

IEEE MGA Geographic Unit Officer Position Description
POSITION TITLE: Section Treasurer
October 2022

OVERVIEW:

The Treasurer is a very important member of the Section leadership team and Section Executive Committee. As the Chief Financial Officer and chair of the Section Finance Committee, the Treasurer will have the opportunity to interact with other officers of the Section, Chapters, Affinity Groups and Branches. The treasurer's guidance will influence the overall direction of the section and influence the completion of key section projects and initiatives. The Section is ultimately responsible for providing Section activities, approved initiatives, the funding of committees (standing and ad hoc) and the funding of the Chapters and Affinity Groups within the Section. The Section can establish processes/policies which facilitate the activities of these subunits. It is the responsibility of the treasurer to assure the processes and policies are executed properly and that IEEE funds are spent appropriately.

DESCRIPTION OF RESPONSIBILITIES:

- Assures that the Section and other Geographic Organizational Units (Geounits) within the Section are compliant with all applicable laws, IRS regulations and IEEE financial policies.
- Manages the Section bank accounts and investment accounts.
- Assures that the Section and other Geounits within the Section provide the correct financial reports to parent Organizational Unit (OU).
- Assists the Chair and Executive Committee members in the development of the budget.
- Provides the Chair with advice and information about expense and spending commitments throughout the year and the financial implications on Section planning and the motion to adopt the annual budget.
- Maintains accurate and up-to-date financial records for the Section.
- Provides regular financial reports to the Section Executive Committee (ExCom) and/or Operating Committee (OpCom), including the Balance Sheet and Profit & Loss (P&L) statement using IEEE approved accounting tools or systems (such as NetSuite).
- Tracks Executive Committee (ExCom) and Operations Committee (OpCom) actions or motions to assure money is allocated are appropriately charged or credited to the appropriate line item.
- Understands any Section or Geounit fundraising initiatives and assure funds raised are appropriately disbursed.
- Provides the Section ExCom and Section Geounits with financial guidance.
- Submits the annual financial report to the IEEE using NetSuite tools – MGA finance department.
- Provides the financial report and all required documentation to the Section or IEEE-MGA Audit Committee.
- At term-end, arrange for the transfer of financial records to the incoming Section or Geounit treasurer and advise the IEEE and any banks holding Geounit accounts of the new or updated authorized signatures for each account.
- The Section Treasurer also serves as the financial liaison between the Region and other IEEE OU's. As the liaison, the Treasurer will issue payments or manage the transfer of funds between the Section and its Geounits and with the companion IEEE level OU's.
- The Treasurer must present the Section/Chapter/Affinity Group check register(s) to the Section ExCom at least two times during the year for review and approval. A check register should always include name, date, amount, budget line, and purpose for each transaction (e.g., expense

reimbursement, services provided). This enables an independent review of expenses and ensures that the Section ExCom is informed and approves Geounit expenses.

QUALIFICATIONS & SKILLS:

- 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
- The Treasurer must be capable of tracking the financial details of the Section and subordinate Geounits. In addition, the Treasurer must match income and expenditures against the approved budget and match those transactions against assigned projects, initiatives or tasks.
- The Treasurer should have an excellent business background with some experience in budgeting or budget management and must become skilled in NetSuite or other IEEE approved accounting system.
- The Treasurer will be responsible for communicating with IEEE-MGA finance office and OU's at all IEEE levels.
- The Treasurer will be expected to perform the duties of the office in accordance with IEEE policies and with the highest ethical standards.

ESTIMATED TIME REQUIREMENTS:

Approximately two hours per week plus attendance at all Section ExCom meetings.

RESOURCES:

Important references and resources include:

www.ieee.org/new-officer - information for new officers

www.ieee.org/CLE - officer training (Center for Leadership Excellence)

Links to NextGen can be found at www.ieee.org/nextgen Username and password should be your IEEE username and password

Functions www.ieee.org/treasurers - the Treasurer's Handbook

www.ieee.org/scsreports - links to financial report forms and information

www.ieee.org/mgaoperationsmanual -MGA Operations Manual (see Section 9)

www.ieee.org/rosters - officer rosters (password protected – must have IEEE password and be listed in the roster as an officer)

www.ieee.org/samieee - Section access to membership information (password protected – must have IEEE password and be listed in the roster as an officer)

CONTACT:

If you have specific questions regarding the following topics: Section rebate, annual financial reporting, bank signature cards, concentration banking program, and financial related inquiries, please contact IEEE Member & Geographic Activities department at finance-solutions@ieee.org