

To: Region 3 ExCom
Cc: Region 3 Committee
Fm: David Green, R3 SOSOC Chair
Sb: Strategic Operations and Support Committee Report
Dt: 23 January 2023

As reported in the last report to the ExCom, the committee discussed changing the Operations Manual to document the grant model from Region to Sections for Project Funding and PA Activity Funding. The Region is granting (and receiving reports/refunds if funding is not used) funds, and the Section is the record keeper of expenses rather than Region 3.

The change is located in the Finance section of the Operations Manual. This is how the Special Projects operates and is a slight change or clarification to the Professional Activities process. It is expected that this will decrease the workload of the Region 3 Treasurer and the project teams. The section treasurer's work should be about the same assuming appropriate documentation is collected as expenditures occur.

Present Wording

Special Projects. Some projects will require advances because of the size and nature of the expenses to be incurred. The Region requires thorough reports of the use of all funds advanced and the results obtained.

Proposed

Special Projects, including Professional Activities Projects. Initiative programs to fund projects such as the Region 3 Special Projects and Professional Activities Projects shall be funded on a grant basis to the responsible section. Requirements for project proposals, project reviews, and granting decisions are the responsibility of the specific committees they are assigned to. The region shall transfer the grant to the section whose leadership has agreed to be financially responsible for the project. The section will be responsible for tracking, receipts and reporting as required by IEEE Finance. The section shall return any unused grant funds to the Region. The section or subgroup doing the project shall give a brief financial summary in reports they submit to the Region 3 committee overseeing the grants.

Motion (from SOSOC)

Moved that the Operation Manual's Finance section be modified as described to clarify the project funding process to Sections and their subgroups will be a grant to the section.

The next meeting of the SOSOC will be on 6 February 2023.