

## **Council of Science Editors (CSE) Board Member – Treasurer-Elect**

**Position Title: Treasurer-Elect, Council of Science Editors**

**Term: Two years (automatically advances to Treasurer to serve for two years)**

**Ex Officio Roles: Vice Chair Finance Committee**

---

### **Position Overview**

The **Treasurer-Elect** of the Council of Science Editors (CSE) is an elected officer of the Board of Directors who supports the current Treasurer and prepares to assume the role when the current Treasurer's term ends. This leadership role is part of CSE's strategic financial succession planning and ensures a smooth transition and continuity in financial oversight.

In addition to fulfilling all responsibilities of a Board Member at Large, the Treasurer-Elect shadows the current Treasurer, actively participates in finance-related board discussions, and becomes familiar with CSE's financial structure, policies, and procedures. The Treasurer-Elect works closely with the Treasurer, Executive Director, and Finance Committee to learn the organization's budgeting, reporting, and compliance processes.

---

### **Key Responsibilities**

#### **Financial Oversight**

- Support the Treasurer in the preparation, review, and distribution of regular financial statements, including balance sheets, income statements, and cash flow reports
- Regularly review financial documents to build a strong understanding of CSE's fiscal structure and decision-making processes

#### **Budget and Planning**

- Assist in drafting and reviewing the annual operating budget in collaboration with the Treasurer, Executive Director, and Finance Committee
- Participate in regular financial planning meetings to become acquainted with CSE's internal accounting and reporting systems
- Support the Treasurer in preparing financial reports and funding analyses

## **Governance and Policy Development**

- Learn about and contribute to the creation and revision of financial policies and procedures
- Review current financial practices to ensure they meet nonprofit standards, support transparency, and align with CSE's strategic objectives
- Help evaluate financial agreements, partnerships, or vendor contracts as needed
- Support efforts to cultivate funding opportunities, member engagement, and donor stewardship

## **Committee and Leadership Involvement**

- Serve as Vice-Chair of the Finance Committee and attend all Board meetings
- Prepare during term to serve as a public-facing financial representative for CSE during events, partnership conversations, and fundraising opportunities
- May lead small working groups or initiatives focused on finance-related operations or compliance planning
- Gain understanding of roles and responsibilities involved in filing annual IRS Form 990 and other regulatory reports in preparation for taking on these duties

## **Organizational Representation and External Engagement**

- Serve as an active ambassador for CSE's mission within the scientific publishing, editing, and communications communities
- Help articulate the value and impact of CSE's work to members, stakeholders, and the public
- Participate in CSE programs and events, including the Annual Meeting, webinars, and outreach activities

---

## **General Expectations**

- Attend and actively engage in all Board and Finance Committee meetings
- Stay informed on organizational matters between meetings and respond to communications in a timely manner
- Prepare for and contribute to thoughtful discussion and decision-making

- Represent the interests of CSE’s diverse membership and uphold the organization’s mission and values
  - Serve as a mentor or connector to help engage new members, potential leaders, and professional networks
  - Adhere to CSE Code of Conduct
  - Maintain open and timely communication with the Treasurer, Executive Director, and other Board officers
- 

### **Ideal Qualifications**

- Direct or indirect experience in fiscal management/oversight, budgeting, or accounting is preferred
  - Direct or indirect experience with financial reporting is preferred, including connecting organizational objectives to financial management
  - Understanding of financial reporting and fiscal oversight
  - Previous involvement with CSE (e.g., Board, committee, or volunteer leadership) is required
  - Strong analytical, communication, and organizational skills
  - Commitment to the mission and values of the Council of Science Editors
- 

### **Term of Office**

- Serves a **two-year term**, then **automatically advances to a two-year term as Treasurer**, followed by potential continued involvement in financial advisory roles.
- 

The **Treasurer-Elect** position is a key part of CSE’s long-term financial stewardship and governance. This role ensures continuity, builds internal capacity, and supports CSE’s mission through careful preparation for organizational financial leadership.