreadsheets confidently.
- Prepare and explain budgets and financial reports.
- Develop workable procedures and follow through on administrative tasks.
- Handle confidential information responsibly and maintain reliable records.
- Work collaboratively while exercising sound judgement about financial commitments.
- Be comfortable working in English with an international team. French-language skills would be an advantage for banking and administrative follow-up.

Familiarity with **French association accounting and banking procedures** would be particularly valuable.

Being based in France is strongly preferred, as IMYD is registered there and its bank account is held in France. This would facilitate banking and administrative follow-up.

Commitment and support

This is an **unpaid volunteer role requiring at least four hours per week**, including meetings, preparation, financial administration, and follow-up between meetings.

Some periods may require additional availability, particularly during **General Assembly preparation, annual account preparation, funding applications and reporting deadlines**. Work should be planned and shared with the Deputy Treasurer and other executive members.

Commitments should remain realistic alongside studies, work, health and personal life. Changes in availability should be communicated early so responsibilities and deadlines can be adjusted together.

Please share any accessibility arrangements or support that would help you fulfil the role.

Eligibility and mandate

- Applicants must be **young people with disabilities aged 18–35** and confirmed IMYD members eligible for elected office.
- The successful candidate will be elected for the **remainder of the current mandate, until the 2027 General Assembly**.

How to apply

1. Read the **IMYD statutes** and complete the **membership form** if needed.
2. Complete the **Board application form**, including your motivation.
3. Email your **CV to administration@imyd.org**, using the subject: **"Board application — Full name — Treasurer"**.

Application deadline: November 23rd, 2026 at 23:59 CET.

Applications will undergo eligibility checks and receive an advisory opinion from the Board. The election will take place during the **online General Assembly on December 5th, 2026, 14:00–17:30 CET**.

For questions about the role or support with applying, contact **administration@imyd.org**