

IEEE Standards Association Strategic Finance SMDC Operations Manual

The Institute of Electrical and Electronics Engineers, Inc.
3 Park Avenue, New York, NY 10016-5997, USA

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1. Introduction

1.1 Scope and purpose

The Strategic Finance (StratFin) SMDC is responsible for the IEEE SA budget and for ensuring IEEE SA long-term financial sustainability, financial transparency, and appropriate management of the financial portfolio. It creates tools to aid the business and investment plans for IEEE-SA projects. A key function of the StratFin SMDC is goal setting for the budget development process. This goal setting should be completed in alignment with the first budget development meeting of the IEEE Finance Committee each year. The StratFin SMDC will track opportunities and also set the thresholds at which investments and other financial matters will come to the attention of the SMDC and BOG based on designated criteria.

The IEEE SA is intended to be operated on an expense-neutral basis or better and in compliance with the IEEE Finance Operations Manual (FOM). It shall be financed by the revenue from the sale of documents, royalties from intellectual property, contracts, fundraising, and fees for standards-related products and services. Fees shall be subject to periodic adjustment. Additionally, the budget developed by StratFin shall seek to achieve long-term sustainable revenue streams for the IEEE SA.

1.2 Mission

Strategic Management and Delivery Committees (SMDCs) are standing committees of the IEEE SA and are established by the SA Operations Manual or by the IEEE SA Board of Governors (BOG) to address strategic focus areas that are necessary and critical for the IEEE SA to achieve long-term organizational objectives.

The Strategic Finance SMDC is responsible for activities such as, but not limited to:

- a) Developing, reviewing and recommending approval of the IEEE SA budget to the IEEE SA BOG
- b) Ensuring IEEE SA long-term financial sustainability, financial transparency, and appropriate management of the financial portfolio
- c) Creating and supporting tools to aid the business expense and investment plans for IEEE SA projects

2. References

IEEE Bylaws (current edition).

IEEE Policies (current edition).

IEEE Standards Association Operations Manual (current edition).

Robert's Rules of Order, Perseus Publishing (current edition).

3. Abbreviations and acronyms

This list offers only those acronyms and abbreviations used in this Operations Manual.

BOG: Board of Governors

IEEE: Institute of Electrical and Electronics Engineers

FOM: IEEE Finance Operations Manual

StratFin: Strategic Finance

SMDC: Strategic Management and Delivery Committee

SPCC: Strategic Planning Coordination Committee

4. Membership

4.1 Chair

The IEEE SA President shall appoint the IEEE SA Treasurer or a past IEEE SA Treasurer to serve as IEEE SA Vice President, Strategic Finance and as chair of the Strategic Finance SMDC. An individual may serve as an IEEE SA Vice President, Strategic Finance, for up to six consecutive years (see clause 5.9.1 in the *IEEE Standards Association Operations Manual*).

Each SMDC shall operate as a partnership between volunteer and Professional Staff leadership. The Professional Staff Lead for each SMDC shall be considered a Co-Chair in partnership with the IEEE SA Vice President who chairs that SMDC.

4.2 Members

The number of members of the StratFin SMDC shall be relatively small. The Treasurer shall be a member of the StratFin SMDC, if not already serving as chair, and the SMDC shall have a minimum of two but should have no more than four additional volunteer members. In addition, the IEEE SA President, the IEEE SA President-Elect or the most recent IEEE SA Past President willing to serve, and the Managing Director, IEEE Standards Activities, serve as *ex officio* members without vote.

Members of the StratFin SMDC shall be appointed by the IEEE SA President for a one-year term. StratFin SMDC members shall be of Member or higher grade of IEEE and shall be individual members of the IEEE SA. StratFin SMDC members may serve an unlimited number of consecutive terms. Candidates for membership in the StratFin SMDC may be proposed by the SA President, StratFin SMDC chair or by the IEEE SA Nominations and Appointments Committee.

The voting members of the StratFin SMDC shall be the chair, SA Treasurer, if not already serving as the chair, and each volunteer member. Professional Staff participants in an SMDC do not hold voting rights.

4.3 Vice Chair

The members of the StratFin SMDC may select a Vice Chair from among its members.

5. Standing committees of the StratFin SMDC

6. Operations

6.1 Quorum

A quorum shall exist when 50% or greater of the voting members are present.

6.2 Voting

Voting may occur at face-to-face meetings, electronic meetings, or via electronic ballot. The committee may also act via consensus, i.e., a lack of sustained objection.

6.3 Meetings

The StratFin SMDC shall meet as often as necessary to accomplish its goals and objectives in a timely manner.

Meetings should be called with advance notice of at least five (5) business days. An agenda should be provided at least three (3) business days in advance.

6.4 Subcommittees and ad hoc committees

The StratFin SMDC may have committee(s) of the BOG organized under it at the discretion of the BOG or as designated in its charter. With the concurrence of the StratFin SMDC chair, the StratFin SMDC may have an ad hoc committee(s) of the BOG organized under it at the discretion of the IEEE SA President or as designated in the ad hoc's charter.

New standing committees of the StratFin SMDC may also be created by a majority decision of the IEEE StratFin SMDC and with the concurrence of the IEEE SA BOG.

The IEEE SA Vice President, StratFin SMDC may create ad hoc subgroups (e.g., task forces, ad hocs) to assist the StratFin SMDC. If the IEEE SA Vice President, StratFin, wishes to appoint a volunteer who is neither a BOG Member nor a member of the StratFin SMDC as a chair or member of a subgroup, approval of the IEEE SA President shall be obtained.

The IEEE SA Vice President, StratFin, shall be an ex officio member without voting rights in all committees, ad hoc committees, and subgroups organized under the StratFin SMDC for which they are not explicitly assigned as a member with voting rights.

6.5 Reporting

The StratFin SMDC shall report its activities, actions, and progress toward its strategic objectives and initiatives to the IEEE SA BOG as prescribed by the BOG. In addition, during the course of the development of the IEEE SA Strategic Plan, the StratFin SMDC shall provide suggested new goals and initiatives with supporting objectives applicable to the StratFin SMDC to the IEEE SA Strategic Planning and Coordination Committee (SPCC).

7. Maintenance

7.1 Maintenance and modification of the *IEEE Standards Association StratFin SMDC Operations Manual*

This manual will be maintained by the IEEE SA StratFin SMDC and IEEE Standards Department Staff. Proposed modifications to this manual shall be submitted to the IEEE SA Vice President, StratFin.

Any amendments to this manual shall be approved by a majority vote of the StratFin SMDC, with advance notice prior to said vote. Such changes shall become effective after approval of the IEEE SA BoG.

7.2 Conflict with *IEEE Standards Association Operations Manual*

In all cases where conflict exists between this manual and the *IEEE Standards Association Operations Manual*, the *IEEE Standards Association Operations Manual* shall control. In cases where the *IEEE Standards Association Operations Manual* is silent, this manual shall control.