

## **Job Description – EDS Treasurer/EDS Chair of Finance Committee**

The EDS Treasurer will manage the EDS Finance Committee (FinCom) under the direction of the EDS President. The Treasurer will initiate, develop and coordinate the strategic plan, programs and activities in the area of finance and attend the two EDS BoG Meeting Series held each year to report on the progress and status of the same.

Specific responsibilities include coordinating with the Finance Committee members and the EDS Executive Office staff to define, delegate and monitor finance-related work and to implement and advertise all programs and activities. In addition, he/she will act as the primary EDS 'volunteer' contact person for EDS and BoG members, other society/council volunteers and IEEE staff for requests, questions, issues, etc., concerning finance. The Treasurer will also serve as a member of the EDS Executive Committee (ExCom) and attend the two ExCom meetings a year (as part of the EDS BoG Meeting Series) to help in the overall management of the Society. He/she will also be a member of the EDS Meetings Committee. Finally, the Treasurer will work with the other EDS Vice-Presidents, EDS Officers and EDS staff to prepare the material every 5 years for the TAB Review of EDS, as well as work with the other EDS Vice-Presidents, EDS Officers, T-ED and EDL Editor-in-Chiefs and EDS staff to prepare the material every 5 years for the TAB Periodicals Review of T-ED and EDL.

The programs, activities and responsibilities of the Finance Committee, which is comprised of the BoG positions of Treasurer (Chair), President, President-Elect, Jr. Past President, VP of Publications and Products, VP of Regions/Chapters, VP of Technical Committees & Meetings and VP of Membership and Services, include the following:

- Monitoring the status of EDS Finances, including the reporting of various statistics and year-to-year trends
- Managing the preparation of the annual EDS Budget, including the EDS membership and publication prices and page counts
- Managing the annual proposing of initiatives to be funded via the EDS Budget
- Managing the quarterly forecasting of the EDS Budget
- Reviewing any requests/recommendations received during the year (after the budget is submitted to TAB) from BoG members for changes in the EDS Budget
- Managing the processing of purchase orders and independent contractor agreements for all Society requests to purchase goods and services
- Managing the maintaining of inventory and cost/depreciation records for all office and computer equipment purchased by the Society
- Helping to determine the data to be displayed and respective format of the finance-related information on the EDS Web-Site