Board of Governors Member-at-Large, IEEE Standards Association
Position Description

OVERVIEW:
Duties of an IEEE Standards Association (IEEE SA) Board of Governors Member-at-Large shall include but not be limited to:

- Providing overall leadership to IEEE standards activities and to activities involving related products and services;
- Working with IEEE SA volunteers and staff to set strategic direction, goals, and objectives;
- Leading the efficient organization of committees and work programs to assure achievement of IEEE SA objectives;
- Committing to IEEE's goals and strategic directions, and ensuring alignment of IEEE SA with IEEE strategy;
- Ensuring fulfillment of IEEE SA’s fiduciary responsibility to the IEEE;
- Nurturing relationships with government, industry and other organization leaders around the world to assure IEEE SA responsiveness to their needs that lie within the scope of the IEEE SA;
- Establishing and maintain a constituency of a wide range of basic interests among industry, government, and public areas;
- Addressing the global standardization interests of the technical societies and geographic organizational units of the IEEE;
- Establishing and achieving strategic, long-range goals and objectives, typically every 3-5 years, to better serve the constituency and customer base with appropriate standards-related products and services;
- Reviewing all policy additions and/or changes with significant financial or strategic implications;
- Setting policy for new methods of standards development as needed;
- In conjunction with staff, being responsible for the delivery of the various components of the IEEE SA strategy.

TERM
- This position is a two-year commitment.

ROLES
- Serves as member of the IEEE SA Board of Governors.

DESCRIPTION OF RESPONSIBILITIES:
- Developing, pursuing, and overseeing programs to meet the global needs of standards developers and users;
- Approving policy additions/changes with significant financial/strategic implications for the IEEE SA;
- Approving IEEE SA position statements;
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- Monitoring developments in government and industry that demonstrate the need for standards-related activities and propose appropriate action to the IEEE SA Standards Board;
- Making recommendations to the IEEE Board of Directors on standards-related issues;
- Maintaining and being familiar with the current *IEEE Standards Association Operations Manual* in concert with *IEEE Bylaws* and *IEEE Policies*;
- Holding meetings to accomplish the work of the IEEE SA Board of Governors;
- Establishing, managing, and disbanding committees, as appropriate, to perform the work of the IEEE SA Board of Governors;
- Itself and through the President, appointing IEEE SA Board of Governors Members and other governance volunteers to serve in various roles on committees, boards, and ad hocs supporting the goals of the IEEE SA;
- Striving to establish and maintain a constituency of IEEE SA members representative of all basic interests, including:
  - Technical societies and councils
  - Member and Geographic organizational units
  - Industry
  - Government
  - The general public;
- Providing financial oversight for the overall operation of the IEEE SA;
- Recommending candidates to stand for election by the IEEE SA constituency for the positions of IEEE SA President-Elect in alternating years, and two IEEE SA Board of Governors members-at-large annually;
- Appointing two IEEE SA Board of Governors members-at-large annually;
- Appointing the chair of the IEEE SA Standards Board;
- Appointing the membership of the IEEE SA Standards Board;
- Providing an awards program for recognition of exceptional service;
- Participating in or leading one or more of the IEEE SA Strategic Management and Delivery Committees (SMDCs).

**ELIGIBILITY:**
- Must be an IEEE member (IEEE Member grade or higher) in good standing;
- Must be an IEEE SA member in good standing.

**QUALIFICATIONS AND SKILLS:**
- Must have recent industry or government experience;
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- Must have knowledge of, and involvement in, standards development activities;
- Must have proven leadership in his or her profession(s);
- Should have the support of his or her employer(s) in meeting the obligations of the position.

**ESTIMATED TIME REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Time Required: 15-25 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material/Agenda Review</td>
<td>TOTAL: 2 Day/year</td>
</tr>
<tr>
<td>• IEEE SA Board of Governors</td>
<td>4 hours per meeting (4 per year)</td>
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<tr>
<td>In-Person Meetings: (Not including travel time)</td>
<td>TOTAL: 6 Days/year</td>
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<tr>
<td>• IEEE SA Board of Governors</td>
<td>6 days</td>
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<tr>
<td>Teleconferences:</td>
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<tr>
<td>• IEEE SA Board of Governors</td>
<td>At least one per year (2 hours)</td>
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<tr>
<td>Other Meetings (outreaches, issues, etc.)</td>
<td>1-9 days, as needed</td>
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<tr>
<td>Travel: (does not include meeting time)</td>
<td>TOTAL: 6-8 Days/year</td>
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**REIMBURSED EXPENSES:**
IEEE Standards Association related travel expenses are not typically reimbursed but exceptions may be made on a case by case basis.

**STAFF CONTACT:**
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