

IEEE Treasurer Position Description

OVERVIEW:

The Treasurer, under the direction of the IEEE Board of Directors (BoD), shall have general supervision of the fiscal affairs of the IEEE and shall be responsible for the keeping of records thereof ([IEEE Constitution, Article XIII - Management, Sec. 5](#)). In consultation with the Chief Financial Officer (CFO) and the IEEE Board of Directors, the Treasurer guides IEEE's fiscal practices.

In addition to the duties specified in the Constitution, the Treasurer regularly reports to the IEEE Board of Directors on the current status of the IEEE investments.

The IEEE Treasurer also serves as a member of the IEEE Board of Directors. For more details about serving as a Board member please see [Member, IEEE Board of Directors](#) Position Description.

TERM:

- One year;
- Re-election by the Assembly is permissible.

ROLES:

- Serves as a Corporate Officer of the IEEE;
- Serves as member of the IEEE Board of Directors;
- Chairs the IEEE Finance Committee;
- Serves as member of the IEEE Investment Committee;
- Serves on Investment Business Continuity Plan Advisory Committee;
- Attend Audit Committee meetings including Annual Audit review with the auditors;
- Serves on the Strategy and Alignment Committee.

DESCRIPTION OF RESPONSIBILITIES:

- Manages, with the Finance Committee, the Board's review of and action related to the Board's financial responsibilities, including receipt of direct financial reporting from all subsidiaries and operating units and oversight of the IEEE Finance Operations Manual;
- Works with the IEEE President, Chief Executive Officer (CEO) and the Chief Financial Officer (CFO) to ensure that appropriate financial reports are made available to the Board on a timely basis;
- Presents the annual budget to the Board for approval;
- Provides a financial forecast as part of the Treasurer's Financial Reporting Package (TFRP) to aid the BoD in their fiduciary responsibilities;

- Understands current important issues and their complexities and provides advice and counsel to the IEEE President and other members of the IEEE Board of Directors;
- Recommends members for appointment to the Investment Committee.
- Identifies, encourages, nominates, and mentors candidates for higher volunteer positions within IEEE;
- Verifies, along with the IEEE President, the certified financial statements for the preceding calendar year, for approval by the Assembly.

See also the Description of Responsibilities section of the [Member, IEEE Board of Directors](#) Position Description.

ELIGIBILITY:

- Must be an IEEE member in good standing;
- Must be of IEEE Senior Member grade or higher.

QUALIFICATIONS AND SKILLS:

- Understands financial accounting for nonprofit organizations; and is financially literate in the areas of accounting, financial and tax principles;
- Knows basic investment principles;
- Possesses financial experience relative to budgets and operations. Prior experience in IEEE finances, especially the IEEE Finance Committee is helpful;
- Has ability to clearly present complex financial issues in an informative and unbiased manner;
- Possesses knowledge of IEEE and its mission, structure, goals, needs, and direction;
- Employs collaboration, leader service and negotiation skills to effectively work with fellow committee and Board members;
- Past service on the IEEE Board of Directors and/or past association with multiple IEEE organizational units is helpful.

ESTIMATED TIME REQUIREMENTS:

Time is based on an eight-hour day; cumulative hours are rounded up to the next whole day. The times given below are estimates only and do not reflect additional time spent preparing, traveling, or participating in other IEEE activities. Actual time for these additional activities varies significantly depending on the activity and is subject to the interests and availability of the individual.

Item	Estimated Time Required: 45+ Days per Year
Material/Agenda Review <ul style="list-style-type: none"> • IEEE Finance Committee • Investment Committee • Audit Committee • Tax Return Review • Treasurer’s Financial Reporting Package • May serve on additional committees 	TOTAL: 8+ Days 2 hours (8-10 meetings/year) 8 hours (3 meetings/year) 4 hours (4 meetings/year) 4 hours (1 meeting/year) 1 hour (5/year) Varies
In-person Meetings <ul style="list-style-type: none"> • IEEE Finance Committee • Investment Committee • Audit Committee • Tax Return Review • IEEE Board of Directors Agenda Review • May serve on additional committees 	TOTAL: 20+ Days 1 day (5/year) and as needed 2 days (3/year) and as needed 1 day (4/year) 1 day (1/year) 1 hour (3/year) Varies Another 2-6 days are often spent in meetings in New Jersey, USA when grouped with other travel.
Web Conferences <ul style="list-style-type: none"> • Finance Committee • Investment Committee • IEEE Board of Directors Agenda Review • May serve on additional committees 	TOTAL: 2+ Days 2 hours (3-6/year) as needed 1 hour (7/year) Varies
Correspondence	TOTAL: 15+ Days

REIMBURSED EXPENSES:

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies.

STAFF CONTACT:

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