



Treasurer/Secretary Job Description

The functions of the Treasurer/Secretary shall be:

1. The financial administration of the Council, in conjunction with the VP for Finances.
2. Ensuring that the Council actions are recorded and functions are properly administered.
3. Keep the ExCom/AdCom informed (e.g., about reserves, budgets, financial forecasts, financial impacts of events.)

The duties and responsibilities of the IEEE Sensors Council Treasurer/Secretary shall be:

1. Review budget projections, incorporating input from journal, conference, IEEE TAB, and historical information.
2. Participate in the finance committee, supporting the VP-Finances to: submit budget inputs to TAD finance by due date; develop mid-year 2nd pass budget update and return to TAB by the due date; provide TAB with input from ExCom on desired number of journal pages and print run size.
3. Approve expense reports and purchase orders made by ExCom and AdCom members.
4. Supervise Administrative Assistant in arranging AdCom meetings and communicating related information (agendas, expectations, policies, etc).
5. Call roll, confirm voting rights, and assess quorum. Communicate number of votes required to pass motions or elect candidates in each case. Assist N&A Chair in administering elections.
6. Work with Administrative Assistant to record minutes of ExCom and AdCom meetings, distribute them to ExCom and AdCom, and generate and maintain list of ExCom action items generated from meetings.
7. Review budget parameters and results to ExCom bi-annually.
8. Communicate new financial policies that affect the Sensors Council to ExCom. With help of financial analyst, determine impact of new policies on budget.
9. Participate in ExCom meetings to help define Sensors Council policies and procedures.
10. Ensure that Council documents including the relevant parts of the website are up-to-date.

The qualifications of the Treasurer/Secretary include the following:

- Must be a IEEE member grade or higher
- Must be able to commit appropriate time to the position.
- Should have the employer support (travel commitments, telephone and secretarial expenses.)
- Must be a current Sensors Council member or a past member who served as a Society-appointed or AdCom member within the previous past three years.
- Should have experience with budgeting, accounting and general operations of the Sensors Council.

The Treasurer / Secretary is appointed by the Sensors Council President, in consultation with the VP for Finances and approval of AdCom.