

Sensors Council Treasurer/Secretary Job Description

- Review budget projections, incorporating input from journal, conference, IEEE TAB, and historical information.
- Submit budget to TAD finance by due date.
- Work with TAB to develop mid-year 2nd pass budget update and return to TAB by August 1.
- Provide TAB with input from ExCom on desired number of journal pages and print run size.
- Approve expense reports and purchase orders made by ExCom and AdCom members.
- Generate and maintain list of ExCom action items generated from meetings.
- Review budget parameters and results to ExCom bi-annually.
- Communicate new financial policies that effect the Sensors Council to ExCom. With help of financial analyst, determine impact of new policies on budget.
- Participate in ExCom meetings to help define Sensors Council policies and procedures.