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IEEE AUDIT COMMITTEE

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.

BRIEF DESCRIPTION OF VOLUNTEER RESPONSIBILITIES

Chair:

- 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

Secretary:

- Review meeting minutes with staff

Members:

- 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 of Senior Member Grade or higher
- Chair: Normally an Audit Committee member in their second year of their term.
- Member: first year Delegate/Director unless insufficient number of qualified candidates, then a second year Board member may be appointed for a one-year term; provide reasonably balanced representation from Member & Geographic Activities Board and Technical Activities Board.
- Consultants: One or more immediate past members; one additional consultant, who qualifies as a financial expert and may be a non-member of the IEEE, may be appointed by the Board of Directors on the recommendation of the Audit Committee.

IEEE AUDIT COMMITTEE

- Cannot be a Corporate Officer (President, President Elect, IEEE-USA President, Vice President Technical Activities, Vice President EAB, Vice President PSPB, Vice President RAB, Secretary or Treasurer)

ESTIMATED TIME REQUIRED

Material/Agenda review: 1 – 2 hours prior to each meeting

Face-to-Face Meetings: 3 – 4 hours per meeting, four per year - February, June and November (in conjunction with OU Series) and May (separate meeting with the external auditor)

Travel: 1 day per meeting

Conference Calls: 1 – 2 hours per call (if necessary)

REIMBURSED EXPENSES

Standard IEEE travel expenses are reimbursed.

IEEE AWARDS BOARD

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).

BRIEF DESCRIPTION OF VOLUNTEER 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

Vice Chair:

- 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

AB 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

AB Members-at-Large

- 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.
- Serve as a member of the IEEE Medal of Honor Selection Committee.
- 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

IEEE AWARDS BOARD

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 be of IEEE Senior Member Grade or Higher

ESTIMATED TIME REQUIRED

In-Person Meeting:	1 day; one per year
Material/Agenda review:	4-5 hours
Awards Board Retreat:	2 days (every other year/2007, 2009, 2011)
Teleconference Meetings:	4 hours; two per year

REIMBURSED EXPENSES

Standard travel expenses are reimbursed.

IEEE EMPLOYEE BENEFITS COMMITTEE

OVERVIEW:

The IEEE Employee Benefits Committee (EBC) shall be appointed by and shall report to the Board of Directors with administrative responsibility assigned by the Board of Directors to the Executive Committee. It shall review and make recommendations for approval to the Executive Committee on compensation guidelines, benefits, and related matters, including policies, long-term planning, and financial considerations regarding the IEEE's employees. The EBC consists of not more than seven members including the Chair, the Treasurer; the Executive Director serving ex officio without vote; a volunteer member from the Computer Society, designated by the Computer Society; and three other members. Nonmembers of the IEEE should be professionals in the field of human resources and/or employee benefits and shall be eligible for appointment as voting members, including the Chair of this committee.

BRIEF DESCRIPTION OF VOLUNTEER RESPONSIBILITIES

Chair:

- Pre-Agenda review; confer with staff to finalize meeting agendas.
- Review Meeting minutes with staff.
- Chair meetings.
- Submit names to the IEEE Nominations & Appointments Committee for future committee members and chair.

Chair and Members

- Attend committee meetings, either in person or via teleconference
- Review agenda materials prior to each meeting.

ELIGIBILITY

Members and Chair may be non-members of the IEEE. Non-members of the IEEE should be professionals in the field of human resources and/or employee benefits and shall be eligible for appointment as voting members, including the Chair of this Committee.

ESTIMATED TIME REQUIRED

Material/Agenda Review:	1 –2 hours per meeting
Face-to-Face Meetings:	4 – 5 hours per meeting; two per year (March/November)

Meetings are held at IEEE Operations Center, Piscataway, NJ

REIMBURSED EXPENSES

Standard travel expenses are reimbursed.

IEEE ETHICS & MEMBER CONDUCT COMMITTEE

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)

BRIEF DESCRIPTION OF VOLUNTEER RESPONSIBILITIES

Chair:

- Calls and preside 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.

Chair and Members:

- 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 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
- One member must be a IEEE GOLD (Graduate of the Last Decade)

The Committee membership should include persons having experience and knowledge of the major operational organizational units of IEEE.

ESTIMATED TIME REQUIRED*

Material/Agenda review:	1-3 hours/per meeting
Face-to-Face Meeting:	1 day/once per year (typically, Jan/Feb)
Teleconferences:	1.5 hour/month (every other month)
Travel:	1-2 days per year

IEEE ETHICS & MEMBER CONDUCT COMMITTEE

Chair invited to attend Ethics & Compliance Officers Association annual conference which typically is a 3-4 day conference in the fall. (September/October)

*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 travel expenses are reimbursed.

IEEE FELLOW COMMITTEE

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.

BRIEF DESCRIPTION OF VOLUNTEER 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 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.

Members:

- 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.

IEEE FELLOW COMMITTEE

- 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.

ESTIMATED TIME REQUIRED

Committee Orientation Teleconference

- Members and Alternates
- 2 separate teleconferences (2 or 3 hours each in May/June)

Review and Score Fellow Nominations

- Members and Alternates as required
- 85 - 100 nominations
- Approximately 150 hrs – 1 1/2 hours per nomination
- July and August

Face-to-Face Meeting

- Members and Alternates as required
- 2 days (September or October) - Location - TBD

REIMBURSED EXPENSES

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

IEEE HISTORY COMMITTEE

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.

BRIEF DESCRIPTION OF VOLUNTEER RESPONSIBILITIES

Chair:

- 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).

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.

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.

ELIGIBILITY

- Chair: Must be an IEEE member in good standing
- IEEE members must be of IEEE Graduate Student Member Grade or higher.
- Nonmembers of the IEEE are eligible for appointment as voting members.
- One member must be a Graduate of the Last Decade (GOLD).

ESTIMATED TIME REQUIRED

Material/Agenda review:	5 – 7 hours.
Face-to-Face Meetings:	6 – 8 hours per meeting; 2 per year (Spring/Fall).
Travel:	1 – 2 days per meeting.
Conference Calls:	1 – 2 hours per call; 1 to 3 per year, as required.

REIMBURSED EXPENSES

Standard travel expenses are reimbursed.

IEEE INFRASTRUCTURE OVERSIGHT COMMITTEE

OVERVIEW

The IEEE Infrastructure Oversight Committee (IOC) shall be appointed by and shall report to the Board of Directors with administrative responsibility assigned by the Board of Directors to the Executive Committee. The Infrastructure Oversight Committee shall review such infrastructure units assigned to them and recommend to the Executive Committee changes in such infrastructure units. Such changes may include, but are not limited to, the budgets, the sizes of the operations, capital equipment and other aspects of such infrastructure unit's operations.

The IOC shall consist of not more than seven members who shall be the IEEE Past President, who shall be Chair; the IEEE Past President, who shall be Vice Chair; the IEEE Past Treasurer; and four Directors or past Directors with financial and/or management expertise who are familiar with IEEE's financial and operations structure, policies, and processes, one who shall be appointed based on a recommendation from the Vice President Technical Activities, one who shall be appointed based on a recommendation from the Vice President Member and Geographic Activities, and two members who shall be recommended by the Nominations and Appointments Committee.

BRIEF DESCRIPTION OF VOLUNTEER RESPONSIBILITIES

Chair:

- Pre-Agenda review; confer with staff to finalize meeting agendas
- Review Meeting minutes with staff
- Chair meetings of the IOC
- Present recommendations to IEEE Finance Committee, Executive Committee and IEEE Board of Directors

Chair and Members

- Attend committee meetings, either in person or via teleconference
- Review agenda materials prior to each meeting
- Active participation at meetings is required

ELIGIBILITY

- Must be an IEEE member in good standing
- Must be of Senior Member grade or higher
- Must be members of the IEEE Board of Directors or past Directors with financial and/or management expertise who are familiar with IEEE's financial and operations structure, policies, and processes
- May not be a member of the IEEE Finance Committee (with the exception of the IEEE Treasurer)

ESTIMATED TIME REQUIRED

Material & Agenda Review:

Prior to each meeting

Face-to-Face Meetings:

One (1) meeting; up to three days in length to be held at the IEEE Operations Center in Piscataway, NJ or suitable location nearby

Up to Three (3) meetings to be held in conjunction with the IEEE Board series
Additional face-to-face meetings as necessary

IEEE INFRASTRUCTURE OVERSIGHT COMMITTEE

Teleconferences: As necessary

REIMBURSED EXPENSES

Standard travel expenses are reimbursed.

IEEE INDIVIDUAL BENEFITS & SERVICES COMMITTEE

OVERVIEW

The Individual Benefits and Services Committee shall be responsible for formulating and recommending to the Executive Committee programs for individual member benefits and services, including member insurance programs. The Committee shall also be responsible for monitoring, coordinating, and advising on such programs. Organizational units of the IEEE may develop and submit recommended programs for the IEEE membership, which shall require review and coordination by the Individual Benefits and Services Committee.

Proposed new benefits or special services shall be reviewed and evaluated by the Committee to determine their conformity to the Committee Guidelines established in the IEEE Policies, and with regard to financial and other legal liabilities, before such new benefits and services are recommended to the Executive Committee.

BRIEF DESCRIPTION OF VOLUNTEER RESPONSIBILITIES

Chair:

- Pre-Agenda review; confer with staff to finalize meeting agendas
- Review meeting minutes with staff
- Assist staff with submissions to the IEEE Board of Directors and Executive Committee
- Assist staff with notifications to membership, when required
- Attend Committee meetings
- Recommend potential candidates for the Committee
- Act as the liaison to Membership Development Committee

Members

- Review agenda and supporting documents prior to each meeting
- Attend Committee meetings
- Participate on ad-hoc committees to perform further research on programs/issues/meeting action items, when required
- Represent Committee at Region or local meetings, when required

ELIGIBILITY

- Must be an IEEE member in good standing
- Must be of IEEE Graduate Student Member Grade or Higher

ESTIMATED TIME REQUIRED

Material/Agenda review: 5 hours
Participation at Meeting: 8-10 hours per meeting; 2 per year (March & September)
Travel: 2 days per meeting

REIMBURSED EXPENSES

Standard travel expenses are reimbursed.

IEEE INFORMATION TECHNOLOGY STRATEGY COMMITTEE

OVERVIEW

The Information Technology Strategy Committee (ITSC) shall be responsible for facilitating the development and maintenance of an ongoing IT strategic plan for IEEE and for facilitating the implementation of the strategic plan by the formation of appropriate subject matter working groups to develop recommendations in specific areas, and to report these back to relevant Organizational Units for action.

The bulk of the committee business should be carried on by teleconferencing, web conferencing, and on-line community/threaded discussion interactions. The Committee shall normally hold one face-to-face meeting per year, ideally in conjunction with other meetings that will minimize travel expenses. Standard travel expenses are reimbursed.

ELIGIBILITY

- Must be an IEEE member in good standing
- Must be of IEEE Graduate Student Member Grade or higher
- Chair must be member, or former member of Board of Directors
- Members must have knowledge of information technology concepts, and organizational unit information technology requirements.

IEEE NOMINATIONS & APPOINTMENTS COMMITTEE

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.

BRIEF DESCRIPTION OF VOLUNTEER 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.

Chair-Elect:

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

Chair, Chair-Elect, and Members:

- 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
- One member must be a Graduate of the Last Decade (GOLD)

IEEE NOMINATIONS & APPOINTMENTS COMMITTEE

- 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.

ESTIMATED TIME REQUIRED

Material/Agenda Review:	5 – 7 hours
Orientation Meeting:	1 – 2 hours (typically during 1 st in person meeting)
Face-to-Face Meetings:	1-2 days per meeting; typically three per year (typically Jan/March, July/August, September/October)
Travel:	1 – 2 days per meeting
Conference Calls:	As required

REIMBURSED EXPENSES

Standard travel expenses are reimbursed.

IEEE STRATEGIC PLANNING COMMITTEE

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.

BRIEF DESCRIPTION OF VOLUNTEER RESPONSIBILITIES:

Chair:

- 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.

Chair and Members:

- 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

ESTIMATED TIME REQUIRED

Material/Agenda review: 2-4 hours/per meeting

Face-to-Face Meetings: 3 meetings each 1½ days duration (Jan, May, October)

Teleconferences: As needed

IEEE STRATEGIC PLANNING COMMITTEE

Travel: 9-10 days per year

REIMBURSED EXPENSES

Standard travel expenses are reimbursed.

IEEE TELLERS COMMITTEE

OVERVIEW

The Tellers Committee meets once a year, for one day, in October, at the location of the election processing vendor, 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.

BRIEF DESCRIPTION OF VOLUNTEER RESPONSIBILITIES

Chair:

- 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.

Vice-Chair:

- Assist in the work of the Chair
- Act on behalf of the Chair in the event of his/her incapacity.

Chair-Elect:

- Assist with the responsibilities of the Chair, if requested or required.

All Members

- 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 be of Graduate Student Member grade or higher
- One member must be a Graduate of the Last Decade (GOLD)

ESTIMATED TIME REQUIRED

Face-to-Face Meetings: One (1) meeting in October; up to eight hours (maximum)
Travel: 1-2 days per meeting, depending on volunteer's location and location of vendor.

REIMBURSED EXPENSES

Standard travel expenses are reimbursed.

IEEE WOMEN IN ENGINEERING COMMITTEE

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.

BRIEF DESCRIPTION OF RESPONSIBILITIES

Chair

- Call and preside over the WIEC meetings
- Prepare and work with the WIEC staff on finalizing meeting agendas
- 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 or companies

Members

- 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

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

IEEE WOMEN IN ENGINEERING COMMITTEE

- 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 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

- Must be an IEEE member in good standing
- Must be of IEEE Graduate Student Member Grade or higher
- One member must be an IEEE Student Member
- One member must be a Graduate of the Last Decade (GOLD)

ESTIMATED TIME REQUIRED

- Face-to-Face Meetings: 8 hours per meeting; typically two per year
- Travel: 1 – 3 days per meeting
- Conference Call: 1 – 2 hours per call; eight – ten calls per year
- Email correspondence and discussions: 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.