

IEEE MGA Geographic Unit Officer Position Description Section Treasurer

POSITION TITLE:

Section Treasurer

GENERAL:

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 the 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. Since the Section is the managing parent of the Technical Chapters and Affinity Groups within the section's geographic boundaries, 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.

RESPONSIBILITIES AND ACCOUNTABILITIES:

Some of the key accountabilities of the Treasurer include:

1. 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.
2. Manages the Section bank accounts and investment accounts.
3. Assures that the Section and other Geounits within the Section provide the correct financial reports to parent Organizational Unit (OU).
4. Assists the Chair and Executive Committee members in the development of the budget.
5. Assists the Chair develop an explanation of the budget and individual expense categories for the membership when the budget is proposed or presented to the section membership.
6. Provides the Chair the motion to adopt the annual budget.
7. Provides the Chair with advice and information about expense and spending commitments throughout the year and the financial implications on Section planning.
8. Maintains accurate and up-to-date financial records for the Section.
9. 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).
10. Tracks Executive Committee (ExCom) and Operations Committee (OpCom) actions or motions to assure monies allocated are appropriately charged or credited to the appropriate line item.
11. Understands any Section or Geounit fundraising initiatives and assure funds raised are appropriately disbursed.
12. Provides the Section ExCom and Section Geounits with financial guidance.
13. Submits the annual financial report to the IEEE using NetSuite tools – MGA finance department.
14. Provides the financial report an all required documentation to the Section or IEEE-MGA Audit Committee.
15. 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.

IEEE MGA Geographic Unit Officer Position Description Section Treasurer

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.

NECESSARY SKILL AND ATTRIBUTES:

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. Importantly, the Treasurer 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. A successful Treasurer will have communication skills that enable a clear exchange of ideas and information.

The Treasurer will be expected to perform the duties of the office in accordance with IEEE policies and with the highest ethical standards.

QUALIFICATIONS:

- 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

ESTIMATED TIME REQUIREMENTS:

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

TREASURER RESOURCES:

There are additional IEEE resource documents and resources that provide guidance to the Treasurer and members of the OpCom that are helpful, including [IEEE Bylaws](#), [Policy Manual](#), and [MGA \(Member and Geographic Activities Board\) Operations Manual](#), Section 9. You can find links for these documents at www.ieee.org/governance

Links for the Treasurers Handbook and the IEEE Finance Operations Manual can be found at www.ieee.org/geountfinances

Links to the NetSuite Training materials can be found at www.ieee.org/financial-reporting

Other important references and resources include:

- www.ieee.org/new-officer - information for new officers
- www.ieee.org/CLE - officer training (Center for Leadership Excellence)
- www.ieee.org/geountfinances - page with links to information for treasurers
- www.ieee.org/handbook_responsibilities - the Treasurer's Responsibilities and Functions
- www.ieee.org/treasurers - the Treasurer's Handbook
- www.ieee.org/scoop - monthly newsletter to Sections officers
- www.ieee.org/scsreports - links to financial report forms and information

IEEE MGA Geographic Unit Officer Position Description Section Treasurer

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