

IEEE Division Delegate/Director Position Description

OVERVIEW:

The voting members of each Division elect a Delegate to the Assembly, designated as its Divisional Delegate, who shall also by virtue of such election be a Director, designated as its Division Director.

Division Delegate/Directors represent the membership of their Division in the IEEE Assembly ([Section I-200 of IEEE Bylaws](#)) as a voting delegate.

In addition, Division Delegate/Directors are voting members of the Technical Activities Board, participate in its Division Directors' Forum, and are expected to actively participate on TAB and its committees. They are encouraged, in their years as Directors-Elect, to volunteer to serve on committees or Boards outside of Technical Activities, in order to gain a broader perspective of IEEE.

The IEEE Division Delegate/Director also serves as a member of the IEEE Board of Directors. For more details about serving as a Board member please see [Member, IEEE Board of Directors](#) Position Description.

TERM:

- This is a three-year commitment: One-year term as Director-elect, and a two-year term as Division Director.

ROLES:

- Serves as a member of the IEEE Assembly;
- Serves as a member of the IEEE Board of Directors;
- Serves as a member of the Technical Activities Board;
- Serves as a member of the TAB Division Directors' Forum;
- May chair the Division Nominating Committee of their Division as immediate Past Division Director.

DESCRIPTION OF RESPONSIBILITIES:

- Participates in all TAB Meetings, Division Directors' Forums, and other meetings as required; prepares for these meetings and is familiar with TAB governing documents;
- Assists the TAB Chair and the IEEE Board of Directors by carrying out additional ad-hoc assignments;
- Forms and participates on (or chairs) the Division Nominating Committee, in consultation with the constituent Societies & Councils (S/Cs), and ensures that the nomination process, as specified in the TAB Operations Manual, is followed. Informs potential Divisions Director candidates of the functions, duties and qualifications of a Division Director;
- Helps recruit candidates for Division Delegate/Director-Elect for the respective Division;

- Promotes a culture of diversity, equity, and inclusion and facilitates its implementation;
- Identifies, encourages, nominates, and mentors candidates for higher volunteer positions within IEEE;
- Appoints Division representatives to TAB Committees and Committees of other Organizational Units (OUs) as required;
- Engages with the S/Cs of their Division:
 - (1) Should attend at least one Administrative Committee (AdCom) or Board of Governors (BoG) meeting of each S/C during their term of office;
 - (2) Facilitates communication and cooperation among the S/Cs in their own Division and helps resolve any conflicts, possibly in the role as mediator. This may include meetings and/or social events during the week of the TAB meetings;
 - (3) Determines Division S/C needs and helps them to develop strategic plans that are consistent with IEEE and TAB policies and ensures they receive due consideration in TAB;
- Shares best practices across all Division S/C's, promotes and supports common initiatives when/where appropriate.
- Facilitates communication, cooperation and problem resolution across IEEE:
 - (1) Communicates needs, concerns, and actions between TAB and the IEEE Board of Directors. This may include submitting motions on behalf of Division S/Cs to the Board of Directors and the Finance Committee;
 - (2) Promotes communication and cooperation among S/Cs across TAB; cooperates with other Division Delegate/Directors to resolve conflicts across Divisions;
 - (3) Expedites problem resolution involving S/Cs and TAB across IEEE;
 - (4) Promotes TAB activities as broadly as possible within and among S/Cs and the Divisions and Regions.

See also the Description of Responsibilities section of the [Member, IEEE Board of Directors](#) Position Description.

ELIGIBILITY:

- Must be an IEEE member in good standing;
- Must be of IEEE Senior Member grade or higher;
- Must be a member of at least one Society in their Division.

QUALIFICATIONS AND SKILLS:

- Should have had experience as a S/C President or S/C senior leadership position (e.g., Vice President/Chair of a S/C Board);
- Should have the support of their employer in meeting the obligations of the position.

ESTIMATED TIME REQUIREMENTS:

Time is based on an eight-hour day; cumulative hours are rounded up to the next whole day. The times given below are estimates only and do not reflect additional time spent preparing, traveling, or participating in other IEEE activities. Actual time for these additional activities varies significantly depending on the activity and is subject to the interests and availability of the individual.

<u>Item</u>	<u>Estimated Time Required: 15+ Days per Year</u>
Material/Agenda Review <ul style="list-style-type: none"> • Technical Activities Board meetings • Division Directors' Forum • Society Meetings • May serve on additional committees 	TOTAL: 5+ Days 4 hours (3/year) 2 hours (3/year) 1 hour per society/per meeting (varies by Division) Varies
In-Person Meetings <ul style="list-style-type: none"> • Society Meetings • TAB and related meetings • IEEE Assembly Meetings • May serve on additional committees 	TOTAL: 10+ Days 2-3 days (1-4/year – varies by Division) 6+ days (1/year) ½ day (3/year) Varies
Web Conferences <ul style="list-style-type: none"> • Society, TAB Committees and Governance related matters 	TOTAL: 2+ Days Varies

REIMBURSED EXPENSES:

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

STAFF CONTACT:

Name: Jayne Cerone, Senior Director, Technical Activities
 Telephone: +1 732 562 3908
 Email: j.cerone@ieee.org