



Job Description for IEEE Egypt YP officer **YP AG TREASURER**

IEEE is responsible for maintaining accurate and timely financial records for all its Units worldwide. IEEE Egypt YP AG Treasurer assists IEEE headquarters and the local Section in this effort by maintaining these records in appropriate formats. The Treasurer's activity is an important factor in helping the IEEE maintain its nonprofit tax-exempt status. In addition, the AG Treasurer is an integral part of the AG's Executive Committee, with voting rights and privileges in making AG decisions.

The usual term of office for the position of AG Treasurer is two years. Term of office begins in January and continues through until the end of December of the next year. The time needed to fulfill this volunteer position is approximately 6 hours per week.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- 1) Upon taking office, collect financial records from the outgoing Unit Treasurer and former YP chair & treasurer.
- 2) Make sure to record all financial needs of YP and transactions
- 3) Review IEEE documents as they relate to the position of Treasurer, including [IEEE Bylaws](#), [Policy Manual](#), and [Member and Geographic Activities \(MGA\) Operations Manual](#)
- 4) If a finance Committee is in place (due to on-going activities like EED, MIE, etc...), serve as Chair of that committee.
 - Assemble volunteers to form a well-staffed Committee (*By 20th of February 2020*)
 - Preside at meetings of this Committee.
- 5) Attend all meetings of the AG Executive Committee.
- 6) Oversee AG finances
 - Prepare the annual budget for submission to the AG Executive Committee.
 - Accurately maintain financial records for AG, presenting the check register(s) to the AG ExCom at least 2 times per year.
 - Maintain financial transactions of YP funds and reconcile statements monthly.
 - Make disbursements in accordance with the approved budget.
 - Refer expenses outside the budget to the AG Chair for action.
 - Insure that all Section expenditures and disbursements are made in accordance with IEEE policy.
 - Set yearly target for fund raising for AG chair.
- 7) Prepare financial reports
 - Prepare periodic reports, as required, for the AG Chair, AG Executive Committee, IEEE Egypt Section.
 - Follow up on the financial reports and requirements for YP AG with IEEE Egypt Section treasure
- 8) At term-end, transfer financial records to the incoming Treasurer