

## **IEEE Women in Engineering Committee - Treasurer**

### **Position Description**

The Treasurer is appointed by the IEEE WIE Committee (WIEC) and recommended by the WIE Nominations and Appointments (N&A) Committee through the WIE N&A process.

#### **ELIGIBILITY:**

- Must be of IEEE Member, Senior Member or Fellow grade;
- Must be an IEEE WIE Member in good standing.

#### **TERM OF OFFICE:**

- Treasurer shall serve a one-year term. The Treasurer may be reappointed, and is ineligible to serve more than three (3) consecutive full terms.

#### **RESPONSIBILITIES:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Serve as Treasurer of the WIEC;
- Serve as Treasurer of the IEEE WIE International Leadership Conference (ILC);
- Serve as Corresponding Member of the MGA Finance Committee;
- Report administratively to the WIEC Chair;
- Become familiar with the IEEE WIEC Program Manual;
- Participate in WIEC meetings and teleconferences;
- Review agenda material prior to each meeting;
- Provide general supervision of the fiscal affairs of WIE in consultation with the Chair and Senior Manager, IEEE WIE;
- Approve WIEC expenditures as needed;
- In consultation with the Chair and Senior Manager, WIE Program, prepare and present WIEC budgets to the WIEC, MGA Board or the responsible MGA Vice Chair, as appropriate;
- Participate in teleconferences of the WIE ILC, as needed;
- Participate in IEEE Treasurers training, as required;
- Participate in ad-hoc committee and subcommittee activities;
- Provide information for WIE communications (newsletter, magazine, social media, etc);
- Facilitate the establishment, support, and sustainability of WIE Affinity Groups/WIE Student Branch Affinity Groups;
- Administer and support WIE outreach programs and scholarships;
- Provide support for WIE membership growth and membership elevation;
- Help to find sponsorship for WIE programs, projects, and events;
- Perform such duties as assigned by the Chair as appropriate;
- Complete compliance training, as required by IEEE.

#### **QUALIFICATIONS AND SKILLS:**

##### **Knowledge**

- Knowledge of IEEE Women in Engineering's mission, vision, and goals;
- Knowledge of the workings of the Women in Engineering Committee;
- General familiarity with the IEEE and its mission, structure, goals, needs, and direction.

##### **Experience**

- Possesses financial experience relative to budgets and operations. Prior experience in IEEE finances is helpful;
- Ability to clearly present complex financial issues in an informative and unbiased manner;

- Experience working within the IEEE operating culture of volunteer/staff partnerships;
- Proven record as a volunteer project leader;
- History of active participation in women’s activities, such as mentoring, forming a WIE Affinity Group/WIE Student Branch Affinity Group, etc;
- Willingness to write proposals, project descriptions, project plans, articles;
- Willingness to work on projects between meetings;
- Ability to represent the point of view and needs of members from around the world, particularly in those areas with large WIE growth and where women are facing important challenges;
- Ability to share accountability and responsibility with other committee members;
- Ability to meet deadlines;
- Ability to respond to communications in a timely fashion;
- Prior relevant volunteer experience.

**Personal Characteristics**

- Evidence of a high level of professionalism in prior IEEE and WIE volunteer roles;
- Strong communications and consensus-building skills;
- Ability to act with discretion and preserve the confidentiality of confidential information;
- Sound decision making skills to make timely decisions based on knowledge, analysis and judgment;
- Honesty, integrity, and adherence to ethical standards.

**ESTIMATED TIME REQUIREMENTS:**

<b>Item</b>	<b>Estimated Time Required</b>
<b>Orientation</b> (telephone/web conference)	1 hour
<b>Teleconferences</b> (7-10 per year) Preparation (materials and/or agenda review) Meeting time	½ hour per meeting 1-2 hours per meeting
<b>In-Person Meeting</b> (does not include travel time) Meeting time	8-12 hours
<b>Correspondence</b> (emails, outreach, drafting of items)	1 hour per month
<b>Compliance Training</b> (as required)	4-6 hours
<b>TOTAL HOURS:</b>	<b>36 - 56 hours/year</b>

**REIMBURSED EXPENSES**

- IEEE WIE shall reimburse ordinary and necessary IEEE travel expenses, in accordance with IEEE policies, incurred by the Treasurer to attend the WIE in-person meeting.

**WIE STAFF CONTACT(S):** Email: [wie-staff@ieee.org](mailto:wie-staff@ieee.org); +1 732 981 0060

- Charmain Williams, Senior Manager, IEEE WIE, MGA
- Georedna Onyesoh, Program Specialist, IEEE WIE, MGA

## **IEEE Women in Engineering Committee**

### **Position Description**

#### **OVERVIEW:**

The IEEE Women in Engineering Committee (WIEC) reports to the Member and Geographic Activities (MGA) Board through the MGA Member Engagement and Life Cycle Committee (MELCC).

#### **SCOPE:**

- WIE Mission: To facilitate the recruitment and retention of women in technical disciplines globally.
- WIE Vision: A vibrant community of IEEE women and men collectively using their diverse talents to innovate for the benefit of humanity.

#### **FUNCTIONS/OBJECTIVES:**

1. Recognize women's outstanding achievements in IEEE Fields of Interest through IEEE Awards nominations and other national/international award nominations.
2. Organize receptions workshops and forums at major technical conferences to enhance networking and to promote membership in WIE.
3. Advocate women in leadership roles in IEEE governance and career advancement for women in the profession.
4. Provide assistance with the formation of new WIE Affinity Groups and support ongoing activities.
5. Administer the IEEE Student-Teacher and Research Engineer/Scientist (STAR) Program to mentor young women in junior high school and high school.
6. Promote member grade advancement for women to the grades of Senior Member and Fellow.
7. Facilitate the development of programs and activities that promote the entry into and retention of women in engineering programs.

#### **MEMBERSHIP:**

- Voting Members:
  - Up to eleven (11) voting members (Chair, Past Chair, Chair-Elect, Treasurer, three (3) Members-at-Large, Young Professional Representative, Technical Activities Representative, WIE Affinity Group Representative, WIE Student Branch Affinity Group Representative)
- Non-Voting Members:
  - Region Coordinators from Regions 1 through 10, appointed by the individual Region Director
  - Society Coordinators, appointed by the individual Society/Council President
  - IEEE Major Boards other than Technical Activities and MGA may appoint one (1) liaison each to the WIEC
  - Additional IEEE organizational units, with interest in coordinating joint activities and facilitating programs that align with WIEC's purpose, and other professional organizations with similar interests and programs, may appoint a liaison.