

IEEE Region Delegate/Director Position Description

OVERVIEW:

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

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

In addition, Region Delegate/Directors are voting members of the Member and Geographic (MGA) Board and MGA Assembly as a voting delegate. Those Region Delegate/Directors in Region 1-6 are also voting members of the IEEE-USA Board and IEEE-USA Assembly.

Region Delegate/Directors are encouraged to actively participate in MGA and its committees. They are encouraged in their years as Directors-Elect to volunteer to serve on committees of the Board outside of MGA, in order to gain a broader perspective of IEEE.

The IEEE Region 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 six-year commitment: two year term as Region Delegate/Director-Elect, a two-year term as Region Delegate/Director, and a two-year term as Past Region Delegate/Director.

ROLES:

- Serves as a member of the IEEE Assembly;
- Serves as a voting member of the IEEE Board of Directors;
- Serves as a member of the MGA Assembly;
- Serves as a voting member of the MGA Board;
- Serves as Chair of their respective Region Committee with responsibilities and authority in compliance with the Region Bylaws and the MGA Operations Manual;
- Serves as a voting member of the IEEE-USA Board if serving as a Region Delegate/Director from Regions 1-6;
- Serves as a voting member of the IEEE-USA Assembly if serving as a Region Delegate/Director from Regions 1-6, see the IEEE-USA Operations Manual.

DESCRIPTION OF RESPONSIBILITIES:

- Participates in all MGA meetings as required; Prepares for these meetings and is familiar with MGA governing documents;
- Participates in all IEEE-USA meetings as required if serving as a Region Delegate/Director from Regions 1-6; prepares for these meetings and is familiar with IEEE-USA governing documents;
- Facilitates communication and cooperation among Geographic Organizational Units in their own Region and helps resolve conflicts and avoid potential conflicts.
- Has the duties, responsibilities, and authority as identified in the IEEE governing documents, the MGA Operation Manual, and Region Bylaws;
- Appoints the Region Treasurer, Secretary, if applicable, and such other Committee Chairs as may be specified in the Region Bylaws or identified in the MGA Operations Manual;
- Responsible for handling geographic unit non-compliance with the MGA Operations Manual at the local level and within the processes found within Sections 2.10, 2.11 and 9.
- Appoints representatives of the Region to IEEE OUs and committees, as needed.
- Holds and chairs at least one Region meeting a year and may hold Region Operating or Executive Committee Meetings as required, in accordance with Region Bylaws;
- Oversees Region Committees to fulfill Region's objectives and operations complying with MGA and IEEE vision and mission;
- Directs implementation of MGA and IEEE initiatives and programs in the Region and Sections as needed;
- Maintains communication with Section chairs; helps Section Chairs understand their role within IEEE, including the Region and the Region Committee, addresses Section requests, addresses problems faced by the sections, and encourages Section participation in the Region meetings;
- Coordinates activities by IEEE organizational units in the Region as needed;
- Promotes a culture of diversity, equity and inclusion and facilitates its implementation;
- Identifies, encourages, nominates, and mentors candidates for higher volunteer positions within IEEE;
- Visits Sections in the Region as needed;
- Encourages Geographic Units interaction within the Region and across the IEEE;

- Encourages and develops volunteer leadership to invigorate sustainable region and section vitality;
- Encourages and supports student activities including the formation and successful operation of Student Branches, Student Branch Chapters, and Student Branch Affinity Groups;
- Presents recommendations for approval of Section and Geographic Council formations and forwards petitions to MGA Secretary for ratification and transmission to the MGA Board;
- Approves Technical Chapter, Affinity Group, Student Branch and Student Branch Chapter formations for transmission to the MGA Board;
- Encourages and supports membership development, including recruitment, retention and recovery;
- Participates in and encourages participation in Sections Congress;
- Ensures that the Region financial statements and Region Committee roster reports are submitted in a timely manner;
- Ensures that the Region budget is developed, balanced, maintained and audited;
- Presents to MGA Board and its committees any regional items that may require MGA Board action or review;
- Submits a report of activities to the MGA Board before each MGA Board Meeting and, if requested, a summary report for the MGA Annual Report;
- Serves on committees, task forces and liaison bodies as needed;
- Works with the Region's Director-Elect and Past Director to ensure appropriate division of workload between the Director and Director-Elect, as well as training of the Director-Elect in MGA matters;

Refer to the MGA and IEEE-USA Operations Manuals for more information on the roles and responsibilities of Region Delegate/Director-Elect, Region Delegate/Director, and Past Region Delegate/Director, if applicable. See also Description of Responsibilities in 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 reside in and be a member of their respective Region.

QUALIFICATIONS AND SKILLS:

- Be experienced in Section and Region Committee activities. Preferred to have Section/Chapter/Affinity Group leadership experience.

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: 20+ Days per Year</u>
Material/Agenda Review <ul style="list-style-type: none"> • MGA • *Region Meeting • *Region Executive or Operating Committee • IEEE-USA (Regions 1-6 Directors) • May serve on additional committees 	TOTAL: 4+ Days 4+ hours / MGA meeting (3/year) *4+ hours/meeting, number varies by (up to 2/year) *4+ hours/meeting, number varies by region (1/year) 3 hours/meeting (5/year) Varies *As required per MGA/Region Operations Manual and Bylaws
In-Person Meetings <ul style="list-style-type: none"> • MGA Board • MGA Assembly • Region Committee Meetings • Region Operations Committee/Executive Meetings • Other Region Meetings • IEEE USA Meetings (Regions 1-6 Directors) • IEEE Assembly • May serve on additional committees 	TOTAL: 18+ Days 1 day (3/year) 1 day(1/year) 2+ days (up to 2/year) 2 days (varies by region) 4+ days (varies by region) 1 day (3/year) ½ day (3/year) Varies
Web Conferences <ul style="list-style-type: none"> • Region ExCom/Operations Committee and Region Committee • Committee Appointments 	TOTAL: 1+ Days 2+ hours each (varies by region) 2+ hours as needed

REIMBURSED EXPENSES:

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

STAFF CONTACT:

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