Financial Responsibilities for Conference Chairs & Treasurers

Webinar

Financial Operation Manual

IEEE Policy 2018

IEEE MCE

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eLearning Objective

▸ Identify for **Conference Chairs** and **Conference Treasurers** the requirements for financially sponsored conferences

▸ This module will help direct you to the sources that will detail the explicit rules as it relates to conference finances

▸ The **Financial Operations Manual (FOM)** and **IEEE Policy 10** documents are the two important sources for finance-related questions. It is recommended that Conference Chairs and Treasurers are familiar with both documents.

Agenda

› ## FOM (Finance Operations Manual)

  – These procedures support the implementation of IEEE policies governing the IEEE organizational units, volunteers, and staff activities with respect to financial and investment matters
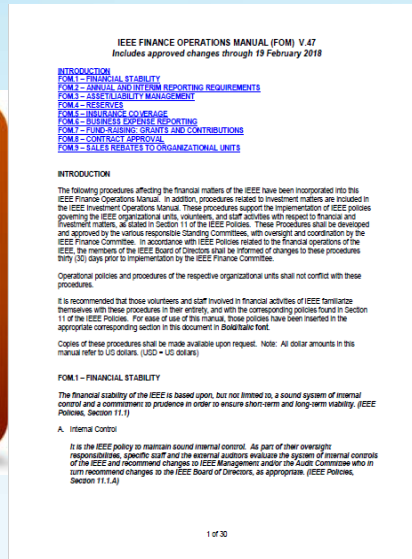
› ## IEEE Policies

  – Conferences: Policy 10

  – Apprises local officials of applicable procedures for sponsored and co-sponsored major meetings

› ## Requirements

Financial Operations Manual (FOM)

Financial Governance

Conference Chairs & Treasurers: FOM

- ▶ Finance Operations Manual (FOM)
    - Overseen and coordinated by IEEE Finance Committee
    - Operational policies and procedures of the respective Organizational Units shall not conflict with these procedures
    - It is recommended that volunteers and staff involved in the financial activities of IEEE familiarize themselves with procedures

- ▶ Important conference-related topics in FOM include:
    - Banking (FOM.3)
    - Insurance coverage (FOM.5)
    - Expense reporting & reimbursement (FOM.6)
    - Contract approval process and competitive bidding (FOM.8)
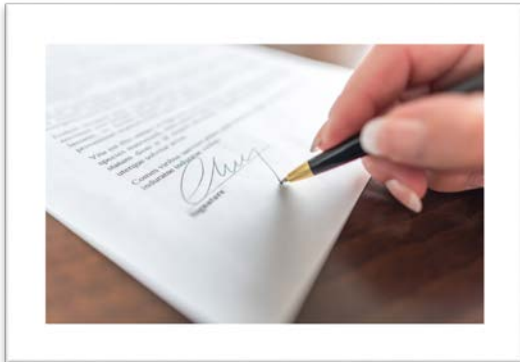
Financial Operations
Manual (FOM)

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Purchase Orders

▶ FOM.8 Section A states that any contract valued at $5,000 or less is subject to a purchase order

▶ In practice, IEEE Accounts Payable necessitates a purchase order on any purchase over $1,000

▶ Contact j.toscano@ieee.org with questions

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FOM.8 – CONTRACT APPROVAL

Contract Value Defined

Financial Operations Manual (FOM)

- ▶ ***Procedures related to procurement and contract negotiations, approval and execution shall be contained in the IEEE Financial Operations Manual.***

- ▶ **Contract value** is defined by adding the maximum annual amount of receipts and expenditures, under the scope of work(s) for the given contract or arrangement, for all the years the contract will be in effect.
  - e.g., USD 100,000 projected receipts + USD 80,000 projected expenditures = USD 180,000 total contract value

Contract Review

- ▶ Contracts valued above $5,000 shall use IEEE contract templates

- ▶ Any variation from an approved contract template necessitates review by IEEE's Legal and Compliance Department

- ▶ Approved contract templates can be found at: https://www.ieee.org/conferences/organizers/contracts.html

Process for Approvals and Execution of Contracts and Commitments

C. Contractual Value for Approval and Execution (USD)

Volunteer or Staff Function	Approval and Execution[1] Authority
Conference Chairs or VP of Conferences	<25,000[2]
Region/Section Chairs	<25,000[2]
Society Presidents	<25,000[2]
Designated Volunteer Officer[3]	<250,000
Management Council Representative for the applicable Organizational Unit or his/her designee	<1,000,000
Volunteer under IEEE Power of Attorney	As indicated on the Power of Attorney issued in accordance with Authorized USD limits
Director, Strategic Sourcing	<5,000
Controller	<3,000,000[4]
Chief Financial Officer (CFO)	<5,000,000
IEEE President, Treasurer or Executive Director	<10,000,000[5]
Treasurer and IEEE Executive Director (Jointly) or Treasurer and CFO (Jointly)	<25,000,000[5]
President and IEEE Executive Director (Jointly) or President and CFO (Jointly)	Unlimited[5]

1 "Execution" is the signing of the contract by IEEE's authorized volunteer/staff as noted in the chart above following legal review and approval, completion of the requisition process and the IPR process if applicable.

2 But not greater than the total approved Conference budget or total annual organizational unit budget.

3 See Designated Volunteer Officer Table in Section D.

4 On a monthly basis, a report of all requisitions that were approved will be provided to the CFO for his review.

5 Any contractual arrangement equal to or greater than USD 10,000,000 must be approved by the IEEE Board of Directors prior to execution.

Financial Operations Manual (FOM)

Financial Operations Manual - eLearning Course Support

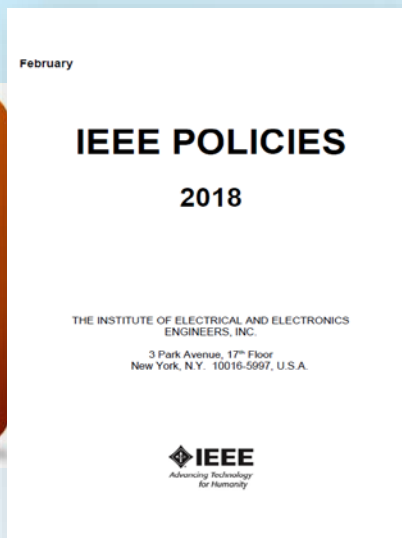*In-depth Content/Best Practices are Located in the Center for Leadership Excellence*

Financial Operations Manual (FOM)

▸ Contract review process
▸ Competitive bidding
▸ Conflict of Interest / Principles of Business Practice
▸ Business Expenses Reporting (travel, budgeting reimbursement)
▸ Tax
▸ Auditing
▸ Legal

IEEE Conference Contracting Overview

January 2018

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Center for Leadership Excellence

https://ieee-elearning.org/CLE

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IEEE Policies 2018

Conference Chairs & Conference Treasurers

https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/whatis/ieee-policies.pdf

Conference Chairs & Treasurers: Policy 10 Meetings, Conferences, Symposia and Expositions

Financial Governance

▸ Since the planning and management of meetings/conferences are largely decentralized, this section (10) serves an important purpose in apprising conference organizers of applicable policies and procedures

Conference Budgeting

IEEE POLICY 10.1.6

▸ The detailed conference budget should provide all needed financial information, indicate clearly the extent of participation of each organizational unit, and be consistent with analysis of the attendance and financial results of any preceding conference on the same subject.

▸ Conference Chairs shall submit budgets to the sponsoring organizational unit as far in advance as is feasible, but at least in time for the sponsoring organizational unit to meet the requirements of Policies, Section 10.1.4.

▸ It is recommended that budgets be reviewed every six months and updated if needed to reflect any conference planning aspects that may have changed.

Conference Budgeting (cont'd)

IEEE POLICY 10.1.6

▸ All budgets submitted shall be accompanied by written approval from the IEEE sponsoring organizational unit.

▸ Conference budgets submitted for approval should be set to generate a minimum surplus of 20% over projected expenses.

▸ If financial changes are made to budget originally submitted, a revised budget should be submitted to IEEE MCE and the appropriate organizational unit(s).

▸ It is the general policy of the IEEE that no member of a Conference Board/Committee or his/her immediate family shall receive monetary payment for services. This excludes awards or honoraria as noted in Policy 4.0.

Conference Advances

IEEE POLICY 10.1.7

▶ Conference advances (loans) can be requested from sponsoring organizational units

▶ Conferences are not permitted to transfer advances from one year's conference to the next.

▶ All conference advances are to be repaid one month after the conference is held.

Taxes

IEEE POLICY 10 - 10.1.22 Tax Liability Resulting from Sales and Order Handling in Conjunction with Conference Exhibits Conferences

▶ The IEEE is a not-for-profit organization, incorporated in New York State, USA. IEEE holds conferences and meetings throughout the world and the legal and tax requirements can vary greatly for each site. In the United States, the IEEE is exempt from paying income taxes and is also exempt from paying sales taxes on purchases in some states.

▶ Outside of the US, there are other transaction taxes that may be required to be collected by conferences for on-site sales, such as Value Added Tax (VAT) and the Goods & Services Tax (GST) in Canada. It may be required to collect transaction tax on registration fees.

Meetings, Conferences, Symposia and Expositions Policy 10: Conference Chairs & Treasurers

In-depth Content is located in the Center for Leadership Excellence

- ▸ 10.1.6 Conference Budgets
- ▸ 10.1.7 Conference Advances
- ▸ 10.1.8 Conference Bank Account Signatures
- ▸ 10.1.10 Auditing of Conference Finances
- ▸ 10.1.11 Conference Closings
- ▸ 10.1.18 Contracting
- ▸ 10.1.19 Conference Insurance

Center for Leadership Excellence

How to Develop Your Conference Budget

eLearning Course

Momoko Vanna - Senior Business Analyst, Conference Business Operations
Frank Huebner, Ph. D.

https://ieee-elearning.org/CLE

Conference Chair

Role Based Learning Track

IEEE Center for Leadership Excellence

Find Programs / MCE Conference Education Program - eLearning Courses / Conference Chair

Conference Chair

You are required to complete this program under the following criteria:

- Member of audience 'Authenticated Learners'.

Date assigned: October 12, 2017

The Conference Chair is appointed by the sponsoring organization. Often responsible for sele...

eLearning Courses
All courses are optional.

Course name
Event Crisis Management: Protecting Your Conference in Uncertain Times
How to Develop Your Conference Budget
IEEE Conference Application and Memorandum of Understanding (MOU) Process - Timeline
IEEE Conference Publications Overview
IEEE Conference Sponsorship Overview
Managing Your Conference's Finances
CrossCheck for Conferences - Plagiarism Detection Tool
Chinese Translation - CrossCheck for Conferences - Plagiarism Detection Tool
Audience Development - Growing Your Conference Attendance
Running Industry Practitioner Focused Events
Optimizing Registration For Your Event/Conference
Technical Program Development Overview
The Conference Audit Process

OR • • •

Webinar Playbacks
All courses are optional.

Course name
PLAYBACK - The Role of the Conference Treasurer

Conference Treasurer

Role Based Learning Track

IEEE Center for Leadership Excellence

Find Programs / MCE Conference Education Program - eLearning Courses / Treasure...

Treasurer

You are required to complete this program under the following criteria:

- Member of audience 'Authenticated Learners'.

Date assigned: October 12, 2017

The Conference Treasurer is responsible for ensuring all financial, tax, and...

eLearning Courses
All courses are optional.

Course name
Managing Your Conference's Finances
How to Develop Your Conference Budget
How to Close Your IEEE Conference - Finance
The Conference Audit Process
NetSuite for Conferences - Overview
The Knowledge to Negotiate The IEEE Contracting Process
Optimizing Registration For Your Event/Conference

OR • • •

Webinar Playbacks
All courses are optional.

Course name
PLAYBACK - The Role of the Conference Treasurer
PLAYBACK - Indirect Tax Compliance Overview
PLAYBACK - Conference Contracting Overview
PLAYBACK - Understanding MGA Technical Co-Sponsorship (TCS) Costs
PLAYBACK - Blended Learning Class One - Role of the Conference Treasurer
PLAYBACK - Blended Learning Class Two - Managing Financials and Budgeting
PLAYBACK - Blended Learning Three - Conference Closing and Audit, John Barr

Requirements
Conference Chairs & Conference Treasurers

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Conference Chairs and Conference Treasurers Requirements

IEEE Principles of Business Conduct and Conflict of Interest Disclosure Statement

▶ Individuals involved in making procurement decisions or other activities that could represent a potential conflict of interest **must complete the Principles of Business Conduct/Conflict of Interest** form every year.

▶ Forms must be completed by:
  - Volunteers and staff with decision-making/voting authority
  - Non-Members and others who do business with or on behalf of IEEE
    • **Conference Chairs and Conference Treasures**

▶ The IEEE Principles of Business Conduct describe IEEE's legal, ethical and regulatory standards applicable to individuals participating in IEEE's activities.

Conflict of Interest

EXAMPLE

▶ A volunteer serves in a decision-making capacity for an IEEE conference and also has a direct or indirect interest in a potential supplier of goods and/or services to the conference (e.g., registration services, audio visual services).

▶ This potential conflict should be reported

- In order to manage the potential conflict, respondents would likely be asked to recuse themselves from the selection process for such goods and services.

IEEE POLICIES 2018 - Conflict of Interest

10.1.18 Contracting

▸ It is the policy of the IEEE that no member of a Conference Board/Committee shall have a conflict of interest (Policies, Section 9.8) relative to the awarding of contracts for a conference.

▸ In signing a contract, competitive bidding procedures shall be used whenever practical. If competitive bidding is not used, the Conference Chair shall be prepared to provide justification upon request.

Summary

▶ The Financial Operations Manual and the IEEE Policy documents are key resources for you in your role

▶ Before making any financial decisions, the Conference Chair and Treasurer are required to complete the IEEE Principles of Business Conduct and Conflict of Interest Disclosure statement

▶ The Center for Leadership Excellence has learning tracks for Conference Chairs and Conference Treasurers

▶ MCE is available to help you navigate the relevant policies throughout your conference life cycle

KEY TAKEAWAY

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Resources

Financial Operations Manual as of 10/18/18

https://www.ieee.org/content/dam/ieee-org/ieee/web/org/financial-ops-manual.pdf

IEEE Policies 2018

https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/whatis/ieee_policies.pdf

Center for Leadership Excellence (CLE)

ieee-elearning.org/CLE

The Center for Leadership Excellence Conference Education Program

Learning Management System for IEEE Volunteers

ieee-elearning.org/CLE/

The Center for Leadership Excellence

Conferences
Role Based
Learning Tracks

Conference Chair

Treasurer

Technical Program Chair

Publications Chair

Event Management

powered by

IEEE MEETINGS, CONFERENCES & EVENTS

Welcome to the Conference Education Program.

MCE has made the organizing experience easier, more effective, and enjoyable by providing learning opportunities for conference organizers of all experience levels, locations, organizational units, or role. You will find courses that support a Conference Chair, Technical Program Chair, Conference Treasurer, Publications Chairs and more.

For IEEE Staff, please log onto the Self Service Training Center (SST), select eLearning courses and type in keyword, conference, this way you will receive credit for your educational hours.

CONFERENCE EDUCATION PROGRAMS

ROLE BASED TRACKS

Program Name	Program Summary
Publications Chair	The Publication Chair is responsible for the coordination of production of conference content (e.g., papers from special tutorial sessions or colloquia, summaries of conference papers, programs, etc.) and serves as the point of contact for all IEEE *Xplore* submission-related inquiries before and after the conference.
Treasurer	The Conference Treasurer is responsible for ensuring all financial, tax, and audit requirements are met. Some of these requirements include establishing conference bank accounts, indirect tax, insurance and bonding, budget, expenses, financial reports, and conference closing. Also responsible for the final audit, if required.
Technical Program Chair	The Technical Program Chair ensures that a well-balanced, high-quality program is organized and presented at the conference. Handles the Call for Papers through the selection and review of every paper. Assists in the scheduling of session rooms and helping with local arrangements for the program.
Event Management	IEEE MCE is a dedicated partner made up of event industry experts driven to shape innovative and high-quality events. Learn best practices that you can apply to your conference !
Conference Chair	The Conference Chair is typically appointed by the sponsoring organization. Often responsible for selecting the conference location. Appoints the chairs of the other committees, who make up the conference committee.
eLearning Courses	This is a complete list of all MCE eLearning Courses.
Webinar Playbacks	This is a complete list of all MCE Webinar Playbacks.
MCE Webinar Registration	Click Here to Register for an MCE Webinar !

The Center for Leadership Excellence

Finance Topics

How To Close Your Conference

The Role of The Conference Treasurer

Indirect Tax Compliance Overview

How to Develop Your Conference Budget – Frank Huebner (IEEE Volunteer)

Technical Co-Sponsorship Strategy, Tactics & Best Practices – Bin Zhao (IEEE Volunteer)

Manage Your Conference Finances

Blended Learning – Conference Finance John Barr (IEEE Volunteer)

The Conference Audit Process

The Role of the Conference Treasurer

Conference Contracting Overview