

Job Description – VP Finances of the Sensors Council, IEEE (SC39)

Sensors Council VP Finances.

The functions, duties, responsibilities and qualifications of the Sensors Council VP Finances are as follows:

Functions.

The functions of the Sensors Council VP Finances shall be to:

- (a) Serve as the financial advisor and manager of the Council
- (b) Be responsible for the Sensors Council finances

Duties and Responsibilities.

The duties and responsibilities of the IEEE Sensors Council VP Finances shall be to:

- (1) Treasurer shall prepare a proposed Council budget for the ensuing year in accordance with IEEE budget development guidelines. VP Finances and President shall review the budget. Then the budget should be reviewed by the full Excom for approval prior to submittal to IEEE. When approved by the Council and the TAB, this budget shall become the working budget for the following year. This approved budget will constitute authorization to the Vice President for Finances to disburse the funds in amounts not to exceed any budgeted item.
- (2) Responsible for forwarding to IEEE Headquarters the approved budget, and Headquarters will be thereby authorized to disburse the funds in accordance with instructions from the Vice President for Finances.
- (3) Obtain a financial statement of receipts, expenditures, and balances from IEEE Headquarters at least twice yearly and shall distribute copies of this statement to all members of the Council AdCom.
- (4) The Vice President for Finances shall also keep a running account of commitments to date.
- (5) Financial support for the Council shall be derived from the income from sales of the Council Periodicals, Books and IEEE Press publications, and from its share of any surplus from the Council sponsored Conferences.
- (6) In the event of a distribution of surplus, or payment of a deficit, during the first year of publication of a Council periodical, each Council Member Society shall receive or pay an equal share.
- (7) In the event of a distribution of surplus, or payment of a deficit, during the second and subsequent years, each member Society's share will be proportional to the number of years that Society has been a member of the IEEE Sensors Council (founded 1998?) or a member of the IEEE Sensors Ad Hoc Committee (founded 1998 and dissolved 19xx).
- (8) Oversight of Sensor Council Conference(s) Treasurer & budget(s). After approval of conference budget by the Council. The Treasurer of Council-sponsored Conferences is authorized to open an account in the Conference's name, to be used for the deposit and disbursement of funds related to the Conference. The Council shall be advised of the name of the bank, the anticipated size of the account, the names of the account, signatories and of arrangements for insurance and bonding, all of which must be in accordance with IEEE policies and procedures. The Vice-President of Finances shall be a signatory on any bank accounts opened by a meeting or conference sponsored by the Council.
- (9) The Vice President for Finances shall prepare financial reports as requested by the Council President, and

shall keep the Treasurers of the Member Societies informed on Council financial matters affecting their budgets.

(10) The Vice President for Finances shall approve the Conference budgets after they are approved by the Meetings Committee prior to being forwarded to IEEE Headquarters for review and final approval.

(11) Generate an annual Financial report, present at annual ExCom and AdCom meeting. Submit to president for the Council Annual report.

(12) The Vice President for Finances may utilize the services of IEEE headquarters as bursar for all or part of the Council funds, as provided by the IEEE Bylaws and Statements of Policy. If any parts of the Council funds is received and deposited separately, the terms and conditions shall be in accordance with IEEE policies and subject to Council Bylaws and any other limitations imposed by the Council. Disbursements shall be made on the signature or instructions of the Vice President for Finances . If the Vice President for Finances is disabled or unable to serve, the President may make disbursements during his incapacity.

Qualifications.

The qualifications for the Sensors Council VP Finances includes the following:

- (a) Must be of IEEE Member grade or higher.
- (b) Must be able to commit appropriate amount of time to the position.
- (c) Should have the support of employer in meeting travel commitments, telephone and secretarial expenses.
- (d) Must be a current Sensor Council member or a past member who served as a Society-appointed or ex-officio AdCom member within the previous past three years.
- (e) May not have served in this officer position for the 4 consecutive previous years. Candidate is re-eligible after a 1 year lapse of office. VP Finance elections are for terms starting in odd number years.