

## **IEEE AWARDS BOARD TREASURER POSITION DESCRIPTION**

### **POSITION TITLE:**

**IEEE AWARDS BOARD TREASURER**

### **OVERVIEW:**

The IEEE Awards Board Treasurer is a member of the Awards Board (AB), and provides guidance to the AB on both current fiscal status and forecasts of future needs.

**Term of Office:** One year, with possible reappointment up to a total of two consecutive terms.

### **ROLE:**

- Serves as member of the Awards Board;
- Serves as a member of IEEE Finance Committee.

### **DESCRIPTION OF RESPONSIBILITIES:**

- Provide guidance to the AB on both current fiscal status and forecasts of future needs;
- Collaborate with staff on budget development;
- Participate in all meetings as an active and engaged member of AB and IEEE Finance Committee

### **ELIGIBILITY:**

- Must be an IEEE member in good standing;
- Must hold IEEE Senior Member Grade or higher.

### **QUALIFICATIONS AND SKILLS:**

- Knowledge of the IEEE-level awards structure;
- Prior involvement in awards activities preferred;
- Knowledge of one or more of the IEEE technical activities;
- Knowledge of the workings of the Awards Board;
- Have sound judgment;
- Working knowledge of the IEEE and its fields of interests, activities, mission, structure, goals, needs, and direction;
- Honesty, integrity, and adherence to high ethical standards;
- Excellent people skills including the willingness to build on other's ideas; negotiate compromise and resolve differences; and to maintain positive working relationships;
- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, and community-building skills;
- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;
- Capability to focus on strategic issues and make effectiveness a top priority;
- Excellent communication skills;
- Ability to meet deadlines and respond to communications in a timely fashion;
- Familiarity with the basics of Robert's Rules of Order; and
- Prior relevant volunteer experience.

**IEEE AWARDS BOARD TREASURER  
POSITION DESCRIPTION**

--

**ESTIMATED TIME REQUIREMENTS:**

Item	Estimated Time Required
<b>Material and/or Agenda review</b> <ul style="list-style-type: none"> <li>• IEEE Awards Board</li> <li>• IEEE FinCom Committee</li> </ul>	2 hours/meeting (3 per year) 1-2 hours/meeting (approx. 10 per year)
<b>In-Person meetings</b> (excluding travel time) <ul style="list-style-type: none"> <li>• IEEE Awards Board Planning Meeting (approx. every other year)</li> <li>• IEEE FinCom Committee</li> </ul>	2 days, in scheduled years  1 day (approx. 7 per year)
<b>Teleconferences</b> <ul style="list-style-type: none"> <li>• IEEE Awards Board</li> <li>• IEEE FinCom Committee</li> </ul>	2 hours each (3 per year) 2 hours each (2 per year)
<b>Correspondence</b> (emails, drafting of items, etc)	1-3 hours/month
<b>Travel</b> (excluding meeting time) *Travel time depends on meeting venue and location of committee members. Alternate methods of participation may be arranged for those unable to travel.	1-2 days per meeting

**REIMBURSED EXPENSES:**

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies.
--

**STAFF CONTACT:**

Name:	Keyana Tennant
Telephone:	+1 732 562 6828
Email:	keyana.tennant@ieee.org