

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 member of the Awards Board Operating Committee;
- 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, AB Operating Committee, 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.

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ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
<p>Material and/or Agenda review</p> <ul style="list-style-type: none"> • IEEE Awards Board • IEEE Awards Board Operating Committee • IEEE FinCom Committee 	<p>2 hours/meeting (2 per year) 1 hour each (2 per year) 1-2 hours/meeting (approx. 10 per year)</p>
<p>In-Person meetings (excluding travel time)</p> <ul style="list-style-type: none"> • IEEE Awards Board Planning Meeting (approx. every other year) • IEEE FinCom Committee 	<p>2 days, in scheduled years 1 day (approx. 7 per year)</p>
<p>Teleconferences</p> <ul style="list-style-type: none"> • IEEE Awards Board • IEEE Awards Board Operating Committee • IEEE FinCom Committee 	<p>2 hours each (2 per year) 1 hour each (2 per year) 2 hours each (2 per year)</p>
<p>Correspondence (emails, drafting of items, etc)</p>	<p>1-3 hours/month</p>
<p>Travel (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.</p>	<p>1-2 days per meeting</p>

REIMBURSED EXPENSES:

<p>Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies.</p>

STAFF CONTACT:

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