

## IEEE MGA Geographic Unit Officer Position Description Section Treasurer

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### POSITION TITLE:

**Section Treasurer**

### OVERVIEW:

Serves as the chief financial officer for the Section and is responsible for ensuring that the Section (including Section Technical Chapters and Section Affinity Groups) is in compliance with IEEE Financial Policies and local regulations.

Responsible for the development of a Section budget which shall be approved by the Section Executive Committee, providing reports to the Section Executive Committee on monthly account activity of Section funds, making disbursements in accordance with approved budget, be a signer on all Section financial bank accounts, and submitting the Section Annual Financial Report. *(Source MGA Operations Manual – 9.4.F.6)*

Term: One year

*All officers shall be elected annually by the Section membership. The term of office for all officers shall normally be one year, but may continue until a successor has been duly elected and takes office. The term of office will date from 1 January through 31 December. The consecutive period of service in any one office shall normally not exceed two years. Such exceptions require approval by the Region Director who will annually report such exceptions to the MGA Board. An individual may be re-elected to a position previously held provided at least one year has passed since he or she held that office. (Source MGA Operations Manual – 9.4.F.7)*

### ROLES:

- Serves as a Member of the IEEE Section Executive Committee
- May serve as the Chair of the Section Finance Committee (if applicable)

### DESCRIPTION OF RESPONSIBILITIES:

- **Oversee Management of the Section:** The principal responsibility of a Section Executive Committee member is to oversee the management of the Section, and in so doing, serve the best interests of the IEEE, its members and the public;
- Prepare for, attend, and actively participate in all meetings of the Section Executive Committee. Exercise business judgment to act in what is reasonably believed to be in the best interest of the IEEE, its members and the general public and not on behalf of any individual, entity or interest group;
- Establish effective systems for the periodic and timely reporting to the Section Executive Committee of important matters concerning the current business and financial performance; future business prospects and forecasts; financial statements with appropriate breakdowns; compliance programs to assure IEEE's compliance with the law and corporate policies. This includes the following:

#### Oversee Section finances

1. Prepare the annual budget for submission to the Section Executive Committee.
2. Accurately maintain financial records for the Section, presenting the check register(s) to the Section Executive Committee at least 2 times per year.
3. Maintain bank accounts of Section funds and reconcile statements monthly.
4. Make disbursements in accordance with the approved budget.

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5. Refer expenses outside the budget to the Section Chair for action.
6. Insure that all Section expenditures and disbursements are made in accordance with IEEE policy.
7. Make sure bank accounts have as the authorized signatories: the current officers, and, where local laws and regulations permit, the IEEE Staff Director, Financial Services

### Prepare financial reports

1. Prepare periodic reports, as required, for the Section Chair, Section Executive Committee and Regional Director.
  2. Submit an annual report of financial activity to the IEEE Operations Center at year end, using the form L50 ([www.ieee.org/scsreports](http://www.ieee.org/scsreports)). Provide follow-up as necessary to confirm that the report has been approved.
- Be informed of the IEEE and its business, including its mission, services, policies and programs;
  - Spend sufficient time and energy to be familiar with matters requiring the Section's Executive Committee attention;
  - Review IEEE documents as they relate to the position of Treasurer, including IEEE Bylaws, IEEE Manual Policy, IEEE Financial Operations Manual and the MGA Operations Manual.
  - Become familiar with IEEE Policies regarding funding sources for Geographic Units, the appropriate use of IEEE Funds, establishing bank accounts, contract administration, annual reporting requirements and insurance coverage.
  - Comply with all governance documents and external laws, including the law that protects IEEE's tax exempt status – IRC Section 501 (c)(3);
  - Exhibit highest standards of collaboration and collegiality;
  - Provide leadership in the association's statement of vision, mission, and goals, and the corresponding strategies, plans, and budgets to achieve them;
  - Suggest potential nominees to the Section Nominating Committee who can make a significant contributions to the work of the Section and the IEEE;
  - Identify potential individuals to serve in this position at completion of your term of office. Act as mentor to successor. At term-end, transfer financial records to the incoming Treasurer and arrange for newly authorized signatures for each bank account.

### **ELIGIBILITY:**

- Must be an IEEE member in good standing;
- Must be of IEEE Graduate Student Member, Member, Senior Member or Fellow grade or higher;
- Must reside in the geographic boundaries of the Section.

### **QUALIFICATIONS & SKILLS:**

- Demonstrated business acumen, experience and ability to exercise sound judgments in matters that relate to the current and long-term objectives of the IEEE and the Section. Should be willing and able to contribute positively to the decision-making process of the IEEE;
- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;

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- Ability to cultivate and recruit Section members and other volunteers;
- Ability to read and understand financial statements;
- Interest and ability to understand the sometimes conflicting interests of the various constituencies of the IEEE and to act in the interests of all members and the general public;
- Honesty, integrity and adherence to high ethical standards;
- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills,
- Excellent relationship skills and the ability to interact with the public, other organizations and diverse communities;
- Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction;
- Ability to adhere to governance practices;
- Passion for, and interest in, the IEEE organization;
- Ability to dedicate service to the IEEE while maintaining balance with professional and personal life;
- Ability to handle sensitive and confidential situations;
- Excellent communication skills;
- Ability to meet deadlines and to respond to communications in a timely fashion;
- Prior volunteer experience.

### ESTIMATED TIME REQUIREMENTS:

#### Item

#### Correspondence –

- As a Section officer, it is very important that this individual check their email messages on a regular basis.
  - **2 – 4 hours per week** but this number may vary depending on the number of members and/or activities within the Section
- Disbursements of payments
  - Section Treasurer shall be responsible for issuing checks/payments from the Section Bank account to pay for Section activities.
- Submission of Annual financial report
  - 4 – 8 hours at the end of year but the amount of time will vary depending on the number of Technical Chapters/Affinity Groups within the Section.

#### In-Person meetings -

- Section and/or Section Executive Committee meetings
  - 8 - 12 meetings per year (typical schedule)
- Sections Congress
  - If the Section Executive Committee authorizes travel, the Section Treasurer may attend Sections Congress. This event is conducted every three years.

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- Additional local activities (i.e. IEEE Conference within the Section boundaries)
  - As a Section Officer, this individual may be asked to represent IEEE at local non-IEEE events.

### **REIMBURSED EXPENSES:**

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

### **CONTACT:**

If you have specific questions regarding the duties noted for this position, please contact IEEE Member & Geographic Activities department ([mga@ieee.org](mailto:mga@ieee.org))

### **Section Mission**

- Inspire, Enable, Empower and Engage Members of IEEE at the local level.

For the purpose of ...

- Fulfilling the mission of IEEE
- Enhancing the member's growth and development throughout their life cycle
- Providing a professional home

### **Section Goals**

- Increase member engagement
- Improve relationships with and among members
- Increase operational efficient and effectiveness, within the section and its interfaces
- Enhance collaboration – serve as the local face of IEEE to community
- Increase membership
- Ensure the collection of appropriate information necessary to all the IEEE to become a data driven organization