



Vice President of Finances Job Description

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:

1. Serve as the financial advisor and manager of the Council
2. Be responsible for the Sensors Council finances

Duties and Responsibilities

The following are the duties and responsibilities of the IEEE Sensors Council VP Finances.

1. Work with the President, the VPs, the Committee Chairs, and the Finance Committee to prepare a proposed Council budget for the ensuing year in accordance with IEEE budget development guidelines and schedules. The budget shall be reviewed and approved by the ExCom 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 VP Finances to disburse the funds in amounts not to exceed any budgeted item.
2. Submit to IEEE Headquarters the approved budget, and Headquarters will thereby be authorized to disburse the funds in accordance with instructions from the VP Finances.
3. Obtain a financial statement of receipts, expenditures, and balances from IEEE Headquarters at least twice yearly and distribute copies of this statement to all members of the Council AdCom.
4. Along with the Treasurer, maintain 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. Work with VP Publications and President to complete and submit required publication page count forecasting to IEEE Headquarters.
7. Serve, or appoint another experienced volunteer to serve, as Treasurer for Sensors Council Conferences. In this role, the Treasurer will work with the Conference to obtain the Council's approval of the conference budget. 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, the names of signatories, and of arrangements for insurance and bonding, all of which must be in accordance with IEEE policies and procedures. In all cases of appointed Treasurers, the VP Finances shall also be a signatory on any bank accounts opened by a meeting or conference sponsored by the Council.

8. 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.
9. Approve the Conference budgets after they are approved by the Meetings Committee prior to being forwarded to IEEE Headquarters for review and final approval.
10. Working with the Treasurer and the Finance Committee, set travel and other expense submission policies for the Council in accordance with IEEE guidelines. Review and submit all expenses to IEEE for payment.
11. Generate and present an annual Financial report at the annual ExCom and AdCom meeting. Submit to President for the Council Annual report.
12. 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 are 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 VP Finances. If the VP 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:

1. Must be of IEEE Member grade or higher.
2. Must be able to commit appropriate amount of time to the position (estimated to average XXX hours per week).
3. Should have the support of employer in meeting travel commitments, telephone and secretarial expenses.
4. Must have served the Sensors Council or one of its member societies as a member of the administrative committee or board of governors, publications committee, editorial board, conferences/meetings committee or conference organizing committee.
5. May not have served in this officer position for the four consecutive previous years. Candidate is re-eligible after a one-year lapse of office. VP Finances elections are for terms starting in odd number years.