



Job Description for IEEE Section officer
SECTION TREASURER

IEEE is responsible for maintaining accurate and timely financial records for all its Units worldwide. Section Treasurers assist IEEE headquarters and the local Section in this effort by maintaining these records in appropriate formats. The Treasurer's activity is an important factor in helping the IEEE maintain its nonprofit tax-exempt status. In addition, the Section Treasurer is an integral part of the Section's Executive Committee, with voting rights and privileges in making Section decisions.

The usual term of office for the position of Section Treasurer is one year. Term of office begins in January and continues through until the end of December. The time needed to fulfill this volunteer position is approximately 4 hours per month.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- 1) Upon taking office, collect financial records from the outgoing Unit Treasurer.
- 2) 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 (*By 31 January.*)
- 3) Review IEEE documents as they relate to the position of Treasurer, including [IEEE Bylaws](#), [Policy Manual](#), and [RAB \(Regional Activities Board\) Operations Manual](#), Section 9. You can find links for these documents at www.ieee.org/officers. Links for the Treasurers Handbook and the IEEE Finance Operations Manual can be found at www.ieee.org/geofinances. (*By 31 January*)
- 4) If a Finance Committee is in place, serve as Chair of that committee.
 - Assemble volunteers to form a well-staffed Committee (*By 31 January*)
 - Preside at meetings of this Committee.
- 5) Attend all meetings of the Section Executive Committee.
- 6) Oversee Section finances
 - Prepare the annual budget for submission to the Section Executive Committee.
 - Accurately maintain financial records for Section, presenting the check register(s) to the Section ExCom at least 2 times per year.
 - Maintain bank accounts of Section funds and reconcile statements monthly.
 - Make disbursements in accordance with the approved budget.
 - Refer expenses outside the budget to the Section Chair for action.
 - Insure that all Section expenditures and disbursements are made in accordance with IEEE policy.
- 7) Prepare financial reports
 - Prepare periodic reports, as required, for the Section Chair, Section Executive Committee and Regional Director.
 - Submit an annual report of financial activity to the IEEE Operations Center at year end, using the form L50 (www.ieee.org/scsreports). Provide follow-up as necessary to confirm that the report has been approved.

- 8) At term-end, transfer financial records to the incoming Treasurer and arrange for newly authorized signatures for each bank account.
- 9) Share your successes and communicate with other IEEE volunteers around the world. Join the Section/Chapter Volunteer Forum Virtual Community at https://www.ieeecommunities.org/section-chapter_vol

Important web sites and contacts for Section Treasurers:

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

www.ieee.org/officers - officer training

www.ieee.org/geofinances - page with links to information for treasurers

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

www.ieee.org/rabopsman - the Regional Activities Board 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)

sec-rebate@ieee.org – contact for questions about the Section rebate.

financial-report@ieee.org - contact for questions about the annual financial report or bank signature cards

sec-chap-support@ieee.org – contact for general inquiries

concentration-banking@ieee.org – contact for inquiries regarding the concentration banking program