

ME Board elections at AGM 2022

Profile of Treasurer

Being a Board member (general introduction)

Board meetings

Board meetings are conducted virtually, approx. once every 6 weeks, lasting about 90 minutes.

Language

English is the Board's working language. It is therefore necessary for Board to be fairly fluent in both spoken and written English. All communication with our members and with our office is also in English.

Board composition

Board members do not represent a country or an organisation; they are individual persons representing themselves. You do not have to have a professional connection to Montessori education as long as you are committed to the goals of Montessori Europe. Having said that, we prefer the Board to contain members from a broad spectrum: from different countries, from different backgrounds, from different age groups. We do think that a heterogeneous group works best. That way we can inspire each other looking at matters from different perspectives.

Each Board member has a number of designated tasks, as described in our Responsibility Matrix.

ME Office

We have an office with a General Secretary (7h/week) who answers/forwards queries and administers our membership database, daily finances and congress registration. The Responsibility Matrix has details.

The processes and systems in the office are stable and well-documented. We have an external tax advisor who prepares our financial statements.

A warning and an invitation

Montessori Europe is a volunteers' organisation. As explained, we do have an office, but office support for the Board is limited. Therefore, a lot of the work is done by Board members. Since we are not a professional organisation, there may occasionally be a certain looseness in the way we work. Flexibility is a desirable quality for Board members, as is being thick-skinned, as you, our members, can at times be critical ... A fair degree of optimism is also very helpful.

Having said that, being a board member is mostly a very pleasant and rewarding activity.

Profile Montessori Europe Treasurer

Description

The ME treasurer has two roles,

- one as traditional head of finance and
- one as the responsible Board member for adherence to Germany's association regulations and the interaction with state institutions in Germany.

As head of finance, they manage the financial actions of the association. This includes financial planning, ensuring that the company's financial reports are accurate and completed in a timely manner, as well as analysing the company's financial situation and proposing corrective actions. The treasurer also advises the Board on the financial viability of ME's plans and projects.

In their second role, the treasurer ensures that ME is compliant with legal and tax regulations in Germany governing not-for-profit associations ("gemeinnützige Vereine").

Prerequisites for the role are good written and oral German and English language skills and an interest in promoting Montessori pedagogy in Europe.

Summary of tasks

The responsibilities and tasks can thus be split in two parts:

1. *Regular Treasurer responsibilities*

- Administrative policies and processes
- Yearly budgeting and financial reporting
- Congress budgeting and controlling
- Payment authorisation
- IT system for membership administration
- Oversight of ME General Secretary

2. *German Association and Tax Compliance issues*

ME is registered as a not-for-profit (charitable) association in Germany. As such, it:

- (a) needs to conform to the German regulations regarding associations and
- (b) has reporting requirements toward the local Court Registry and Tax Office.

This includes:

- AGM proceedings
- Statutes changes
- Association Registry (Vereinsregister) reporting
- Not-for-Profit Association tax compliance
- Tax Office (Finanzamt) filings

Time investment

On a yearly base the estimated time investment is a 2-4 hours per week. The investment is not evenly distributed throughout the year: there are peaks, e.g. before the yearly Members' Meeting, and more quiet periods. The Members' Meeting is held at our Annual Congress (usually in October), at which attendance would be expected.