

IEEE Vice President, Educational Activities Position Description

OVERVIEW:

The IEEE Vice President – Educational Activities (EA) is elected by the IEEE Assembly and serves as Chair of the IEEE Educational Activities Board.

The IEEE Vice President, Educational Activities 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:

- One year;
- Re-election by the IEEE Assembly is permissible.

ROLES:

- Serves as a Corporate Officer of the IEEE;
- Serves as a member of the IEEE Board of Directors;
- Chairs the EAB and presides over its meetings;
- May serve as an alternate voting member of [ABET, Inc.](#) Board of Delegates.

DESCRIPTION OF RESPONSIBILITIES:

The Vice President, Educational Activities responsibilities include:

- Leads the Educational Activities Board;
- Appoints EAB, EAB Committee members, and EAB representatives to other IEEE organizations;
- Engages EAB and leads efforts to periodically review IEEE EAB’s strategic plan for alignment with the IEEE Strategic Plan;
- Makes recommendations for changes to EAB structure, policies, and procedures;
- Establishes EAB ad hoc committees when required, and monitors their progress;
- Informs the EAB of IEEE Board of Directors pertinent discussions, actions taken, and subsequent actions required by EAB;
- Participates in person, or through an informed representative in meetings of IEEE committees and organizational units, when significant EAB-related matters are discussed, or when significant input from EAB is needed;
- Meets frequently in person or by phone, with members of the IEEE staff, especially with the Managing Director Educational Activities and members of

the Educational Activities Department (EAD), to provide input from IEEE volunteers and assist in guiding activities and operations relevant to EAB;

- Serves as an ex-officio member on all EAB committees may participate in person or through an informed representative in meetings of EAB Committees and organizational units, when significant EAB-related matters are discussed, or when significant input from EAB is needed;
- Provides support as needed in accreditation matters which have an impact on IEEE;
- Seeks opportunities to appear at meetings of IEEE geographical and technical organizational units in order to promote use of EAB programs and services and expand collaboration to effectively serve the educational needs of IEEE members;
- Seeks opportunities to develop, with the help of members of the IEEE staff, as well as EAB members and other volunteers, new initiative(s) and other proposals for new activities in line with EAB goals and the IEEE strategic plan;
- Seeks opportunities to develop contacts and joint projects with industry, academia and governmental agencies that can promote education in engineering, computing and technology;
- Develops educational opportunities and activities towards the needs of an emerging and sustainable workforce in academia, industry and governments;
- Attends important gatherings of IEEE organizational units (such as Sections Congress) where opportunities exist to inform members and volunteers on EAB programs and on opportunities for cooperation with EAB;
- Identifies, encourages, nominates, and mentors candidates for higher volunteer positions within IEEE;
- Following service as IEEE Vice President Educational Activities, serves as Past Vice President Educational Activities Board, as a member of the EAB and as Chair of the EAB N&A Committee.
- Must be able to commit sufficient time to carry out duties and responsibilities. This requirement includes, as a minimum, time for participation in all EAB meetings, and availability to communicate frequently and in a timely manner with the Educational Activities professional staff.

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.

QUALIFICATIONS AND SKILLS:

- Strong leadership skills;
- Knowledge of the IEEE and its mission, organization, structure, goals and direction;
- Knowledge of the workings of IEEE Educational Activities;
- Proven experience and knowledge in academic and industry communities to serve as a principal IEEE representative to external bodies regarding education-related matters. Should have the support of that person's employer in meeting the obligations of the position.

Must possess the ability to:

- Understand and lead the development of strategies to meet the educational needs of IEEE members, the engineering, academic and scientific communities, and the general public for high-quality educational products and services;
- Identify new and valuable educational products and services to serve a continuously changing global environment;
- Devise strategies to facilitate the establishment and implementation of systems that assure and improve the understanding and quality of accreditation in engineering, computing and technology;
- Provide guidance regarding IEEE's role in accreditation to external organizations, including professional associations and governmental decision-making bodies worldwide;
- Lead the development of innovative tools to promote and enhance the level of technological literacy of pre-university educators and students;
- Develop positions and implement actions to help assure high-quality in science, mathematics, and educational backgrounds related to IEEE fields of interests for pre-university students;
- Direct development of programs that motivate practitioners to pursue continuing education throughout their careers;
- Develop cooperative efforts with other organizational units to raise awareness of the contributions to human welfare by researchers and practitioners involved in IEEE fields of interest.

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.

Item	Estimated Time Required: 47+ Days per Year
Material/Agenda Review <ul style="list-style-type: none"> • Educational Activities Board (EAB) meetings • IEEE Board of Directors Meetings • IEEE Financial reports including budgets • May serve on additional committees 	TOTAL: 8+ Days 1-2 days (5/year) 3+ hours (5/year) 1 hour (5/year) Varies
In-Person Meetings <ul style="list-style-type: none"> • Educational Activities Board • IEEE Finance Committee Meetings • ABET Board meetings • IEEE Region Meetings • May serve on additional committees 	TOTAL: 12+ Days 1 day, held during BoD Meeting Series and EAB Mini-Series (4/year) 1 day (2+/year) Optional: 1 day (2/year usually held in March & November) Optional: 1-2 days (4-6/year) Varies
Web Conferences <ul style="list-style-type: none"> • EAB Professional Staff discussions • EAB Board Meeting • EAB Committee Chairs Meeting • May serve on additional committees 	TOTAL: 12+ Days 3+ hours/month (12/year) 1 hour weekly/biweekly 2 hours orientation meeting in January; 2 hours board meeting in February plus up to 2 additional board meeting during the year; 1 hour quarterly with the Committee Chairs Varies
Correspondence	TOTAL: 15+ Days

REIMBURSED EXPENSES:

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

STAFF CONTACT:

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