

IEEE Treasurer

OVERVIEW:

The Treasurer, under the direction of the Board of Directors, 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 (BoD), the Treasurer guides IEEE's fiscal practices.

In addition to the duties specified in the Constitution, the Treasurer regularly reports to the 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, the governing body of IEEE. See Member, IEEE Board of Directors Position Description for more detail of this position including responsibilities and additional time requirements.

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;
- Understands current important issues and their complexities and provide sound 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:

See Qualifications and Skills for Member, IEEE Board of Directors. In addition,

- 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 the 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:#

Item	Estimated Time Required: 72 - 94 Days per Year
Material/Agenda Review <ul style="list-style-type: none"> • IEEE Finance Committee • Investment Committee • Audit Committee • Tax Return Review 	TOTAL: 16-19 Days (60-68 hours) 2 hours (8-10 meetings/year) 8 hours (3 meetings/year) 4 hours (4 meetings/year) 4 hours (1 meeting/year)
In-person Meetings (not including travel time) <ul style="list-style-type: none"> • IEEE Finance Committee • Investment Committee • Audit Committee • Tax Return Review 	TOTAL: 23-27 Days 1 day (5/year) 2 days (3/year) 1 day (4/year) 1 day (1/year) Another 2-6 days are often spent in meetings in New Jersey, USA when grouped with other travel.
Teleconferences <ul style="list-style-type: none"> • Finance Committee • Investment Committee • Board of Directors Agenda Review 	TOTAL: 11-12 Days (22-24 hours) 2 hours (3-6/year) as needed 2 hours (6/year)
Correspondence	TOTAL: 13 - 25 Days (flex-time)
Travel <ul style="list-style-type: none"> • Finance Committee • Investment Committee • Audit Committee • Tax Return Review 	TOTAL: 9-22 Days* 1-2 days (5/year; 3 held during the Board meeting series) 1-2 days (3/year) 1-2 days (4/year, 3 held during the Board meeting series, 1 separate meeting with Auditors) 1-2 days (once/year) The Tax Review Meeting and most Finance Committee meetings, with the exception of the ones held during the Board of Directors Meeting Series, are held in New Jersey, USA. Note: Tax Review Meeting may be completed via Webex. *travel time depends on meeting venue and location of Treasurer

#Does not include time requirements for responsibilities as a member of the IEEE Board of Directors. See Member, IEEE Board of Directors Position Description.

REIMBURSED EXPENSES:

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

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