

IEEE Vice President, Member and Geographic Activities Position Description

OVERVIEW:

The IEEE Vice President – Member and Geographic Activities (MGA) serves as the Chair of the Member and Geographic Activities Board. The IEEE Assembly elects the Vice President-Elect, who serves for one year prior to becoming Vice President. The IEEE Vice President – Member and Geographic 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.

Note: For additional information related to the roles and responsibilities as Chair, Chair-Elect and Past Chair of the Member and Geographic Activities Board, see the Member and Geographic Activities Operations Manual.

TERM:

- This is a three-year commitment: one year as VP-Elect MGA, one year as VP MGA, and one year as Past VP MGA.

ROLES:

Vice President of MGA:

- Serves as a Corporate Officer of the IEEE;
- Serves as member of the IEEE Board of Directors;
- Serves as Chair of the Member and Geographic Activities Board;
- Serves as Member of the MGA Operations Committee;
- Serves ex officio on all MGA committees except N&A, and participates as required.

Vice President-Elect MGA:

- Serves as Chair of the MGA Operations Committee;
- Serves as Chair of the MGA N&A Committee.

DESCRIPTION OF RESPONSIBILITIES:

- Works with the Managing Director of the MGA Department and MGA staff to provide advice and support on all regional and geographic unit operations and projects; member and customer services; membership development; member application, admission, and advancement; and young professionals, Women in Engineering student activities and Life Members, etc. Be informed about matters of concern for the effective operation of the Department;
- Serves as the coordinator of all member and geographic activities, and as liaison for the MGA department.
- Provides advice and guidance for MGA committees. Be informed about internal and external matters of concern with respect to these committees;
- Provides a review of policy and other matters brought by other organizational units to the IEEE Board with respect to MGA areas of interest;

- In conjunction with the Managing Director, Member and Geographic Activities, VP-Elect, and Past VP, develops a long range strategy for MGA;
- In conjunction with the Managing Director, Member and Geographic Activities, VP-Elect, and Past VP, develops a project priorities list to implement the MGA strategy;
- Represent IEEE on matters involving member and geographic activities and services, and when requested, on behalf of the IEEE President.
- Carry out tasks assigned by the IEEE Board of Directors and inform the MGA Board of appropriate matters.
- In consultation with the MGA Board and staff, provide leadership and set direction for MGA Board engagement.
- Works with Region Directors and geographic organizational units on behalf of the IEEE, where necessary or appropriate;
- Oversees MGA financial operations. Works with the Managing Director, Member and Geographic Activities, where appropriate to coordinate the financial operation of the department;
- Assists in the development of agendas for MGA Board and MGA Operations Committee meetings;
- Identifies, encourages, nominates, and mentors candidates for higher volunteer positions within IEEE;
- Makes such appointments to MGA committees as may be appropriate, such as ad hoc committees, MGA representatives to other Boards and Committees, etc.

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:

- Knowledge of the workings of the IEEE Member and Geographic Activities Board;
- Willingness to develop an understanding of the vision, mission, principles and goals of MGA and commit to its implementation and operating principles;
- Should have three to five years of increasingly responsible management experience and excellent leadership abilities;
- Should have experience in implementing and operationalizing a strategic vision and providing direction and guidance to the design and implementation teams that carry out the mission;

- Understanding of the role of technology in enabling member activities; Must be able to gain an understanding of the role of information technology in enabling MGA functions;
- Should have solid understanding of Sections, Subsections, Chapters, Regions, Regional Councils, Areas, Student Branches (SB), SB Chapters, Affinity Groups, and a broad understanding of all IEEE organizational units as related to the geographic units;
- A significant commitment of time and the ability to travel frequently including internationally are characteristics of the position.

CORE COMPETENCIES:

- Demonstrated management experience including financial responsibility for an operating unit and strategic planning. Experience in organizational development is a plus;
- Demonstrated management skills in a volunteer-led organization that operates by consensus and the ability to conduct effective negotiations involving financial and policy matters;
- Demonstrated strong interpersonal skills with sensitivity to cross-cultural and transnational issues;
- Demonstrated superior written and oral communication skills and organizational ability;
- Demonstrated relationship and consensus building among diverse constituencies.

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: 45+ Days per Year
Agenda/Minutes Review <ul style="list-style-type: none"> • MGA • MGA Operations Committee • May serve on additional committees 	TOTAL: 4+ Days 6 hours (3/year) 6 hours (2/year) Varies
In-Person Meetings: <ul style="list-style-type: none"> • MGA Meetings • MGA Retreat • MGA Operations Committee • Region Meetings • May serve on additional committees 	TOTAL 15+ Days 1 day (3/year held during IEEE Meeting Series) 1 day (1/year) 1 day (1/year) 2 days (approximately 5/year) Varies

Web Conferences <ul style="list-style-type: none"> • MGA, Committee and other Governance related matters 	TOTAL: 12+ Days 2 hours (25/year) and as needed
<ul style="list-style-type: none"> • MGA Staff Discussions • May serve on additional committees 	2 hours (25/year) and as needed) Varies
Correspondence	TOTAL: 16+ Days 1+ hours/day

REIMBURSED EXPENSES:

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

STAFF CONTACT:

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