

**IEEE STANDING COMMITTEE CHAIR AND MEMBER
POSITION DESCRIPTIONS**

(For which IEEE N&A accepts nominations)

Committee	Position		
Audit Committee	Chair		Member
Awards Board	Chair	Vice Chair	Member
Conference Committee (every two years; next term 2011-2012)	Chair		
Employee Benefits & Compensation Committee	Chair		Member
Ethics & Member Conduct Committee	Chair		Member
Fellow Committee	Chair		Member
Governance Committee			Member
History Committee	Chair		Member
Nominations & Appointments Committee			Member
Strategic Planning Committee	Chair		Member
Tellers Committee	Chair	Vice Chair	Member
Women in Engineering Committee	Chair	Student Member	Member

IEEE AUDIT COMMITTEE CHAIR POSITION DESCRIPTION

POSITION TITLE:

AUDIT COMMITTEE CHAIR

OVERVIEW:

The Audit Committee reviews policies and procedures, both internal (IEEE's P&Ps) and external (GAAP, FASB, IRS, PwC or Best Practices), which substantially impact the finances and operations of the Institute, monitors conformance thereto, and recommends such changes as it considers desirable. It also meets with the external auditors to review IEEE's audited financial statements, recommends acceptance of the financial statements to the IEEE Assembly and the appointment of the external auditors for the next annual audit.

Audit Committee meetings are usually held with the IEEE Organization Unit (OU) Series, and a separate meeting is held in late May or early June in New Jersey to review the audited financial statements of the Institute with the external auditors. Additional meetings may be called infrequently to review Committee action items that cannot be delayed until the next Organization Unit Series. These meetings are held by teleconference at times that are mutually agreeable to the Committee members.

DESCRIPTION OF RESPONSIBILITIES:

- Pre-Agenda review; confer with staff to finalize meeting Agendas;
- Review Action Item List; confer with staff on the status of Action Items;
- Review meeting minutes with staff;
- Assist with submissions to the Board of Directors/Executive Committee /IEEE Assembly.

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Must hold IEEE Senior Member Grade or higher;
- Cannot be a Corporate Officer (President, President Elect, IEEE-USA President, VP Technical Activities, VP Educational Activities, VP PSPB, VP MGA, Secretary, or Treasurer);
- Normally an Audit Committee Member in their second year of their term.

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Audit Committee and its functions;
- Prior Service as a member of the Audit Committee is desired;
- An understanding of generally accepted accounting principles and financial statements; (be able to read and understand financial statements and be conversant in basic financial terminology);
- General understanding of the legal and regulatory considerations that the committee is responsible for addressing; (e.g., business risk assessment, review and resolution of conflicts of interest, implementation and monitoring of the whistle-blower process and oversight of records retention policies and procedures, all of which are included in the Audit Committee's charter);
- Ability to assess the general application of such principles in connection with the

IEEE AUDIT COMMITTEE CHAIR POSITION DESCRIPTION

<p>accounting for estimates, accruals and reserves;</p> <ul style="list-style-type: none"> • Experience preparing, auditing, analyzing or evaluating financial statements that present a breadth and level of complexity of accounting issues that are generally comparable to issues that can reasonably be expected to be raised by IEEE's financial statements, or experience actively supervising one or more persons engaged in such activities; • An understanding of internal controls and procedures for financial reporting; • Ability to focus and stay within the boundaries of the Committee's oversight responsibility; • Working knowledge of the IEEE and its mission, structure, goals, needs, and direction; • Ability to work in a team environment; • Leadership skills; • Excellent verbal communication skills; • Excellent written communication skills; • Ability to meet deadlines; • Ability to respond to communication in a timely fashion; • Familiarity with <i>Robert's Rules of Order</i>; • High degree of personal integrity; • Have sound judgment; • Be a consensus builder; • Ability to set priorities; • Prior volunteer experience.
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ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Material/Agenda review	1 – 2 hours prior to each meeting
In-Person Meetings	3 – 4 hours per meeting, four meetings per year <ul style="list-style-type: none"> • February, June, and November (in conjunction with IEEE Organizational Unit Series) • May (separate meeting with the external auditor)
Travel	1 day per meeting
Conference Calls (as required)	1 – 2 hours per call

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

Name:	Ken Maze
Telephone:	+1 732 562 5503
Email:	k.maze@ieee.org

IEEE AUDIT COMMITTEE MEMBER POSITION DESCRIPTION

POSITION TITLE:

IEEE AUDIT COMMITTEE MEMBER

OVERVIEW:

The Audit Committee reviews policies and procedures, both internal (IEEE's P&Ps) and external (GAAP, FASB, IRS, PwC or Best Practices), which substantially impact the finances and operations of the Institute, monitors conformance thereto, and recommends such changes as it considers desirable. It also meets with the external auditors to review IEEE's audited financial statements, recommends acceptance of the financial statements to the IEEE Assembly and the appointment of the external auditors for the next annual audit.

Audit Committee meetings are usually held with the IEEE Organization Unit (OU) Series, and a separate meeting is held in late May or early June in New Jersey to review the audited financial statements of the Institute with the external auditors. Additional meetings may be called infrequently to review Committee action items that cannot be delayed until the next Organization Unit Series. These meetings are held by teleconference at times that are mutually agreeable to the Committee members.

DESCRIPTION OF RESPONSIBILITIES:

- Review the functions that are performed by staff and volunteers in discharging their duties to assure that they are handled in an economical and efficient manner;
- Attend meetings;
- Review agenda material prior to meetings;
- Actively participate in discussions.

ELIGIBILITY:

- ~~/~~Must be an IEEE member in [good standing](#)
- Must hold IEEE Senior Member Grade or higher
- Cannot be a Corporate Officer (President, President Elect, IEEE-USA President, VP Technical Activities, VP Educational Activities, VP Publications Services and Products, Vice President Membership & Geographic Activities, Secretary, or Treasurer)
- First year Delegate/Director unless insufficient number of qualified candidates, then a second year Board member may be appointed for a one-year term.

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Audit Committee and its functions;
- An understanding of generally accepted accounting principles and financial statements; (be able to read and understand financial statements and be conversant in basic financial terminology);
- General understanding of the legal and regulatory considerations that the committee is responsible for addressing; (e.g., business risk assessment, review and resolution of conflicts of interest, implementation and monitoring of the whistle-blower process and oversight of records retention policies and procedures, all of which are included in the Audit Committee's charter);

IEEE AUDIT COMMITTEE MEMBER POSITION DESCRIPTION

- Ability to assess the general application of such principles in connection with the accounting for estimates, accruals and reserves;
- Experience preparing, auditing, analyzing or evaluating financial statements that present a breadth and level of complexity of accounting issues that are generally comparable to issues that can reasonably be expected to be raised by IEEE's financial statements, or experience actively supervising one or more persons engaged in such activities;
- An understanding of internal controls and procedures for financial reporting;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion ;
- High degree of personal integrity;
- Sound judgment;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Material/Agenda review	1 – 2 hours prior to each meeting
Face-to-Face Meetings	3 – 4 hours per meeting, four meetings per year <ul style="list-style-type: none"> • February, June, and November (in conjunction with IEEE Organizational Unit Series) • May (separate meeting with the external auditor)
Travel	1 day per meeting
Conference Calls (as required)	1 – 2 hours per call

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

Name:	Ken Maze
Telephone:	+1 732 562 5503
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IEEE AWARDS BOARD CHAIR & PAST CHAIR POSITION DESCRIPTION

POSITION TITLE:

AWARDS BOARD CHAIR & PAST CHAIR

OVERVIEW:

The Awards Board (AB) shall be responsible to the Board of Directors for administering the awards specified in the IEEE Policies; for monitoring all other awards, scholarships, and formal recognitions excluding Fellow grade elections; for recommending candidates for IEEE Honorary Membership; and for developing an awards structure for recognizing excellence in activities within the fields of interest to the IEEE. The Awards Board shall recommend policies to the IEEE Board of Directors for awards, scholarships, and formal recognitions of the IEEE other than Fellow awards, under its administrative purview. It may delegate to the appropriate body responsibility for administration, selection of candidates, and presentation of all awards, other than those listed in IEEE Policies (IEEE Bylaws I-306.3).

DESCRIPTION OF RESPONSIBILITIES:

Chair

- Schedule and facilitate Awards Board Meetings;
- Attend meetings of the IEEE Board of Directors, when important matters involving activities of the AB are considered;
- Assist with submissions to the IEEE Board of Directors and Executive Committee;
- Serve as an ex-officio non-voting member of the IEEE Foundation Board of Directors ;
- Serve as Chair of the Awards Board Operating Committee;
- Attend annual IEEE Honors Ceremony;
- Ascertain the availability of funds for all IEEE Awards ;
- Submit to the IEEE Nominations and Appointments Committee a slate of candidates recommended for appointment to the AB for the ensuing year.

The Awards Board Chair is a one-year term, followed by an additional one-year term as Past Chair.

Past Chair

- Serve as Chair of the IEEE Medal of Honor Selection Committee;
- Serve as Chair of the AB Nominations and Appointments Committee;
- Serve as Member of IEEE Nominations and Appointments Committee;
- Serve as Member of AB Operating Committee;

Attend Honors Ceremony.

ELIGIBILITY:

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- Must be an IEEE member in [good standing](#);
- Must hold IEEE Senior Member Grade or higher.

IEEE AWARDS BOARD CHAIR & PAST CHAIR POSITION DESCRIPTION

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Awards Board;
- Knowledge of the Institute-level awards structure;
- Prior involvement in awards activities preferred;
- Knowledge of IEEE-bylaws and policies;
- Knowledge of one or more of the IEEE technical activities;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Leadership skills;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- Familiarity with *Robert's Rules of Order*;
- High degree of personal integrity;
- Have sound judgment;
- Be a consensus builder;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item (Chair)	Estimated Time Required
Awards Board In-Person Meeting	1-2 days (1 meeting per year)
Awards Board Retreat (every other year)	2 days (odd years only)
IEEE Foundation Meeting	4-5 days per year (3 meetings per year)
IEEE Board of Directors meeting; includes attendance at IEEE Honors Ceremony	9-15 days per year (3 meetings per year)
Material/Agenda review	4-5 hours per meeting?
Conference Calls	4 hours each.; 2 per year
Travel (not including meeting time)	14-16 days

Item (Past Chair)	Estimated Time Required
Awards Board In-Person Meeting	1-2 days (1 meeting per year)
Awards Board Retreat (every other year)	2 days (odd years only)
IEEE Honors Ceremony	2 days
Awards Board Conference Calls	4 hours each.; 2 per year
IEEE N&A In-Person Meetings	4 days (2 days each; 2 per year)
IEEE N&A Orientation Conference Call	2 hours
Material/Agenda review	4-5 hours per meeting (Awards Board) 1 day (IEEE N&A)
Travel (not including meeting time)	10-12 days

**IEEE AWARDS BOARD CHAIR & PAST CHAIR
POSITION DESCRIPTION**

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

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IEEE AWARDS BOARD VICE CHAIR POSITION DESCRIPTION

POSITION TITLE:

AWARDS BOARD VICE CHAIR

OVERVIEW:

The Awards Board (AB) shall be responsible to the Board of Directors for administering the awards specified in the IEEE Policies; for monitoring all other awards, scholarships, and formal recognitions excluding Fellow grade elections; for recommending candidates for IEEE Honorary Membership; and for developing an awards structure for recognizing excellence in activities within the fields of interest to the IEEE. The Awards Board shall recommend policies to the IEEE Board of Directors for awards, scholarships, and formal recognitions of the IEEE other than Fellow awards, under its administrative purview. It may delegate to the appropriate body responsibility for administration, selection of candidates, and presentation of all awards, other than those listed in IEEE Policies (IEEE Bylaws I-306.3).

DESCRIPTION OF RESPONSIBILITIES:

- Serve as Chair of the Awards Planning and Policy Committee;
- Serve as member of the AB Operating Committee;
- Serve as member of Technical Activities Board Awards & Recognition Committee;
- Attend Honors Ceremony;
- Perform such duties as may be assigned by the Chair;
- In the absence or incapacity of the Chair, the Vice Chair shall assume the duties of the Chair.

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Must hold IEEE Senior Member Grade or higher.

QUALIFICATIONS AND SKILLS:

- Knowledge of the Institute-level awards structure;
- Prior involvement in awards activities preferred;
- Knowledge of one or more of the IEEE technical activities;
- Knowledge of IEEE-bylaws and policies;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Leadership skills;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- Familiarity with *Robert's Rules of Order*;
- High degree of personal integrity;

**IEEE AWARDS BOARD VICE CHAIR
POSITION DESCRIPTION**

- Have sound judgment;
- Be a consensus builder;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item	Time Required
Awards Board In-Person Meeting	1-2 days (1 meeting per year)
IEEE Honors Ceremony	2 days
Material/Agenda review	6-7 hours per meeting
Awards Board Retreat (every other year)	2 days (every other year)
Awards Board teleconferences	2 hours each; 1-2 per year
Awards Board Operating Committee teleconferences	1 hour each; 6 per year
Awards Policy and Planning Committee teleconferences	1 hour each; 6 per year
Travel (not including meeting time)	4-6 days

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

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IEEE AWARDS BOARD MEMBER-AT-LARGE POSITION DESCRIPTION

POSITION TITLE:

AWARDS BOARD MEMBER-AT-LARGE

OVERVIEW:

The Awards Board (AB) shall be responsible to the Board of Directors for administering the awards specified in the IEEE Policies; for monitoring all other awards, scholarships, and formal recognitions excluding Fellow grade elections; for recommending candidates for IEEE Honorary Membership; and for developing an awards structure for recognizing excellence in activities within the fields of interest to the IEEE. The Awards Board shall recommend policies to the IEEE Board of Directors for awards, scholarships, and formal recognitions of the IEEE other than Fellow awards, under its administrative purview. It may delegate to the appropriate body responsibility for administration, selection of candidates, and presentation of all awards, other than those listed in IEEE Policies (IEEE Bylaws I-306.3).

DESCRIPTION OF RESPONSIBILITIES:

- Attend AB meetings and participate as a voting member;
- By mutual agreement with the AB Chair, perform special short-term tasks related to awards matters;
- The IEEE Division and Region Directors serving as AB Members-at-Large shall provide liaison between the AB and the Technical Activities Board and Member and Geographic Activities Board, including making awards related reports to the AB and to their Organizational Units.

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Must hold IEEE Senior Member Grade or higher.

QUALIFICATIONS AND SKILLS:

- Prior involvement in IEEE awards activities preferred;
- Knowledge of one or more of the IEEE technical activities;
- Knowledge of the workings of the Awards Board;
- Knowledge of the Institute-level awards structure;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- High degree of personal integrity;
- Sound judgment;
- Prior volunteer experience.

**IEEE AWARDS BOARD MEMBER-AT-LARGE
POSITION DESCRIPTION**

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
In-Person Meeting	1 day (1 meeting per year)
Material/Agenda review	4-5 hours per meeting
Awards Board Retreat (every other year)	2 days (odd years only)
Conference Calls	4 hours each.; 2 per year
Travel	1-2 days per year

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

[Who is the primary staff contact for this position?]

Name:	Kerry Ann Ward
Telephone:	+1 732 562 3841
Email:	k.ward@ieee.org

IEEE CONFERENCE COMMITTEE CHAIR POSITION DESCRIPTION

POSITION TITLE:

CONFERENCE COMMITTEE CHAIR

OVERVIEW:

The IEEE Conferences Committee is a standing committee of the IEEE Board of Directors (BoD) and is assigned for administrative and operational support to the IEEE Technical Activities Board (TAB). The IEEE Conferences Committee formulates and recommends strategies and policies for IEEE conferences and provides oversight for conference related activities. The oversight responsibility applies to the Technical Activities Department (TAD) Conference Services, IEEE Conference Management Services, IEEE Conference Database Search and responsibility for the IEEE Conferences Organization Manual. The Committee makes recommendations on conferences to the IEEE Board of Directors for possible action; monitors compliance and recommends changes to the IEEE Bylaws and IEEE Policies related to conferences.

DESCRIPTION OF RESPONSIBILITIES:

The Conferences Committee Chair is a two-year term.

- Chair three IEEE Conference Committee meetings per year;
- Serve as a voting member of the Publication, Services and Products Board (PSPB);
- Attend and participate in three IEEE Conference Committee meetings, three IEEE Technical Activities Board meetings, and three Publication, Services and Products Board meetings per year;
- Work with staff on preparation of IEEE Conferences Committee meeting agenda and minutes;
- As requested, update TAB on activities and future plans of the committee;
- Ensure Committee is functioning by charter as follows:
 - Monitor the IEEE Bylaws, and Policies relating to conferences and recommend changes as necessary;
 - Develop policies and procedures for the guidance of IEEE organizational units, to help assure the proper conduct of conferences including but not limited to, financial and legal aspects;
 - Recommend guidelines for use by organizational units regarding review and reporting procedures for conferences;
 - Provide review, assessment and recommendations to the IEEE organizational units concerning proposed changes in meeting organization and scheduling;
 - Provide recommendations with regard to scheduling conflicts or other meeting related differences among IEEE Boards, Societies, Technical Councils, Regions, Sections, Chapters and other IEEE entities;
 - Review Technical Activities Department (TAD) Conference Services and IEEE Conference Management activities and make recommendations concerning their modification, addition or viability;
 - Through TAD conference Services and IEEE Conference Management Services, assist IEEE entities in the development and organization of conferences by providing information on current IEEE policies and procedures and guidance materials including: conferences organization and management; financial documentation; management agreements; security measures; conference manual development and publication; audit and tax procedure instructions; public

IEEE CONFERENCE COMMITTEE CHAIR POSITION DESCRIPTION

<p>and industry relations guidelines; publicity procedures; awards; special segments; and treatment of VIPs and dignitaries;</p> <ul style="list-style-type: none"> ➤ Interface with IEEE organizational units to collect input for the IEEE Conference Organization Manual and deal with issues and practices that relate to all IEEE conferences. Examples of the latter include policy and procedures, finance, publication, and publicity; ➤ Assume other such responsibilities with which it may be charged by the IEEE Board of Directors in the furtherance of its function; ➤ Recommend guidelines and monitor compliance regarding conferences co-sponsored by, or run in cooperation or technical co-sponsor with, non-IEEE entities.
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ELIGIBILITY:

<ul style="list-style-type: none"> • Must be an IEEE member in good standing; • Must hold IEEE Graduate Student Member Grade or higher. • Must have demonstrated conference management experience.

QUALIFICATIONS AND SKILLS:

<ul style="list-style-type: none"> • Knowledge of the workings of the Conferences Committee; • Working knowledge of the IEEE and its mission, structure, goals, needs, and direction; • Ability to work in a team environment; • Leadership skills; • Excellent verbal communication skills; • Excellent written communication skills; • Ability to meet deadlines; • Ability to respond to communication in a timely fashion; • Familiarity with <i>Robert's Rules of Order</i>; • High degree of personal integrity; • Have sound judgment; • Be a consensus builder; • Prior volunteer experience.
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ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Agenda/Material Review	TBD
In-person meetings	4 times per year; approximately 5-6 days each
Travel	4-8 days per year (4 meetings)
Email	10 hours per week
Teleconferences	As needed

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed by IEEE Technical Activities Board.
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STAFF CONTACT:

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Email:	s.padilla@ieee.org

IEEE EMPLOYEE BENEFITS AND COMPENSATION COMMITTEE CHAIR POSITION DESCRIPTION

POSITION TITLE:

EMPLOYEE BENEFITS AND COMPENSATION COMMITTEE CHAIR

OVERVIEW:

The IEEE Employee Benefits and Compensation Committee shall report to the Board of Directors. It shall review and recommend for approval to the Board of Directors compensation guidelines, benefits whose costs are budgeted, and related matters, including philosophy, policies, programs and long-term planning, and financial considerations for IEEE employees. The Committee shall also assist the IEEE in its role as Administrator for all employee benefit plans of the IEEE governed by the Employee Retirement Income Security Act of 1974 (ERISA). To ensure relative market reasonableness, the Committee shall review and approve the employee benefits and compensation provided to highly compensated staff and other individuals, which shall be specified in the Committee Charter, and shall provide a report to the Board of Directors annually.

DESCRIPTION OF RESPONSIBILITIES:

- Review and recommend for approval to the Board of Directors compensation guidelines, benefits whose costs are budgeted, and related matters, including philosophy, policies, programs and long-term planning and financial considerations for the IEEE employees;
- Assist the IEEE in its role as Administrator for all employee benefit plans of the IEEE governed by the Employee Retirement Income Security Act of 1974 (ERISA), including but not limited to, the 401(k) savings and investment plan, the defined benefit pension plan, the defined contribution retirement plan, the incentive bonus plan, the 457(b) savings plan, the Roth 401(k) savings and investment plan, and health and welfare plans;
- Review reports from and the recommendations of the IEEE Employee Retirement Savings Plans Staff Committee with regard to investment options, investment management and staff investment education;
- Review and annually recommend to the Finance Committee the percentage of budgeted funds set aside for salary increases for eligible IEEE staff members;
- Review and annually recommend to the Finance Committee the amount of incentive bonus funds set aside for eligible IEEE staff members;
- Prepare an annual report for the IEEE Board of Directors on the Employee Benefits and Compensation Committee (as defined below) paid to highly compensated staff (as defined below);
- Review and approve the Employee Benefits and Compensation Committee provided to each disqualified person (as defined below) to ensure the relative market reasonableness of the total compensation in comparison to the practices of comparable organizations;

IEEE EMPLOYEE BENEFITS AND COMPENSATION COMMITTEE CHAIR POSITION DESCRIPTION

- Review and approve the employee benefits and compensation provided to each highly compensated member of the IEEE professional staff to ensure the relative market reasonableness of the person's total compensation;
- Ensure that a rebuttable presumption of compensation reasonableness is established for each individual defined as a disqualified person within Section 4958 of the U.S. Internal Revenue Code; and,
- Adequately document and maintain a written record of the basis for its decisions concurrently with making the afore-mentioned compensation reasonableness decisions of the Committee.
- Pre-Agenda review; confer with staff to finalize meeting agendas;
- Review meeting minutes with staff;
- Chair EBCC meetings;
- Submit names to the IEEE Nominations & Appointments Committee for future committee members and chair;
- Attend committee meetings, either in person or via teleconference;
- Review agenda materials prior to each meeting.

ELIGIBILITY:

- Must be an IEEE member [in good standing](#);
- Must be a current member of the Board of Directors who has served at least one year on the Employee Benefits and Compensation Committee;
- Must be free from conflict of interest per Section 4958 of the Internal Revenue Code. The following individuals may not serve on the Employee Benefits and Compensation Committee due to application of Section 4958 of the U.S. Internal Revenue Code:
 - The IEEE President
 - The IEEE Past-President
 - The IEEE President-Elect
 - The Executive Director
 - The Treasurer
 - The Chief Financial Officer
 - Any other disqualified person

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Employee Benefits & Compensation Committee;
- Experience in Employee-Management;
- Experience in different Employee Benefit Environments;
- Understanding of Personally-Managed 401(k) Programs;
- Understanding of Employer-Sponsored Benefit Programs Requiring Employee-Selection of Personal Benefits;

IEEE EMPLOYEE BENEFITS AND COMPENSATION COMMITTEE CHAIR POSITION DESCRIPTION

- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction
- Ability to work in a team environment;
- Leadership skills;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- Familiarity with *Robert's Rules of Order*;
- High degree of personal integrity;
- Have sound judgment;
- Be a consensus builder;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Material/Agenda Review	1 –2 hours per meeting
In-Person Meetings (2 per year – March/November)	4 – 5 hours per meeting
Travel	1-2 days per meeting

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

[Who is the primary staff contact for this position?]

Name:	Elizabeth Davis
Telephone:	+1 732 465 6434
Email:	e.davis@ieee.org

IEEE EMPLOYEE BENEFITS AND COMPENSATION MEMBER POSITION DESCRIPTION

POSITION TITLE:

IEEE EMPLOYEE BENEFITS AND COMPENSATION S COMMITTEE MEMBER

OVERVIEW:

The IEEE Employee Benefits and Compensation Committee shall report to the Board of Directors. It shall review and recommend for approval to the Board of Directors compensation guidelines, benefits whose costs are budgeted, and related matters, including philosophy, policies, programs and long-term planning, and financial considerations for IEEE employees. The Committee shall also assist the IEEE in its role as Administrator for all employee benefit plans of the IEEE governed by the Employee Retirement Income Security Act of 1974 (ERISA). To ensure relative market reasonableness, the Committee shall review and approve the employee benefits and compensation provided to highly compensated staff and other individuals, which shall be specified in the Committee Charter, and shall provide a report to the Board of Directors annually.

DESCRIPTION OF RESPONSIBILITIES:

- Review and recommend for approval to the Board of Directors compensation guidelines, benefits whose costs are budgeted, and related matters, including philosophy, policies, programs and long-term planning and financial considerations for the IEEE employees;
- Assist the IEEE in its role as Administrator for all employee benefit plans of the IEEE governed by the Employee Retirement Income Security Act of 1974 (ERISA), including but not limited to, the 401(k) savings and investment plan, the defined benefit pension plan, the defined contribution retirement plan, the incentive bonus plan, the 457(b) savings plan, the Roth 401(k) savings and investment plan, and health and welfare plans;
- Review reports from and the recommendations of the IEEE Employee Retirement Savings Plans Staff Committee with regard to investment options, investment management and staff investment education;
- Review and annually recommend to the Finance Committee the percentage of budgeted funds set aside for salary increases for eligible IEEE staff members;
- Review and annually recommend to the Finance Committee the amount of incentive bonus funds set aside for eligible IEEE staff members;
- Prepare an annual report for the IEEE Board of Directors on the Employee Benefits and Compensation Committee (as defined below) paid to highly compensated staff (as defined below);
- Review and approve the Employee Benefits and Compensation Committee provided to each disqualified person (as defined below) to ensure the relative market reasonableness of the total compensation in comparison to the practices of comparable organizations;

IEEE EMPLOYEE BENEFITS AND COMPENSATION MEMBER POSITION DESCRIPTION

- Review and approve the employee benefits and compensation provided to each highly compensated member of the IEEE professional staff to ensure the relative market reasonableness of the person's total compensation;
- Ensure that a rebuttable presumption of compensation reasonableness is established for each individual defined as a disqualified person within Section 4958 of the U.S. Internal Revenue Code; and,
- Adequately document and maintain a written record of the basis for its decisions concurrently with making the afore-mentioned compensation reasonableness decisions of the Committee.
- Attend committee meetings, either in person or via teleconference;
- Review agenda materials prior to each meeting.

ELIGIBILITY:

- Must be an IEEE member [in good standing](#);
- Must be free from conflict of interest per Section 4958 of the Internal Revenue Code. The following individuals may not serve on the Employee Benefits and Compensation Committee due to application of Section 4958 of the U.S. Internal Revenue Code:
 - The IEEE President
 - The IEEE Past-President
 - The IEEE President-Elect
 - The Executive Director
 - The Treasurer
 - The Chief Financial Officer
 - Any other disqualified person
- Four members must be either a current or past member of the IEEE Board of Directors; past members of the IEEE Board of Directors shall be required to sign a non-disclosure statement.
- Members-at-Large may be non-members of the IEEE who shall be professionals in the field of human resources, compensation, organizational development and/or employee benefits.

QUALIFICATIONS AND SKILLS:

- Experience in Employee-Management;
- Experience in different Employee Benefit Environments;
- Understanding of Personally-Managed 401(k) Programs;
- Understanding of Employer-Sponsored Benefit Programs Requiring Employee-Selection of Personal Benefits;
- It is desired that at least one EBC member, who need not be a member of the IEEE, be a professional in the field of Human Resources and/or Employee Benefits;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;

IEEE EMPLOYEE BENEFITS AND COMPENSATION MEMBER POSITION DESCRIPTION

- Ability to work in a team environment;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- High degree of personal integrity;
- Sound judgment;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Material/Agenda Review	1 –2 hours per meeting
In-Person Meetings (2 per year – March/November)	4 – 5 hours per meeting
Travel	1-2 days per meeting

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

Name:	Elizabeth Davis
Telephone:	+1 732 465 6434
Email:	e.davis@ieee.org

IEEE ETHICS AND MEMBER CONDUCT COMMITTEE CHAIR POSITION DESCRIPTION

POSITION TITLE:

ETHICS & MEMBER CONDUCT COMMITTEE CHAIR

OVERVIEW:

The Ethics & Member Conduct Committee (EMCC) advises the Board of Directors on ethics policy and concerns as well as fostering awareness on ethical issues and promoting ethical behavior amongst individuals and organizations working within the IEEE fields of interest. EMCC makes recommendations for policies and/or educational programs to promote the ethical behavior of members and staff, and considers instituting proceedings, related to matters of member and officer discipline and requests for support. (Bylaws I-306, Bylaws I-110 & I-111, Policies 7.8-7.12)

DESCRIPTION OF RESPONSIBILITIES:

- Calls and presides over the EMCC meetings;
- Review & acknowledge member conduct complaints and ethical inquiries to the EMCC;
- Pre-Agenda review; confer with staff to finalize meeting Agendas;
- Review Meeting Minutes/Action Item with staff;
- Assist with any submissions to the Board of Directors or Executive Committee;
- Prepare an annual report on activities of the EMCC to the IEEE Board of Directors and Executive Committee and other reports as may be requested;
- Work with staff to adhere to the approved annual budget;
- Along with staff, is a member of the Ethics & Compliance Officers Association;
- Conduct preliminary investigation of member conduct complaints and draft report within 90 days;
- Review and respond to ethical inquiries to the EMCC, as necessary;
- Manage the IEEE Award for Distinguished Ethical Practices;
- Manage the IEEE Student Ethics Competitions;
- Review Agenda materials prior to each meeting;
- Attend Region meetings, when requested by Chair.

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Must hold IEEE Graduate Student Member grade or higher;
- Cannot be a member of the Board of Directors.

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Ethics and Member Conduct Committee
- Ability to act with discretion, tact and handle confidential and sensitive matters;
- Ability to make and stick to tough and sometimes unpopular decisions;
- Passion for promoting an understanding of ethics & the IEEE Code of Ethics;
- Working knowledge of IEEE governance materials, the IEEE Code of Ethics and IEEE Organizational Units;
- Exceptional problem-solving and decision making ability;

IEEE ETHICS AND MEMBER CONDUCT COMMITTEE CHAIR POSITION DESCRIPTION

- Possess cultural awareness and sound judgment;
- Good collaboration skills;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Leadership skills;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communications in a timely fashion ;
- Familiarity with *Robert's Rules of Order*;
- High degree of personal integrity;
- Have sound judgment;
- Be a consensus builder;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Material/Agenda Review*	1 – 2 hours per meeting
In-Person Meeting (one per year)	1 day
Teleconferences (every other month)	1.5 hours each
Travel	2-4 days per year
Attend Ethics & Compliance Officers Association annual conference	3 – 4 days (once per year in the fall)

* The amount of time to review material is dependent on the case & inquiry load, which is variable. When cases are being investigated, the amount of time required & teleconferences will usually increase, depending on the case.

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

Name:	Jon Soifer
Telephone:	+1 732 562 6898
Email:	ethics@ieee.org

IEEE ETHICS AND MEMBER CONDUCT COMMITTEE MEMBER POSITION DESCRIPTION

POSITION TITLE:

IEEE ETHICS & MEMBER CONDUCT COMMITTEE MEMBER

OVERVIEW:

The Ethics & Member Conduct Committee (EMCC) advises the Board of Directors on ethics policy and concerns as well as fostering awareness on ethical issues and promoting ethical behavior amongst individuals and organizations working within the IEEE fields of interest. EMCC makes recommendations for policies and/or educational programs to promote the ethical behavior of members and staff, and considers instituting proceedings, related to matters of member and officer discipline and requests for support. (Bylaws I-306, Bylaws I-110 & I-111, Policies 7.8-7.12)

DESCRIPTION OF RESPONSIBILITIES:

- Conduct preliminary investigation of member conduct complaints and draft report within 90 days;
- Review and respond to ethical inquiries to the EMCC, as necessary;
- Manage the IEEE Award for Distinguished Ethical Practice;
- Manage the IEEE Student Ethics Competition;
- Review Agenda materials prior to each meeting;
- Attend committee meetings and monthly teleconferences;
- Attend Region meetings, when requested by Chair;
- Actively participate in discussions.

ELIGIBILITY:

- Must be an IEEE member in [good standing](#).
- Must be of IEEE Graduate Student member grade or higher
- May not be member of the Board of Directors

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Ethics & Member Conduct Committee;
- Experience and knowledge of one or more of the major operational organizational units of the IEEE;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- High degree of personal integrity;
- Sound judgment;
- Prior volunteer experience.

**IEEE ETHICS AND MEMBER CONDUCT COMMITTEE MEMBER
POSITION DESCRIPTION**

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Material/Agenda Review *	1 – 2 hours per meeting
In-Person Meeting (one per year)	1 day
Teleconferences (every other month)	1.5 hours each
Travel	2-4 days per year

* The amount of time to review material is dependent on the case & inquiry load, which is variable. When cases are being investigated, the amount of time required & teleconferences will usually increase, depending on the case.

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

Name:	Jon Soifer
Telephone:	+1 732 562 6898
Email:	ethics@ieee.org

IEEE FELLOW COMMITTEE CHAIR POSITION DESCRIPTION

POSITION TITLE:

FELLOW COMMITTEE CHAIR

OVERVIEW:

The IEEE Fellow Committee is responsible for making recommendations to the IEEE Board of Directors (BoD) for nominees to be conferred the grade of Fellow. The Fellow Committee also provides a citation for each such nominee.

DESCRIPTION OF RESPONSIBILITIES:

CHAIR

- Schedule, attend, and facilitate in-person and teleconference meetings of the Fellow Committee;
- Review eligible Fellow nominations, if necessary;
- Conduct the final review and selection of proposed Fellow nominees in Executive Session;
- Assign responsibility for oversight of the Fellow Committee duties under the IEEE Fellow Communication Plan;
- Appoint the chair of the Fellow Strategic Planning Committee;
- Review meeting agendas with staff;
- Review meeting minutes with staff;
- Assist with the preparation of submissions to the Board of Directors;
- Serve on ad hoc committees appointed by the Board of Directors, if necessary;
- Attend Board of Directors, Member and Geographic Activities Board, and/or Technical Activities Board meetings, as necessary;
- Handle inquiries or grievances regarding the Fellow Program in consultation with the Fellow Vice Chair, past Fellow Chair or Vice Chair, staff and IEEE legal counsel, if necessary;
- Submit to the IEEE Nominations and Appointments Committee a slate of potential Fellow Committee Members;
- Suggest candidates for the Fellow Vice Chair position to the Fellow Committee;

VICE CHAIR

- Act on behalf of the Chair in the event of his/her incapacity.
- Conduct a review of the Fellow Committee Manual, other related documents, and policies and procedures matters on an annual basis.
- Participate in the Technical Society/Council Fellow Evaluating Committee Chair teleconferences.
- Review eligible Fellow nominations, if necessary.
- As necessary, serve on ad hoc committees appointed by the Fellow Chair.
- Handle inquiries or grievances regarding the Fellow Program in consultation with the Fellow Chair, Past Fellow Chair or Vice Chair, staff and IEEE legal counsel, if necessary.

IEEE FELLOW COMMITTEE CHAIR POSITION DESCRIPTION

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Must hold IEEE Fellow grade;
- Cannot serve on Society/Council Evaluation Committee and the IEEE Fellows Committee at the same time.

NOTE: No member of the Board of Directors, the Fellow Committee, the Technical Society/Council Fellow Evaluating Committee reviewing the nomination, or the staff shall act as nominator, reference, or endorser for any candidate for Fellow grade. If the nominator, reference, or endorser occupies any of these positions on the date of submission of the nomination, reference, or endorsement form, then the nomination, reference or endorsement by such person shall not be considered.

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Fellow Committee and Fellow process;
- Sense of responsibility and persistence to carry a task through to completion;
- Good debater;
- Sensitivity to the rights and needs of others;
- Able to compromise for the good of the whole committee;
- Ability to act with discretion, tact and handle confidential matters;
- Broad knowledge of IEEE fields of interest;
- Comfortable using computer applications;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Leadership skills;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- Familiarity with *Robert's Rules of Order*;
- High degree of personal integrity;
- Have sound judgment;
- Be a consensus builder;
- Prior volunteer experience;
- Sense of responsibility and persistence to carry a task through to completion;
- Good debater;
- Sensitivity to the rights and needs of others;
- Able to compromise for the good of the whole committee;
- Ability to act with discretion, tact and handle confidential matters;
- Broad knowledge of IEEE fields of interest;
- Comfortable using computer applications.

ESTIMATED TIME REQUIREMENTS:

Item	Time Required
Committee Orientation Teleconference (2 each in May/June)	2 – 3 hours each
Review and Score Fellow Nominations	~150 hours (July/August Timeframe)
In-Person Meeting (1)	2 days (September/October Timeframe)
Travel	1-2 days per year

IEEE FELLOW COMMITTEE CHAIR POSITION DESCRIPTION

REIMBURSED EXPENSES:

Reasonable travel expenses are reimbursed for committee members and alternates, as necessary.

STAFF CONTACT:

[Who is the primary staff contact for this position?]

Name:	Rosann Marosy
Telephone:	+1 732 562 3852
Email:	r.marosy@ieee.org

IEEE FELLOW COMMITTEE MEMBER POSITION DESCRIPTION

POSITION TITLE:

IEEE FELLOW COMMITTEE MEMBER

OVERVIEW:

The IEEE Fellow Committee is responsible for making recommendations to the IEEE Board of Directors (BoD) for nominees to be conferred the grade of Fellow. The Fellow Committee also provides a citation for each such nominee.

DESCRIPTION OF RESPONSIBILITIES:

- Name a Vice Chair from among the Fellow Committee members to assist the work of the Chair and to act on behalf of the Chair in the event of his/her incapacity. The appointment process is normally handled via e-mail ballot;
- Evaluate eligible nominations received, in accordance with procedures outlined in this manual;
- Recommend to the IEEE Board of Directors an appropriate number of candidates who are qualified for elevation to IEEE Fellow grade. The Fellow Committee will also provide a citation for each such nominee;
- Assist with revisions to the Fellow Nomination Kit, The Guidelines for IEEE Society/Council Evaluations of Fellow Grade nominees, as required;
- Attend in person and teleconference meetings of the Fellow Committee;
- As necessary, serve on ad hoc committees appointed by the Fellow Chair.

Committee Alternates:

- Attend orientation teleconference meeting of the Fellow Committee;
- If a Fellow Committee member resigns, evaluate eligible nominations received, in accordance with procedures outlined in this manual.

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Must be an IEEE Fellow;
- In selecting Fellow Committee members, consideration is given to geographical, technical, and professional area representation within the IEEE.
- Cannot serve on Society/Council Evaluation Committee and the IEEE Fellow Committee at the same time.

NOTE: No member of the Board of Directors, the Fellow Committee, the Technical Society/Council Fellow Evaluating Committee reviewing the nomination, or the staff shall act as nominator, reference, or endorser for any candidate for Fellow grade. If the nominator, reference, or endorser occupies any of these positions on the date of submission of the nomination, reference, or endorsement form, then the nomination, reference or endorsement by such person shall not be considered.

IEEE FELLOW COMMITTEE MEMBER POSITION DESCRIPTION

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Fellow Committee and Fellow process;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- High degree of personal integrity;
- Sound judgment;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Committee Orientation Teleconference (2 each in May/June)	2 – 3 hours each
Review and Score Fellow Nominations	~150 hours (July/August Timeframe)
In-Person Meeting (1)	2 days (September/October Timeframe)
Travel	1-2 days per year

REIMBURSED EXPENSES:

Reasonable travel expenses are reimbursed for committee members and alternates, as necessary.

STAFF CONTACT:

Name:	Rosann Marosy
Telephone:	+1 732 562 3852
Email:	r.marosy@ieee.org

IEEE GOVERNANCE COMMITTEE MEMBER POSITION DESCRIPTION

POSITION TITLE:

MEMBER, IEEE GOVERNANCE COMMITTEE

OVERVIEW:

The Committee reports to the IEEE Board of Directors and assists the Board on governance matters related to the effectiveness and efficiency of IEEE.

Provides leadership training and orientation for new Board members.

Term

- One year
- Reappointment is permissible

DESCRIPTION OF RESPONSIBILITIES:

- Reviews proposed amendments to IEEE's governing documents to assure clarity, consistency, and legal compliance;
- Provides leadership training and orientation for new Board members;
- Provides the IEEE Board Assessment and Board Self Assessment Surveys; reviews results and provides recommendations. Recommendations may be, but are not limited to, governance efficiency, effectiveness, training and development needs, and alignment of Board activities with strategic focus.
- Provides guidance on organizational structure;
- Works with organizational units on revisions to operations manuals and charters to assure compliance with the law and IEEE's governing documents;
- Understand current IEEE governance issues and their complexities in order to provide sound counsel to the IEEE President and other Board members;
- Reviews Agenda materials prior to each meeting;
- Attends committee meetings;
- Actively participates in discussions.

ELIGIBILITY:

- Must be an IEEE member in [good standing](#)
- Must be of Graduate Student Member grade or higher;

IEEE GOVERNANCE COMMITTEE MEMBER POSITION DESCRIPTION

QUALIFICATIONS AND SKILLS:

- Basic knowledge of good governance principles;
- Detailed knowledge of the mandates and operations of the IEEE Board of Directors and IEEE Major Boards;
- Detailed knowledge of the IEEE Constitution, Bylaws, Policies and processes under which the governance mandates and operations are formed;
- Detailed knowledge of the IEEE organizational structure;
- Experience at senior levels of IEEE, particularly at the Board of Directors level or equivalent governing structures in academia or industry;
- Excellent judgment and communication skills to review submissions for revisions to IEEE Governing Documents for clarity and reasonableness and to ensure that the submitting parties prepare workable board agenda items;
- Fluency in the English language is required; superior knowledge of English grammar and syntax is needed;
- Ability to view and discuss issues objectively;
- Ability to think critically;
- Detail oriented;
- Ability to work in a team environment;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- High degree of personal integrity.

ESTIMATED TIME REQUIREMENTS:

Item	Time Required
Material/Agenda Review	TOTAL: 5 days 12 hours per meeting (typically 3 per year)
In-Person Meetings (not including travel time)	TOTAL: 3-6 days 1-2 days per meeting (typically 3 per year)
Teleconferences	TOTAL: 1 day As may be needed
Correspondence	TOTAL: 6 days ½ day per month (spread out over the month)

**IEEE GOVERNANCE COMMITTEE MEMBER
POSITION DESCRIPTION**

Travel (Does not include meeting time) *Travel time depends on meeting venue, location of Committee members. Alternate methods of participation may be arranged for those unable to travel.	TOTAL: 3-6 days* 1-2 days (per meeting, typically 3 per year)
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REIMBURSED EXPENSES:

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies.
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STAFF CONTACT:

Name:	Cindy Poko, Manager, Governance
Telephone:	+1 732 562 3933
Email:	c.poko@ieee.org

IEEE HISTORY COMMITTEE CHAIR POSITION DESCRIPTION

POSITION TITLE:

HISTORY COMMITTEE CHAIR

OVERVIEW:

The History Committee shall be responsible for promoting the collection, writing, and dissemination of historical information in the fields covered by IEEE technical and professional activities, as well as historical information about the IEEE and its predecessor organizations. It shall provide assistance to all major Boards, work with institutions of a public nature, and provide information and recommendations to the Executive Committee when appropriate. The IEEE Center for the History of Electrical Engineering has been established to carry out many of the functions of the History Committee, which has primary responsibility for providing direction, guidance, and oversight for the programs of the Center.

DESCRIPTION OF RESPONSIBILITIES:

- Pre-agenda review; confer with staff to finalize meeting Agendas;
- Review meeting minutes with staff;
- Assist with submissions to the IEEE Executive Committee;
- Assist staff with solicitation of the IEEE Board of Directors and other IEEE officers/chairs, as required;
- Attend meetings of the Trustees of the IEEE History Center (IEEE Foundation Committee).

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Must hold IEEE Graduate Student Member Grade or higher.

QUALIFICATIONS AND SKILLS:

- Interest in the history of IEEE-related sciences and technologies;
- Interest and ability in the area of public outreach;
- Knowledge of the history of IEEE-related sciences and technologies and/or knowledge of IEEE institutional history and function;
- Knowledge of the workings of the History Committee;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Leadership skills;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communications in a timely fashion ;
- Familiarity with *Robert's Rules of Order*;
- High degree of personal integrity;

**IEEE HISTORY COMMITTEE CHAIR
POSITION DESCRIPTION**

- Have sound judgment;
- Be a consensus builder;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Material/Agenda Review	5 – 7 hours per meeting
In-Person Meetings (2 per year)	6 – 8 hours per meeting
Travel	1 – 2 days per meeting
Conference Calls (1 – 3 per year as required)	1 – 2 hours per call

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

Name:	Michael Geselowicz
Telephone:	+1 732 932 1066
Email:	m.geselowicz@ieee.org

IEEE HISTORY COMMITTEE MEMBER POSITION DESCRIPTION

POSITION TITLE:

IEEE HISTORY COMMITTEE MEMBER

OVERVIEW:

The History Committee shall be responsible for promoting the collection, writing and dissemination of historical information in the fields covered by IEEE technical and professional activities, as well as historical information about the IEEE and its predecessor organizations. It shall provide assistance to all major Boards, work with institutions of a public nature, and provide information and recommendations to the Executive Committee when appropriate. The IEEE Center for the History of Electrical Engineering has been established to carry out many of the functions of the History Committee, which has primary responsibility for providing direction, guidance, and oversight for the programs of the Center.

DESCRIPTION OF RESPONSIBILITIES:

All Members:

- Review Agenda materials prior to each meeting;
- Attend committee meetings, either in person or via teleconference;
- Serve on Fellowship Subcommittee, Milestones Subcommittee, ad-hoc Milestones subcommittees, other ad-hoc subcommittees, as required;
- Participate in e-mail ballots, as required.

Treasurer:

- Work with the Treasurer of the Trustees of the IEEE History Center to oversee History Center budget, and report to the History Committee, as appropriate.

Milestones Subcommittee Chair:

- Screen Milestones proposals;
- Designate ad-hoc subcommittees for individual Milestones;
- Assist with Milestones submissions to the IEEE Executive Committee.

ELIGIBILITY:

- Nonmembers of the IEEE are eligible for appointment as voting members;

QUALIFICATIONS AND SKILLS:

- Interest in the history of IEEE-related sciences and technologies;
- Interest and ability in the area of public outreach;
- Knowledge of the history of IEEE-related sciences and technologies and/or knowledge of IEEE institutional history and function;
- Knowledge of the workings of the History Committee;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;

**IEEE HISTORY COMMITTEE MEMBER
POSITION DESCRIPTION**

- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- High degree of personal integrity;
- Sound judgment;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Material/Agenda Review	5 – 7 hours per meeting
In-Person Meetings (2 per year)	6 – 8 hours per meeting
Travel	1 – 2 days per meeting
Conference Calls (1 – 3 per year as required)	1 – 2 hours per call

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

Name:	Michael Geselowicz
Telephone:	+1 732 932 1066
Email:	m.geselowicz@ieee.org

IEEE NOMINATIONS & APPOINTMENTS COMMITTEE CHAIR POSITION DESCRIPTION

POSITION TITLE:

NOMINATIONS & APPOINTMENTS COMMITTEE CHAIR

OVERVIEW:

The IEEE Nominations and Appointments Committee (N&A) submits to the Board of Directors and Executive Committee, slates of candidates for Chairs/Members/Alternates of standing committees and Boards, and recommendations for President-Elect candidates. N&A also submits to the IEEE Assembly, candidates for the following offices: Vice President Educational Activities; Vice President Publication Services and Products Board; Secretary; Treasurer.

DESCRIPTION OF RESPONSIBILITIES:

CHAIR

- Call and preside at meetings of the N&A Committee;
- Pre-agenda review; confer with staff to finalize meeting Agendas;
- Review meeting minutes with staff;
- Assist with submissions to the Board of Directors, Executive Committee and Assembly;
- Assist staff with solicitations, if required;
- Prepare a timetable of activities for the upcoming year, in consultation with IEEE staff;
- Prepare the call for nominations with staff;
- Prepare an annual report on the activities of the N&A Committee, or as requested by the IEEE Board of Directors;
- Establish task forces and/or ad hoc committees, if necessary, to facilitate the performance of N&A Committee activities, with the consent of the N&A Committee;
- Work with staff to adhere to the budget for the year;
- Recommend selected members of the IEEE Board of Directors (IEEE President Elect, Vice President Educational Activities, Vice President Publications Services and Products Board, Secretary, Treasurer); IEEE Standing Committee Chairs & Members;
- Recommend candidates to fill vacancies, as necessary;
- When requested, serve as liaisons with Standing Committee Chairs and provide assistance with the solicitation process;
- Outreach to the IEEE Organizational Units for potential candidates;
- Participate in email ballots, if necessary.

CHAIR-ELECT

- Assist with the responsibilities of the Chair, if requested or required;
- Take over as Chair in year-two.

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Must hold IEEE Senior Member Grade or higher;
- May not run for, or be appointed to, positions for which the N&A Committee recommends nominees.

**IEEE NOMINATIONS & APPOINTMENTS COMMITTEE CHAIR
POSITION DESCRIPTION**

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Nominations and Appointments Committee;
- Prior record as an active IEEE volunteer & having served on several IEEE committees or boards;
- Must be familiar with the functions of several IEEE organizational units or activities;
- Ability to act with discretion, tact and handle confidential matter;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Leadership skills;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- Familiarity with *Robert's Rules of Order*;
- High degree of personal integrity;
- Have sound judgment;
- Be a consensus builder.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Material/Agenda Review	5 – 7 hours per meeting
Orientation Meeting (typically held during first face-to-face mtg.)	1 – 2 hours
In-Person Meetings (2 per year, typically July & September)	2 days per meeting
Travel	1 – 2 days per meeting
Conference Calls (as needed)	As required

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

Name:	Julie Cozin
Telephone:	+1 732 562 3984
Email:	nominations@ieee.org

IEEE NOMINATIONS & APPOINTMENTS COMMITTEE MEMBER POSITION DESCRIPTION

POSITION TITLE:

IEEE NOMINATIONS & APPOINTMENTS COMMITTEE MEMBER

OVERVIEW:

The IEEE Nominations and Appointments Committee (N&A) submits to the Board of Directors and Executive Committee, slates of candidates for Chairs/Members/Alternates of standing committees and Boards, and recommendations for President-Elect candidates. N&A also submits to the IEEE Assembly, candidates for the following offices: Vice President Educational Activities; Vice President Publication Services and Products Board; Secretary; Treasurer.

DESCRIPTION OF RESPONSIBILITIES:

- Recommend selected members of the IEEE Board of Directors (IEEE President Elect, Vice President Educational Activities, Vice President Publications Services and Products Board, Secretary, Treasurer); IEEE Standing Committee Chairs & Members;
- Recommend candidates to fill vacancies, as necessary;
- When requested, serve as liaisons with Standing Committee Chairs and provide assistance with the solicitation process;
- Outreach to the IEEE Organizational Units for potential candidates;
- Review Agenda materials prior to each meeting;
- Attend committee meetings, either in person or via teleconference;
- Participate in email ballots, if necessary;
- Actively participate in the discussions;
- Perform such duties as may be assigned by the Chair.

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Members appointed by IEEE Organizational Units must be Senior Member grade or higher;
- Members at Large must be of IEEE Graduate Student Member grade or higher;
- Members at Large cannot be a current member of the IEEE Board of Directors;
- May not run for or be appointed to positions for which N&A recommends nominees.

QUALIFICATIONS AND SKILLS:

- Record as an active IEEE volunteer & having served on several IEEE committees or boards;
- Must be familiar with the IEEE organization, its needs and direction (Strategic Initiative);
- Must be familiar with the functions of several IEEE organizational units or activities;
- Ability to act with discretion, tact and handle confidential matters;
- Ability to form consensus;
- Knowledge of the workings of the N&A;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;

**IEEE NOMINATIONS & APPOINTMENTS COMMITTEE MEMBER
POSITION DESCRIPTION**

- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- High degree of personal integrity;
- Sound judgment;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Material/Agenda Review	5 – 7 hours per meeting
Orientation Meeting (typically held during first face-to-face mtg.)	1 – 2 hours
In-Person Meetings (2 per year, typically July & September)	2 days per meeting
Travel	1 – 2 days per meeting
Conference Calls (as needed)	As required

REIMBURSED EXPENSES:

Standard IEEE expenses are reimbursed.

STAFF CONTACT:

Name:	Julie Cozin
Telephone:	+1 732 562 3984
Email:	nominations@ieee.org

IEEE STRATEGIC PLANNING COMMITTEE MEMBER POSITION DESCRIPTION

POSITION TITLE:

STRATEGIC PLANNING COMMITTEE CHAIR

OVERVIEW:

The Strategic Planning Committee (SPC) is responsible to the Board of Directors for assisting in the development and annual review of an IEEE Strategic Plan.

DESCRIPTION OF RESPONSIBILITIES:

[List the responsibilities of the person holding the position. Use results-oriented language.]

- Calls and presides over the SPC meetings;
- Sets SPC agenda; confers with staff to finalize meeting agendas;
- Reviews Meeting Summaries/Action Items with staff;
- Assists with any submissions to the Board of Directors or Executive Committee;
- Prepares an annual report on activities of the SPC to the IEEE Board of Directors and Executive Committee and other reports as may be requested;
- Works with staff to adhere to the approved annual budget;
- Review agenda materials prior to each meeting;
- Recommend a limited number of enterprise-wide strategic priorities that signal important targets or areas for IEEE to focus on;
- Recommend measurable goals for each priority in order to track progress and assess effectiveness of resource utilization;
- Assist leadership in formulating, advancing and communicating the IEEE's envisioned future and strategic direction;
- Provide feedback and counsel to operating boards, committees, sections, societies/councils and others in the IEEE with respect to the alignment of those groups' priorities and goals with those of IEEE;
- Report to the Board on progress made against the plan and progress in reaching the goals of the plan;
- Work with the Finance Committee, as needed, to ensure a reasonable linkage between strategic priorities and financial planning and budgeting;
- Conduct an annual review of the strategic progress as a basis for setting new strategy;
- Annually assess progress on goals and recommend adjustments, as necessary;
- Recommend action by the Executive Committee and, if necessary, by the Board of Directors, as necessary, to direct committees and units regarding activities consistent with the focus and direction of the strategic plan of IEEE.

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Must hold IEEE Graduate Student Member grade or higher;

IEEE STRATEGIC PLANNING COMMITTEE MEMBER POSITION DESCRIPTION

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Strategic Planning Committee;
- Aware of trends taking place in the external environment ;
- Aware of IEEE's major issues and opportunities;
- Able to think both of the Organizational Units and the IEEE;
- Ability to focus on the long-range goals & targets while in the midst of a changing environment;
- Ability to emphasize a vision for the future of IEEE and focus on the future of the organization;
- Understand the language of commerce and the related language of strategic planning;
- Understand the global impact strategic planning has on an organization;
- Understand the enabling mechanisms of strategic planning, i.e. the imperatives of action;
- Understand how strategic planning is essential to the budgeting process;
- Forward thinking, not willing to accept status quo;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Leadership skills;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- Familiarity with *Robert's Rules of Order*;
- High degree of personal integrity;
- Have sound judgment;
- Be a consensus builder;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item	Time Required
Material/Agenda Review	2 – 4 hours per meeting
In-Person Meetings (3 per year – January, May, October)	1-1/2 days per meeting
Travel	9 – 10 days per year
Teleconferences (as required)	1 – 2 hours each

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed

STAFF CONTACT:

Name:	Ann Walters
Telephone:	+1 732 465 6604
Email:	a.walters@ieee.org

IEEE STRATEGIC PLANNING COMMITTEE MEMBER POSITION DESCRIPTION

POSITION TITLE:

IEEE STRATEGIC PLANNING COMMITTEE MEMBER

OVERVIEW:

The Strategic Planning Committee (SPC) is responsible to the Board of Directors for assisting in the development and annual review of an IEEE Strategic Plan.

DESCRIPTION OF RESPONSIBILITIES:

- Review agenda materials prior to each meeting;
- Prepare agenda items as needed;
- Attend committee meetings and teleconferences;
- Actively participate in meeting discussions;
- Recommend a limited number of enterprise-wide strategic priorities that signal important targets or areas for IEEE to focus on;
- Recommend measurable goals for each priority in order to track progress and assess effectiveness of resource utilization;
- Assist leadership in formulating, advancing and communicating the IEEE's envisioned future and strategic direction;
- Provide feedback and counsel to operating boards, committees, sections, societies/councils and others in the IEEE with respect to the alignment of those groups' priorities and goals with those of IEEE;
- Report to the Board on progress made against the plan and progress in reaching the goals of the plan;
- Work with the Finance Committee, as needed, to ensure a reasonable linkage between strategic priorities and financial planning and budgeting;
- Conduct an annual review of the strategic progress as a basis for setting new strategy;
- Annually assess progress on goals and recommend adjustments, as necessary;
- Recommend action by the Executive Committee and, if necessary, by the Board of Directors, as necessary, to direct committees and units regarding activities consistent with the focus and direction of the strategic plan of IEEE;

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Recommendations made by the IEEE Major Boards must be of Graduate Student Member grade or higher;
- **Recommendations from IEEE Nominations & Appointments Committee must be members of the IEEE Board of Directors.**

IEEE STRATEGIC PLANNING COMMITTEE MEMBER POSITION DESCRIPTION

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Strategic Planning Committee;
- Aware of trends taking place in the external environment ;
- Aware of IEEE's major issues and opportunities;
- Able to think both of the Organizational Units and the IEEE;
- Ability to focus on the long-range goals & targets while in the midst of a changing environment;
- Ability to emphasize a vision for the future of IEEE and focus on the future of the organization;
- Understand the language of commerce and the related language of strategic planning;
- Understand the global impact strategic planning has on an organization;
- Understand the enabling mechanisms of strategic planning, i.e. the imperatives of action;
- Understand how strategic planning is essential to the budgeting process;
- Forward thinking, not willing to accept status quo;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- High degree of personal integrity;
- Sound judgment;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Material/Agenda Review	2 – 4 hours per meeting
In-Person Meetings (3 per year – January, May, October)	1-1/2 days per meeting
Travel	9 – 10 days per year
Teleconferences (as required)	1 – 2 hours each

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

Name:	Ann Walters
Telephone:	+1 732 465 6604
Email:	a.walters@ieee.org

IEEE TELLERS COMMITTEE CHAIR POSITION RESPONSIBILITIES

POSITION TITLE:

TELLERS COMMITTEE CHAIR

OVERVIEW:

The Tellers Committee meets once a year, for one day, in October, at the location of the election processing vendor, currently in Minneapolis area, Minnesota, USA, to supervise the processing of election ballots received and the tallying of the votes on Constitutional amendments, if applicable. The committee members are invited to see the processing of ballots returned to the vendor.

DESCRIPTION OF RESPONSIBILITIES:

- Pre-Agenda review; confer with staff to finalize meeting Agendas;
- Review Meeting Minutes with staff;
- Assist with agenda item submissions to the Board of Directors, if requested or required;
- Must verify, or delegate the authority to verify, the staff processes used and results of processing of petition signatures submitted by candidate(s) desiring to have their name placed on the election ballot;
- Attend all committee meetings;
- Streamline and identify areas of improvement that can be made to the Annual Election process and to the balloting materials;
- Participate in mail ballots or teleconference calls, if necessary;
- Tour/overview the processing of election ballots received at the election vendor site (this is optional);
- Review/assist with the Tellers Committee Operations Manual.

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Must hold IEEE Graduate Student Member grade or higher.

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Tellers Committee;
- Knowledge of the workings of the IEEE election processes;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Leadership skills;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communications in a timely fashion;

**IEEE TELLERS COMMITTEE CHAIR
POSITION RESPONSIBILITIES**

- Familiarity with *Robert's Rules of Order*;
- High degree of personal integrity;
- Have sound judgment;
- Be a consensus builder;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
In-Person Meeting (one per year – October)	8 hours maximum
Travel	1 – 2 days per meeting

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

Name:	Carrie Loh
Telephone:	+1 732 562 3934
Email:	c.loh@ieee.org

IEEE TELLERS COMMITTEE VICE CHAIR POSITION RESPONSIBILITIES

POSITION TITLE:

IEEE TELLERS COMMITTEE VICE CHAIR

OVERVIEW:

The Tellers Committee meets once a year, for one day, in October, at the location of the election processing vendor, currently in Minneapolis area, Minnesota, USA, to supervise the processing of election ballots received and the tallying of the votes on Constitutional amendments, if applicable. The committee members are invited to see the processing of ballots returned to the vendor.

DESCRIPTION OF RESPONSIBILITIES:

- Assist in the work of the Chair;
- Act on behalf of the Chair in the event of his/her incapacity;
- Review Agenda materials prior to each meeting;
- Attend committee meetings, either in person or via teleconference;
- Streamline and identify areas of improvement that can be made to the Annual Election process and to the balloting materials;
- Participate in mail ballots or teleconference calls, if necessary;
- Tour/overview the processing of election ballots received at the election vendor site (this is optional);
- Review/assist with the Tellers Committee Operations Manual.

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Must hold IEEE Graduate Student Member grade or higher.

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Tellers Committee;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- High degree of personal integrity;
- Sound judgment;
- Prior volunteer experience.

**IEEE TELLERS COMMITTEE VICE CHAIR
POSITION RESPONSIBILITIES**

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
In-Person Meeting (one per year – October)	8 hours maximum
Travel	1 – 2 days per meeting

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

Name:	Carrie Loh
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IEEE TELLERS COMMITTEE MEMBER POSITION RESPONSIBILITIES

POSITION TITLE:

IEEE TELLERS COMMITTEE MEMBER

OVERVIEW:

The Tellers Committee meets once a year, for one day, in October, at the location of the election processing vendor, currently in Minneapolis area, Minnesota, USA, to supervise the processing of election ballots received and the tallying of the votes on Constitutional amendments, if applicable. The committee members are invited to see the processing of ballots returned to the vendor.

DESCRIPTION OF RESPONSIBILITIES:

- Review Agenda materials prior to each meeting.
- Attend committee meetings, either in person or via teleconference.
- Streamline and identify areas of improvement that can be made to the Annual Election process and to the balloting materials.
- Participate in mail ballots or teleconference calls, if necessary.
- Tour/overview the processing of election ballots received at the election vendor site (this is optional).
- Review/assist with the Tellers Committee Operations Manual.

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Must hold IEEE Graduate Student Member grade or higher.

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Tellers Committee;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- High degree of personal integrity;
- Sound judgment;
- Prior volunteer experience.

**IEEE TELLERS COMMITTEE MEMBER
POSITION RESPONSIBILITIES**

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
In-Person Meeting (one per year – October)	8 hours maximum
Travel	1 – 2 days per meeting

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

Name:	Carrie Loh
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Email:	c.loh@ieee.org

IEEE WOMEN IN ENGINEERING COMMITTEE CHAIR POSITION RESPONSIBILITIES

POSITION TITLE:

WOMEN IN ENGINEERING COMMITTEE CHAIR

OVERVIEW:

The IEEE Women in Engineering Committee (WIEC) shall be responsible for facilitating the development of programs and activities that promote the entry into and the retention of women in engineering programs, enhance the career advancement of women in the profession, and which promote IEEE membership and retention of IEEE women members.

DESCRIPTION OF RESPONSIBILITIES:

- Call and preside over the WIEC meetings;
- Prepare and work with the WIEC staff on finalizing meeting agendas;
- Prioritize WIEC activities to achieve the organization's goals in accordance with budget and volunteer resources;
- Review draft meeting minutes and actions items with the WIEC staff;
- Submit WIE related items to the IEEE Board of Directors or IEEE Executive Committee;
- Prepare an annual report on activities of the WIEC, or as requested by the IEEE Board of Directors or IEEE Executive Committee;
- Work with staff to adhere to the approved annual budget;
- Outreach;
- Develop professional relationships with other organizations and companies. Maintain communications with these organizations to help foster greater collaboration;
- Provide information for Media Communication;
- Develop support for growth of and to sustain Affinity Groups and WIE Membership;
- Facilitate the establishment of local IEEE WIE Affinity Groups;
- Administer and support outreach programs, WIE Newsletter, and WIE Magazine;
- Administer Edith Hannigan-McHale Scholarship;
- Provide support for membership elevations;
- Review agenda material prior to each meeting;
- Attend the WIEC meetings and monthly teleconferences;
- Actively participate in discussions;
- Ensure that assigned tasks are followed through to completion;
- Prioritize and approve Committee members' requests to staff;

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Must hold IEEE Graduate Student Member Grade or higher.

IEEE WOMEN IN ENGINEERING COMMITTEE CHAIR POSITION RESPONSIBILITIES

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Women in Engineering Committee;
- History of active participation in women's activities, such as mentoring, forming a WIE Affinity Group, etc;
- Willingness to write proposals, project descriptions, project plans, articles;
- Willingness to work on projects between meetings;
- Ability to represent the point of view and needs of members from around the world, particularly in those areas with large WIE growth or where women are facing important challenges ;
- Passionate about increasing the number of women in IEEE;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Leadership skills;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- Familiarity with *Robert's Rules of Order*;
- High degree of personal integrity;
- Have sound judgment;
- Be a consensus builder;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item	Time Required
Material/Agenda Review	TBD
In-Person Meetings (2 per year typ.)	8 hours per meeting
Travel	1 – 3 days per meeting
Conference Calls (8 – 10 per year)	1 – 2 hours each
Email, correspondence, etc.	5 hours per month

REIMBURSED EXPENSES:

Standard IEEE travel expenses are reimbursed.

STAFF CONTACT:

Name:	Keyana Tennant
Telephone:	+1 732 981 3423
Email:	women@ieee.org

IEEE WOMEN IN ENGINEERING COMMITTEE MEMBER POSITION RESPONSIBILITIES

POSITION TITLE:

IEEE WOMEN IN ENGINEERING COMMITTEE MEMBER

OVERVIEW:

The IEEE Women in Engineering Committee (WIEC) shall be responsible for facilitating the development of programs and activities that promote the entry into and the retention of women in engineering programs, enhance the career advancement of women in the profession, and which promote IEEE membership and retention of IEEE women members.

DESCRIPTION OF RESPONSIBILITIES:

- Provide information for Media Communication;
- Develop support for growth of and to sustain Affinity Groups and WIE Membership;
- Facilitate the establishment of local IEEE WIE Affinity Groups;
- Administer and support outreach programs, WIE Newsletter, and WIE Magazine;
- Administer Edith Hannigan-McHale Scholarship;
- Provide Support for Membership Elevation;
- Review agenda material prior to each meeting;
- Attend the WIEC meetings and monthly teleconferences;
- Actively participate in discussions;
- Perform such duties as assigned by the Chair.

ELIGIBILITY:

- Must be an IEEE member in [good standing](#);
- Must be of IEEE Graduate Student Member Grade or higher (with the exception of the WIE Student Member)

QUALIFICATIONS AND SKILLS:

- History of active participation in women's activities, such as mentoring, forming a WIE Affinity Group, etc;
- Proven record as a volunteer project leader;
- Willingness to write proposals, project descriptions, project plans, articles;
- Willingness to work on projects between meetings;
- Ability to represent the point of view and needs of members from around the world, particularly in those areas with large WIE growth and where women are facing important challenges;
- Knowledge of the workings of the Women in Engineering Committee;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;

IEEE WOMEN IN ENGINEERING COMMITTEE MEMBER POSITION RESPONSIBILITIES

- Ability to respond to communication in a timely fashion;
- High degree of personal integrity;
- Sound judgment;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Material/Agenda Review	TBD
In-Person Meetings (typically 2 per year)	8 hours per meeting
Travel	1 – 3 days per meeting
Conference Calls (8 – 10 per year)	1 – 2 hours each
Email, correspondence, etc.	5 hours per month

REIMBURSED EXPENSES:

- Standard travel expenses to attend in-person meetings are reimbursed for Board appointed voting members.
- EAB, TAB, and MGAB appointed Committee Members expenses are the responsibility of the appointing Organizational Unit.
- Regional Coordinators, Society Liaisons, and Major Board Liaisons expenses are the responsibility of the appointing Organizational Unit.

STAFF CONTACT:

Name:	Keyana Tennant
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IEEE WOMEN IN ENGINEERING COMMITTEE MEMBER (NON-VOTING) POSITION DESCRIPTION

POSITION TITLE:

IEEE WOMEN IN ENGINEERING COMMITTEE MEMBER (NON-VOTING)

- REGIONAL COORDINATOR
- SOCIETY LIAISON
-

OVERVIEW:

The IEEE Women in Engineering Committee (WIEC) shall be responsible for facilitating the development of programs and activities that promote the entry into and the retention of women in engineering programs, enhance the career advancement of women in the profession, and which promote IEEE membership and retention of IEEE women members.

DESCRIPTION OF RESPONSIBILITIES:

Regional Coordinator (non-voting member)

- Act as a liaison between the Region and the WIE Committee;
- Participate in WIE Committee meetings and report to the Region Director at regional meetings on WIE status and activities;
- Inform WIE Committee of local activities that might be of interest to the WIE membership;
- Facilitate the establishment of local IEEE WIE Affinity Groups within a Section and/or Society, including student branches, in the regional area;
- Support Section Chairs in the establishment of WIE Groups; helping identify volunteers and training them;
- Maintain an advisory relationship with the local WIE Affinity Group and provide guidance such as new initiatives or assistance in the procurement of funds for activities that support the objectives of the Member & Geographic Activities Board (MGA);
- Provide support and guarantee that the WIE Groups in the Region maintain a good level of activity;
- Be responsible for a permanent edition of an article or series of articles in whatever publication the Region offers, both online and print;
- Support the Vice Chair, Member Development by supporting WIE scope of interest no. 3: "Increase the participation of women within IEEE.";
- Support WIEC activities and programs at the regional level;
- Gather information of status of IEEE women members in the Region and disseminate.

Society Liaison (non-voting member)

- Act as a liaison between the Society and the WIE Committee;
- Participate in WIE Committee meetings and report to the Society on WIE status and activities;
- Inform WIE Committee of Society activities that might be of interest to the WIE membership;
- Foster an awareness of IEEE WIE and WIE student branches within the Society;
- Facilitate the establishment of IEEE WIE Affinity Groups within a Society, including student branches;
- Maintain an advisory relationship with the society WIE Affinity Group activities as well as activities of WIE members of the Society and provide guidance such as new initiatives or

**IEEE WOMEN IN ENGINEERING COMMITTEE MEMBER (NON-VOTING)
POSITION DESCRIPTION**

- assistance in the procurement of funds for activities that support the objectives of the Society;
- Provide support and help that the WIE members or Groups in the Society maintain a good level of activity;
 - Support Society Membership Activities utilizing WIE growth to “Increase the participation of women within IEEE” (WIE scope of interest no. 3);
 - Support WIEC activities and programs at the Society level;
 - Ensure that the contributions of leading women in the Society are documented and recognized in "The Institute", WIE Forums, and other programs capturing engineering contributions of historical significance;
 - Support outstanding WIE members of the Society to obtain the recognition they deserve through Society Awards Program.

ELIGIBILITY:

- None

QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the Women in Engineering Committee;
- Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
- Ability to work in a team environment;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to meet deadlines;
- Ability to respond to communication in a timely fashion;
- High degree of personal integrity;
- Sound judgment;
- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Material/Agenda Review	TBD
In-Person Meetings (typically 2 per year)	8 hours per meeting
Travel	1 – 3 days per meeting
Conference Calls (8 – 10 per year)	1 – 2 hours each
Email, correspondence, etc.	5 hours per month

REIMBURSED EXPENSES:

- Standard travel expenses to attend in-person meetings are reimbursed for Board appointed voting members.
- EAB, TAB, and MGAB appointed Committee Members expenses are the responsibility of the appointing Organizational Unit.
- Regional Coordinators, Society Liaisons, and Major Board Liaisons expenses are the responsibility of the appointing Organizational Unit.

**IEEE WOMEN IN ENGINEERING COMMITTEE MEMBER (NON-VOTING)
POSITION DESCRIPTION**

STAFF CONTACT:

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