



IEEE Global Humanitarian Technology Conference (GHTC) Treasurer Position Description



**IEEE policy requires the Conference Treasurer to be a
Region 6 IEEE member**

The GHTC Treasurer is appointed by the GHTC advisory board and is responsible to the GHTC advisory board and the Region 6 Director for the execution of duties following the GHTC guidelines playbook and financial policies documented in the GHTC MOU.

The Conference Treasurer is responsible for the financial aspects of a successful GHTC by achieving key objectives:

- Contribute to achieving IEEE and HAC objectives.
- Deliver the GHTC value proposition.
- Increase the credibility of GHTC.

Pre-Conference Responsibilities:

(5-10 hrs/week for the first 3-4 months) (About 10-15 hrs per week for the next 6 months)
(Can be 20-30 hrs/week leading up to few months/weeks before the conference.)

- Work with the Chair to document GHTC financial policies in the MOU, including the requirement that any expense must be documented with a quotation and invoice that have been pre-approved by (usually) the Chair and Treasurer or their delegate.
- Work with the Chair to achieve approval on the MOU by Financial and Technical/Publishing parties.
- Work with the Chair, Program Chair and Local Arrangements Chair to develop the preliminary Budget, identifying items and account code that exceed 5% of the working budget, using prior year numbers and any new quotations that are developed. Of particular importance is the Food and Beverage budget and subsidies to key participants.
- Work with the Chair and Chairs of Program, Registration, Website Development, Publicity, and Local Arrangements, etc to develop a preliminary timeline for key stages.
- Using the preliminary Budget, work with the Chair to review and identify key potential Grant-Awarding organizations; probably engage IEEE Grants in this review.
- Using the preliminary Budget, work with the Chair and Sponsor/Exhibitor Chair to identify key potential Sponsors and Exhibitors
- Using the preliminary Budget, work with the Chair and Sponsor/Exhibitor Chair and Registration to establish registration fees and deadlines.
- Make all payments for expenditures to meet approved vendor agreements
- Be responsible for depositing and accounting for all conference income
- Document all expenditures and income (receipts/invoices, emails, etc)

During the Conference Responsibilities: (8-12 hours/day)

- Plan for and work toward a surplus on the order of 20%.

- Track expenses (with documentation), cancellations, room-nights (possible penalties) and unapproved requests for reimbursement.

Post-Conference Responsibilities:

(5-10 hrs/week until the final reports are submitted, grants are received, surplus is distributed, CBRS is closed)

- Prepare and submit the NetSuite submissions for Financial Reporting, using CBRS/NetSuite
- Distribute any surplus.
- Develop financial data required to plan the following year's GHTC.
- Contribute to improving the GHTC Playbook; possibly engage IEEE-POCO (Panel of Conference Organizers) in this review.
- Plan for and work toward a surplus transfer for the following year's GHTC.
- Work with Conference Finance to review/modify the current Conference COA to simplify future Treasurer's tasks; possibly engage IEEE-POCO in this review.
- Work with IEEE Tax/Legal to strengthen GHTC policy for refunds/cancellations to minimize visa-related fraud; possibly notify (via website) that any requests for a visa by a registrant who later cancels will be followed by a notice to the consulate that the registration has been cancelled and the GHTC visa letter is withdrawn.

Qualifications /Skills (Musts)

1. Be an active (paid-up) IEEE member grade or higher with a completed and signed POBC/COI form on file.
2. Have experience with IEEE CBRS, EFT, IEEE Transfer, and Cash/Check deposit processes as well as Financial Reporting using NetSuite
3. Demonstrate good skills in spreadsheet manipulation, good communications (oral and written) and reading
4. Have the ability to work with a globally disparate team of volunteers
5. Be flexible and be willing to change and quickly adopt new work methods
6. Demonstrate interpersonal skills with sensitivity to cross-cultural and transnational issues.
7. Understand current IEEE conference process and procedure OR be willing to commit the time to learn these quickly
8. Be willing to embrace the Strategic Vision of GHTC and to commit to achieving GHTC/HAC/IEEE objectives.

Qualifications /Skills (Helpful)

1. Prior contact and working relationship with IEEE Finance, Treasury, CBRS Staff, MCE Staff

2. Have a desire for or experience in translating strategic vision into tactical action and providing direction and guidance to the design and implementation teams that carry out the mission.
3. Familiarity with the Conference Finance Chart of Accounts and the IEEE Conference Timeline/Schedule is helpful
4. Project and time-management experience, including the ability to create in advance and execute a 12-18 months plan.
5. Have an understanding of remote/electronic working environments and IEEE tools such as IEEE Webex.

Potential candidates must submit an application online at the GHTC website at <http://www.ieeeghtc.org/committee-contacts/committee-positions/>, which will include basic information, as well as the qualifications which would make the candidate an excellent GHTC chair. The application process may include a brief interview as well as request for references to substantiate the candidate's skills at leading successful events of a similar nature.