

MGA Board Treasurer

Position Time Commitments and Responsibilities

The MGA Treasurer is appointed by the MGA Assembly and serves as the Chief Financial Officer of MGA. The term of office shall be for one year. Having served one term, he/she shall be eligible to be re-appointed for up to two additional one-year terms, not to exceed 3 consecutive years of total service in this position.

Acceptance of Position Obligations

Please note that appointment of a volunteer to this position implies that there is an expectation that that the person will be willing and able to undertake assigned duties and, if appropriate, to attend the meetings of the organizational unit. Accepting a position also requires that the volunteer is adequately prepared for the meetings, that agenda papers are read beforehand, and any items from the previous meeting requiring action are properly followed up. If a person is unable to perform these or other assigned duties, the expected result is a resignation from the position.

Qualifications and Skills

- Understands financial accounting for nonprofit organizations
- Ability to clearly present complex financial issues in an informative and unbiased manner
- Employs collaboration, leader service, and negotiation skills to effectively work with fellow Committee and Board members
- Possesses financial experience relative to budgets and operations. Prior experience in IEEE finances (i.e. Region, Section) is helpful
- Is financially literate in the areas of accounting, finance, and tax principles
- Knows basic investment principles
- Past service on the MGA Board and/or past association with multiple IEEE Organizational Units is helpful
- Demonstrated tactical management experience in a design and operations environment
- Experience in organizational development is a plus
- Demonstrated management skills in a volunteer led organization that operates by consensus. Negotiating skills, a definite plus
- Demonstrated strong interpersonal skills with sensitivity to cross-cultural and transnational issues
- Demonstrated superior written and oral communication skills and organizational ability
- Must possess a willingness to develop an understanding of the Strategic Vision of MGA and commit to its implementation and operating principles
- Should have three to five years of increasingly responsible management experience and excellent leadership qualities

Roles and Responsibilities

- Serves as Member of the Member and Geographic Activities Board
- Serves as Chair of the MGA Finance Committee
- Serves as Member of the MGA Operations Committee
- Serves as Member of the IEEE Finance Committee
- Responsible for reporting MGA Individual Benefits and Services Committee activities to the MGA Board
- Responsible for ensuring that the Regional Treasurers are informed of IEEE financial activities, and that they are able to provide feedback on current financial issues within Geographic Units
- Manages, with the MGA Finance Committee, the MGA Board's review of and action related to the MGA financial responsibilities
- Works with the Staff Director-MGA Finance to ensure that appropriate financial reports are made available to the MGA Board and/or IEEE Finance Committee on a timely basis
- Presents the annual budget to the MGA Board and the IEEE Finance Committee for endorsement
- Understands current important issues and their complexities and provides sound counsel to the MGA Board Chair and other MGA Board members

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- Ensures compliance with IEEE policies and procedures in all financial matters relating to the MGA Board and MGA Standing Committees

Time Commitment / Requirements:

12 face to face meetings, at least 11 teleconference meetings, regular communications with VP-MGA/MGA Staff.

MGA Board Meetings

- Face to face meetings: 3 per year
 - Held with IEEE meeting series; 2019 meeting dates and locations:
 - 16 February - Tampa, FL, USA
 - 22 June - Atlanta, GA, USA
 - 23 November - Boston, MA, USA
- Teleconferences: 1 per year (possible)

MGA Operations Committee Meeting

- Face to face meetings: 1 per year
 - Typically over a weekend (all day Saturday/half day Sunday)
- Teleconferences: 1-2 per year
 - 1-2 hours in length

MGA Finance Committee Meeting (Serve as Chair)

- Face to face meetings: 1 per year (dates determined by Chair)
 - Typically over a weekend (all day Saturday/half day Sunday)
- Teleconferences: 1-2 per year
 - 1-2 hours in length
- The specific dates/times are determined by the Chair

MGA Individual Benefits and Services Committee (ISBC)

- Responsible for reporting IBSC activities to the MGA Board, which may require participation in teleconferences with the Committee Chair and/or appropriate MGA Staff
- If the Committee charter is modified, it is possible that the MGA Treasurer or past Treasurer could be requested to attend Committee meetings (typically 2 face to face meetings and multiple teleconferences during the year)

IEEE Finance Committee Meetings

- Face to face meetings: 7 per year
 - Typically held as follows:
 - January - usually in New Jersey, but can be another location
 - February - with IEEE meeting series
 - May - in New Jersey
 - June - with IEEE meeting series
 - August - in New Jersey
 - September - in New Jersey
 - November - with IEEE meeting series
- Teleconferences: 3 per year
 - Held April, May, and October
 - 1-2 hours in length
- Depending on Committee activities, the MGA Treasurer may also be involved in additional teleconferences with specific members of the IEEE Finance Committee

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Region Treasurer Conference Calls (Serve as Chair)

- Teleconferences: 2-3 per year
 - To inform the Region Treasurers on IEEE financial activities and solicit feedback on current financial activities within the Regions and Sections
 - 1-2 hours in length
 - The specific dates/times are determined by the Chair

Conference Calls with MGA VP/MGA Board Chair and MGA Staff

- Regular conference calls with the MGA VP/MGA Board Chair and MGA Staff to discuss current MGA financial status and development of the MGA Budget
- These conference calls are typically held before and/or after the IEEE Finance Committee meetings

Email

- The MGA Treasurer should be able to review and respond to email inquiries within a reasonable time (within 1 to 2 days)
- If the individual will be out of email contact for a significant amount of time (e.g., vacation or traveling), individual should inform MGA Board Chair and MGA Staff