

IEEE Biometrics Council

Operations Manual for Finances

(Adapted into Council's ByLaws Version 2.4, 5th August 2020)

The Vice President for Finances is responsible for overseeing all financial matters for the council. This operation manual further extends the *section 7 of article XI (Governance and Administration)* in council bylaws and is intended to provide more specific details.

I. As the Vice President for Finance, he/she shall:

- (a) chair the Finance Committee,
- (b) coordinate and supervise proposal of Council regulations on finances,
- (c) coordinate and supervise fiscal guidance of the President on coordinating the budget, the expenditures, and all actions involving financial aspects,
- (d) coordinate and supervise fiscal guidance of the Vice Presidents in preparing their budgets and financially monitoring their activities,
- (e) coordinate and supervise preparation of the annual budget of the Council, and its submission for approval to the AdCom and, then, to the IEEE,
- (f) coordinate and supervise the review of the financial impact of proposals on the Council budget,
- (g) coordinate and supervise the monitoring of the expenditures and revenues to verify that they are in accord with the approved budget,
- (h) coordinate and supervise the reporting on financial aspects as requested by the President, the Vice Presidents, or the AdCom,
- (i) serve as Council treasurer,
- (j) coordinate and supervise the collection of statistical information on finances,
- (k) coordinate and supervise recommendations on financial matters.
- (l) coordinate and supervise activities relating to standards in relation to the financial matters,
- (m) coordinate and supervise activities relating to strategic planning in relation to the finances. technical activities/publications/conferences/education/finances,

II. The Finance Committee reports to the Vice President for Finances and serves as an advisory body to the Vice President for Finances. In particular, the Finance Committee shall assist the Vice President for Finances in:

- (a) proposing and recommending approval of the Council regulations on finances,

(b) providing fiscal guidance to the President on coordinating the budget, the expenditures, and all actions involving financial aspects,

(c) providing fiscal guidance to the Vice Presidents in preparing their budgets and financially monitoring their activities,

(d) preparing and recommending approval of the annual budget of the Council,

(e) reviewing the financial impact of proposals on the Council budget,

(f) monitoring expenditures and revenues to verify that they are in accord with the approved budget,

(g) reporting on financial aspects as requested by the President, the Vice Presidents, or the AdCom,

(h) collecting statistical information on finances,

(i) making recommendations on matters concerning financial matters.