

EDS FINANCE COMMITTEE CHARTER

Version 2

A. GENERAL

As defined in Section 13 of the EDS Bylaws, The Finance Committee (FinCom) is a Standing Committee of the IEEE Electron Devices Society (EDS). It is chaired by the EDS Treasurer and reports to the EDS President.

B. SCOPE

The Finance Committee acts on behalf of EDS between EDS meetings, however, any such actions taken by the committee are subject to ratification by EDS at its next Board of Governors meeting.

C. FUNCTIONS

The Finance Committee shall:

- Define, recommend, and manage the annual EDS budget
- Provide the long-term fiscal strategy for the society
- Steward the financial interests of EDS at the IEEE and Technical Activities levels as needed
- Recommend member dues and product prices
- Monitoring the status of EDS Finances, including the reporting of various statistics and year-to-year trends
- Reviewing any requests/recommendations received during the year (after the budget is submitted to TAB) from BoG members for changes in the EDS Budget
- Helping to determine the data to be displayed and respective format of the finance-related information on the EDS Web-Site
- Working with the EDS Executive Director, direct all operations of the EDS Mission Fund including development outreach, fund disbursements, and interactions with the IEEE Foundation Board.

D. COMPOSITION

The Finance Committee shall consist of the following members:

- EDS Treasurer (Chair)
- EDS President
- EDS President-Elect
- EDS Junior Past President
- EDS Vice-President of Publications and Products
- EDS Vice-President of Technical Committees and Meetings
- 2 EDS Elected Members-at-Large to be appointed by the EDS President under the recommendation of the Treasurer. After the initial appointments are made for these two seats on FinCom, these appointments will be staggered, starting in alternate years. To facilitate this, for the first appointment cycle, one term will be for one year, the other for two years. After the first appointments are made, all FinCom term appointments will be for two years.
- EDS Executive Director (non-voting)

E. APPOINTMENTS AND TERMS OF OFFICE

The EDS Treasurer serves as Chair of the Committee for a two-year term, as stated in the EDS Bylaws. Working with the EDS Treasurer, the President will appoint 2 EDS Elected Members-at-Large to be members of the committee. The members of this Committee are approved by the EDS Forum and shall serve a two-year term. A member shall not serve a total of more than two-terms.

F. VACANCIES

- In the event of the incapacity or absence of the Chair, the EDS President shall select a new Chair to be approved by the Forum.
- If other vacancies occur, they are filled using the methodology originally used to fill that position.

G. MEETINGS

- The Committee shall meet a minimum of 2 times per year, either in person or by means of electronic communication (teleconference, web-ex, etc.) in advance of the BoG meeting series.
- Electronic mail, teleconference and other non-face-to-face means of communication may be utilized for the transaction business (and for the conduct of meetings) as called by the Committee Chair.
- A majority of the Committee members shall constitute a quorum.
- To approve an action, a majority of the members of the Committee must affirm the action, with the quorum present.
- Voting shall be conducted in accordance with Robert's Rules of Order, unless otherwise specified in the EDS or IEEE governing documents.

H. REPORTS

The Committee Chair shall provide a verbal report to EDS during each BoG meeting series, outlining the committee's activities, issues and proposed strategies.

I. CHANGES TO CHARTER

Changes to this Charter must conform to EDS governing documents and shall be approved by the EDS Forum.