OVERVIEW:
The IEEE European Public Policy Committee is a committee of the IEEE responsible to and appointed by the IEEE Board of Directors.

It shall advise the IEEE Board of Directors on activities and programs focused on shaping public policy in the European Union and European Free Trade Association countries to benefit IEEE members, engineering professionals and the general public. The Committee shall oversee and provide opportunities and activities for IEEE members in Europe to engage in policy initiatives that includes, but is not limited to, the development of public policy papers, organizing and attending meetings and events, participation on policy working groups, increased interaction with regional governmental bodies and agencies, and other activities that look to advance technology through public policy. The European Public Policy Assessment shall be used to fund activities and shall be overseen by the EPPC.

MEMBERSHIP:
Not more than 13 members including a Chair.

ELIGIBILITY:
- Must be an IEEE member in good standing;
- Must be of Graduate Student Member grade or higher;
- Must reside within the European Union/European Free Trade Association countries;
- At least one member shall have obtained his or her first collegiate degree within the last fifteen years at the time of appointment and who is at Graduate Student Member, Member grade or higher.

TERM OF OFFICE:
- Members serve two-year terms, with reappointment permissible for a second two-year term;
- The Chair shall be selected from among the members and shall serve a one-year term in that position, with reappointment permissible.

RESPONSIBILITIES OF THE CHAIR:
- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Collaborate with staff in the following areas:
  o Set of meeting agendas;
  o Ensure that minutes of the meetings are recorded and distributed to committee members;
  o Review and acknowledge proposals and inquiries to the committee;
  o Monitor projects and goals for the committee;
- Prepare reports on committee activities and relevant issues for distribution to the IEEE Board of Directors, as needed, and submit its year-end report;
- Work with staff to adhere to the approved annual budget;
- Act as the public face of the committee;
• Provide leadership and assume ultimate responsibility for the timely fulfillment of all responsibilities of the Committee defined and required by IEEE Governing Documents, as follows: The IEEE Certificate of Incorporation under New York State Not for Profit Corporation Law; the IEEE Constitution; IEEE Bylaws, notably Bylaws I-304, I-305; IEEE Policies; IEEE European Public Policy Committee Charter;
• Provide a through and timely orientation for members of the Committee.
• Mentor committee members to ensure continuity of the programs and activities for the next year;
• Submit recommendations to the IEEE Nominations and Appointments Committee for next year’s committee members;
• Develop a list of nominees for appointment to the Working Groups;
• Represents the Committee before the IEEE Board of Directors, and submit its year-end report;
• Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF COMMITTEE MEMBERS:

• Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
• Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. Including:
  • Participation in such orientation activities as requested by the Chair;
  • Review committee agendas and minutes prior to each meeting;
  • Contribute for the development of the annual schedule of activities;
  • Chair and serve in ad hoc committees as appointed by the Chair;
• Become familiar with the committee charter and related sections of IEEE’s Bylaws, Policies and governing documents;
• Complete compliance training, as required by IEEE.

QUALIFICATIONS AND SKILLS:

Experience:
• Experience relevant to the mission of the Committee, acquired either through volunteer activities in IEEE or in similar roles in other organizations;
• Experience in working within IEEE’s operating culture of volunteer/staff partnerships or experience in other organizations that should provide good preparation for working in the IEEE culture.

Knowledge:
• Working knowledge of IEEE and its fields of interests, activities, vision and mission, structure, and strategic direction;
• Familiarity with IEEE Bylaws and IEEE Policies, specifically as they relate to public policy activities;
• Have an understanding of effective and appropriate methods of engaging in public policy initiatives.
• General familiarity with the functions of IEEE’s Major Organizational Units.
Personal Characteristics:
- Ability to act with discretion, tact and handle confidential matters;
- Honesty, integrity, and adherence to high ethical standards;
- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, and community-building skills;
- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;
- Capability to focus on strategic issues and make effectiveness a top priority;
- Excellent communication skills;
- Sound decision making skills to make timely decisions based on knowledge, analysis and judgment;
- Ability to meet deadlines and respond to communications in a timely fashion;

Additional Qualifications for Chair:
- Ability to manage the activities of the committee within the scope of its charter;
- Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction;
- Ability to clearly and comfortably delegate and broadly share both responsibility and accountability; and
- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures such as the basics of Robert's Rules of Order.

ESTIMATED TIME REQUIREMENTS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Total Estimated Time Required</th>
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</thead>
<tbody>
<tr>
<td>Material Review</td>
<td>8 hours/per month</td>
</tr>
<tr>
<td>In-Person Meetings (not including travel time)</td>
<td>1-2 days/meeting (typically 1 per year)</td>
</tr>
<tr>
<td>Teleconferences</td>
<td>As needed</td>
</tr>
<tr>
<td>Correspondence (emails, drafting of items, etc.)</td>
<td>4 hours/month</td>
</tr>
<tr>
<td>Travel (does not include meeting time)</td>
<td>1-2 days/meeting (typically 1 per year)*</td>
</tr>
<tr>
<td>Compliance Training (as required)</td>
<td>4-6 hours</td>
</tr>
</tbody>
</table>

Note: The Chair’s time requirements will be larger, and will include preparation of meeting agendas and coordination of activities working with the Professional Staff in the Vienna Office.

REIMBursed EXPENSES:
Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies.
IEEE EUROPEAN PUBLIC POLICY COMMITTEE
Position Description

STAFF CONTACT:
Name:
Telephone:
Email: