

IEEE CONDUCT REVIEW COMMITTEE
(a sub-committee of the IEEE Ethics and Member Conduct Committee)
Position Description

Note: This committee will take effect on 1 April 2021, with orientation and training scheduled for 1Q 2021. The current position description is in draft form and will be finalized in 4Q 2020, however, it is provided to potential CRC nominees to give an understanding of the role and time commitment involved. Nominees may direct any questions to the IEEE Nominations & Appointments Committee. (nominations@ieee.org)

OVERVIEW

The Conduct Review Committee (CRC) is a sub-committee of the IEEE Ethics and Member Conduct Committee (EMCC). The CRC reviews complaints alleging ethical misconduct by a member or a non-member participating in an IEEE activity as outlined in IEEE governing documents (*Bylaw I-110, Policy 7.10, EMCC and CRC Operations Manuals*).

Confidentiality and discretion is critical in this position, particularly in the handling of sensitive information.

All CRC members will receive education and training on applicable IEEE governing documents, laws, and conduct review procedures.

MEMBERSHIP

The voting members of the CRC shall consist of not more than fifteen (15) members, including the Chair and Vice Chair, all of whom are not members of the Board of Directors. The Chair of the CRC shall be a member of the EMCC and shall not have a vote on CRC decisions or appeals made by the EMCC. Members of the CRC shall be appointed by the EMCC Chair from a slate recommended by the IEEE Nominations and Appointments Committee ("IEEE N&A").

TERMS OF OFFICE:

- Members shall serve three-year staggered terms with reappointment permissible for up to two consecutive terms.
- The Chair, who should have recent experience on the CRC, shall serve a one-year term with reappointment permissible for up to two additional terms.

ELIGIBILITY:

- Must be an IEEE member in good standing;
- Must not be a member of the IEEE Board of Directors during their term on the CRC;
- Must be of Senior Member grade or higher.

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RESPONSIBILITIES OF THE CHAIR:

- Serve as a voting member of the EMCC (except as noted above): ([see EMCC position description](#))
- Preside over all meetings of the CRC, assuring processes are followed and appropriate records are maintained;
- Form a Review Panel for each ethical misconduct complaint received by the CRC;
- Review each Review Panel recommendation for clarity, consistency and compliance with procedures;
 - Direct communications on behalf of the Review Panel to the reporter, subject, CRC, and EMCC as appropriate.
 - Attend as many Review Panel meetings as possible to facilitate your task of communication with CRC and EMCC if required.
- Work with members of the IEEE Professional Staff in fulfilling the Committee responsibilities and in providing orientation for committee members;
- Submit year-end report to the IEEE EMCC Chair;
- Submit recommendations to the IEEE Nominations and Appointments Committee for potential future CRC members;
- Demonstrate and foster a culture of integrity, professionalism, open discussion, and confidentiality.

RESPONSIBILITIES OF THE VICE CHAIR:

- In the absence or incapacity of the Chair, the Vice Chair shall assume the duties of the Chair.

RESPONSIBILITIES OF ALL COMMITTEE MEMBERS:

- Become familiar with the Committee Charter, Operations Manual and related sections of IEEE's Bylaws, Policies and governing documents. (IEEE Bylaws: *I-110; I-304, I-305 and I-306; IEEE Policies 7.8; 7.10; IEEE Code of Ethics; IEEE Code of Conduct and IEEE EMCC Operations Manual*);
- Attend committee orientation and training;
- Attend all meetings and notify the Chair and primary staff support whenever there is a scheduling conflict;
- Review all relevant material prior to meetings and contribute and voice objective opinions during discussions;
- Review assigned complaints within established timelines, and as necessary, work with the parties involved in the complaint toward amicable solutions;
- Ensure consistency of, and compliance with, the ethical misconduct review process;
- Respond promptly to correspondence and information requests from the staff liaison and other committee members;

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- Immediately inform the CRC Chair and staff support if personal or professional circumstances change to the extent that they cause disruption in the ability to perform the above-listed responsibilities;
- Complete compliance training, as required by IEEE.

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QUALIFICATIONS AND SKILLS

The CRC's ability to respond to complaints in a timely manner, represent the diversity of the IEEE community, and operate in an open environment where individuals feel comfortable with diverse perspectives is critical to the success of this program. Therefore, candidates should possess the qualifications, skills and commitment to achieve those goals.

The number and nature of complaints will be highly variable and are received on a rolling basis. Individuals serving in this role will need the time and flexibility to assess complaints against strict timelines.

Knowledge

General familiarity with the functions of IEEE's Major Organizational Units.

Experience

- Experience relevant to the role of the Committee, acquired either through volunteer activities in IEEE or in similar roles in other organizations (ex: experience in dispute resolution, human resources, or member conduct processes);
- Experience in working within IEEE's operating culture of volunteer/staff partnerships or experience in other organizations that provide appropriate preparation for working in the IEEE culture.

Personal Characteristics

- Strong communication and consensus-building skills;
- Ability to work with individuals in resolving conflicts;
- Ability to act with discretion and preserve the sanctity of confidential information;
- Honesty, integrity, and adherence to high ethical standards.

Additional Qualifications for Chair

- Should have recent experience on the CRC;
- Excellent leadership skills including, but not limited to, the ability to motivate others, negotiate compromise, empower leadership, and resolve differences;
- Ability to set direction for multiple and diverse time-sensitive items;
- Ability to facilitate and run meetings efficiently and effectively, including familiarity with parliamentary procedures.

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ESTIMATED TIME REQUIREMENTS:

Item	Total Estimated Time Required
Case Material Review	2-4 hours/case: 1 st year anticipate 5-10 cases
Meetings (<i>meets virtually and no in-person meetings anticipated at this time</i>)	4-6 hours orientation (virtual) 1-2 hours quarterly CRC meeting As needed based on case review
Correspondence (<i>emails, drafting of report, etc.</i>)	2-4 hours/case
Compliance Training (as required)	2.5-6 hours

REIMBURSED EXPENSES:

The committee meets virtually. Should an in-person meeting be required, ordinary and necessary IEEE travel expenses would be reimbursed in accordance with IEEE Policies.

STAFF CONTACT:

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