

## **IEEE Awards Board Position Description**

### **OVERVIEW:**

The IEEE Awards Board (AB) is a Committee of the IEEE that shall be appointed by and is responsible to the Board of Directors. It is responsible for administering the awards specified in the IEEE Policy, Section 4; for monitoring all other awards, scholarships, and formal recognitions excluding Fellow grade elevations; for recommending candidates for IEEE Honorary Membership; and for developing an awards structure for recognizing excellence in activities within the fields of interest of the IEEE. The Awards Board recommends policies to the IEEE Board of Directors for awards, scholarships, and formal recognitions of the IEEE other than Fellow grade, under its administrative purview.

### **MEMBERSHIP:**

Not more than 21 members as follows:

- Chair and Vice Chair;
- Past Chair;
- Treasurer;
- Chairs of the Medals Council, Technical Field Awards Council, Recognitions Council, Presentation and Publicity Committee, Awards Board Awards Policy and Portfolio Review Committee, and Joint Awards with National Societies Committee, all of whom shall be appointed by the outgoing Awards Board;
- Six members-at-large including one Division Delegate/Director and one Region Delegate/Director who shall be appointed by their respective Vice Presidents;
- Chairs of the Awards and Recognition Committees of EAB, MGAB, IEEE-SA, TAB and IEEE-USA, all of whom shall be appointed by their respective Vice Presidents.

### **ELIGIBILITY:**

- All Committee Members must be IEEE Members in good standing;
- Must hold IEEE Senior Member Grade or higher;
- May not be current members of the IEEE Board of Directors, except for one Division Delegate/Director and one Region Delegate/Director;
- Committee Members appointed by IEEE Organizational Units must be Senior Member grade or higher.

### **TERMS OF OFFICE:**

- One year as Chair or Vice Chair, with reappointment permissible for one additional term;
- Members-at-Large serve one-year terms and may be reappointed for up to three consecutive years of service. Chairs of Awards Board Committees serve one-year terms and may be reappointed for up to two consecutive years of service.

### **RESPONSIBILITIES OF THE CHAIR:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Serve as Chair of the IEEE Awards Board;
- Serve as Chair of the IEEE Awards Board Operating Committee;

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- Serve as Member of the IEEE Medal of Honor Selection Committee;
- Serve as ex-officio non-voting member of the IEEE Foundation Board of Directors;
- 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 and I-305; IEEE Policies, notably Section 4; IEEE Awards Board Operations Manual;
- Assure the timely fulfillment of ad hoc responsibilities that may be assigned to the Committee by the President or Board of Directors;
- Identify and address needed improvements in the Committee's processes and operations;
- Work closely and effectively with members of the IEEE Professional Staff in fulfilling the above-identified responsibilities;
- Represent the Committee before the IEEE Board of Directors, and submit its year-end report;
- Provide a thorough and timely orientation for Members of the Committee;
- Serve as a mentor to Members, especially new Members of the Committee;
- Preside over all meetings of the Committee, assuring that appropriate and fair processes are followed, and that appropriate records are maintained;
- Demonstrate and foster a culture of professionalism, open discussion, and confidentiality;
- Submit recommendations to the IEEE Nominations and Appointments Committee for next year's committee members and potential future members;
- Complete compliance training, as required by IEEE.

### **RESPONSIBILITIES OF THE VICE CHAIR:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Serve as Chair of the Awards Policy and Portfolio Review Committee;
- Serve as member of the Awards Board Operating Committee; Serve as member of the Technical Activities Board Awards & Recognition Committee;
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These may typically include:
  - 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 on ad hoc committees, as appointed by the Chair;
  - Actively participate in all committee discussions and meeting;
- In the absence or incapacity of the Chair, the Vice Chair shall assume the duties of the Chair;
- Complete compliance training, as required by IEEE.

### **RESPONSIBILITIES OF THE PAST CHAIR:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Serve as Past Chair of IEEE Awards Board;

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- Serve as Chair of the IEEE Medal of Honor Selection Committee;
- Serve as Chair of the Awards Board Nominations and Appointments Committee;
- Serve as Member of IEEE Nominations and Appointments Committee;
- Serve as Member of Awards Board Operating Committee;
- Complete compliance training, as required by IEEE.

### **RESPONSIBILITIES OF COMMITTEE MEMBERS:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics; Become familiar with the Awards Board Operations Manual and related sections of IEEE's Bylaws, Policies and related governing documents;
- Actively participate in all committee meetings and discussions;
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These may typically include:
  - Participation in such orientation activities as requested by the Chair;
  - Review committee agendas prior to each meeting;
  - Contribute to the development of the annual schedule of activities;
  - Chair and serve on ad hoc committees as appointed by the Chair;
  - Actively participate in all committee discussions and meetings;
- Complete compliance training, as required by IEEE.

### **QUALIFICATIONS AND SKILLS:**

#### **Knowledge**

- General familiarity with the IEEE's fields of interests, activities, mission, goals, needs, and direction;
- General familiarity with the functions of IEEE's Major Organizational Units;
- Knowledge of the IEEE-level awards structure;
- Knowledge of the workings of the Awards Board.

#### **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 provide appropriate preparation for working in the IEEE culture; Prior involvement in awards activities preferred;

#### **Personal Characteristics**

- Evidence of a high level of professionalism in prior IEEE volunteer roles;
- Strong communication and consensus-building skills;
- Ability to act with discretion and preserve the confidentiality of confidential information;
- Honesty, integrity, and adherence to high ethical standards.

#### **Additional Qualifications for Chair**

- Excellent leadership skills including, but not limited to, the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction;

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- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures.

### ESTIMATED TIME REQUIREMENTS:

Awards Board Chair	Estimated Time Required
<b>Material and Agenda review</b> <ul style="list-style-type: none"> <li>• IEEE Awards Board</li> <li>• IEEE Awards Board Operating Committee</li> <li>• Medal of Honor Committee</li> <li>• IEEE Foundation Board of Directors</li> </ul>	4-5 hours/meeting (2 per year) 1-2 hours each; 3 per year 1-2 hour each; 3 per year 1-4 hours/per meeting; 3 per year
<b>In-Person meetings</b> (not including travel time) <ul style="list-style-type: none"> <li>• Awards Board Retreat (every other year)</li> <li>• IEEE Foundation Meeting</li> <li>• IEEE Board of Directors meeting; includes attendance at IEEE Honors Ceremony</li> </ul>	1 day, even years only 1-2 days/meeting; 3 per year 3-5 days/meeting; 3 per year
<b>Teleconferences</b> <ul style="list-style-type: none"> <li>• Awards Board</li> <li>• Awards Board Operating Committee</li> <li>• Medal of Honor Committee</li> </ul>	2 hours each; 2 per year 1 hour each; 3 per year 1-2 hours each; 3 per year
<b>Correspondence</b> (emails, drafting of items, etc.)	4 hours/month
Travel (does not include meeting time) *Travel time depends on meeting venue and location of committee members. Alternate methods of participation may be arranged for those unable to travel.	1-3 days/meeting; approximately 8 or 9 per year*
<b>Compliance Training</b> (as required)	4-6 hours

Awards Board Past Chair	Estimated Time Required
<b>Material and Agenda review</b> <ul style="list-style-type: none"> <li>• IEEE Awards Board</li> <li>• IEEE Awards Board Operating Committee</li> <li>• Awards Board Nominations and Appointments Committee</li> </ul>	3-4 hours/meeting; 2 per year 1 hour/meeting; 3 per year 1-2 hours; 4-5 per year 8 hours/meeting; 2-3 per year

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<ul style="list-style-type: none"> <li>IEEE Nominations &amp; Appointments Committee</li> </ul>	
<b>In-Person meetings</b> (not including travel time) <ul style="list-style-type: none"> <li>IEEE Awards Board Retreat (every other year)</li> <li>IEEE Honors Ceremony</li> <li>IEEE Nominations &amp; Appointments Committee</li> </ul>	1 day; even years only 2 days 2-3 days each; 2 per year
<b>Teleconferences</b> <ul style="list-style-type: none"> <li>IEEE Awards Board</li> <li>IEEE Awards Board Operating Committee</li> <li>Awards Board Nominations and Appointments Committee</li> <li>IEEE Nominations &amp; Appointments Committee Orientation</li> <li>IEEE Nominations &amp; Appointments Committee</li> </ul>	2 hours each; 2 per year 1 hour each; 3 per year 4 hours; one per year  2 hours  As required
<b>Correspondence</b> (emails, drafting of items, etc.)	4 hours/month
Travel (does not include meeting time) *Travel time depends on meeting venue and location of Committee members. Alternate methods of participation may be arranged for those unable to travel.	1-3 days/meeting; approximately 2 or 3 per year *
<b>Compliance Training</b> (as required)	4-6 Hours

Awards Board Vice Chair	Estimated Time Required
<b>Material and Agenda review</b> <ul style="list-style-type: none"> <li>IEEE Awards Board</li> <li>IEEE Awards Policy &amp; Portfolio Review Committee</li> <li>IEEE Awards Boards Operating Committee</li> </ul>	3-4 hours/meeting; 2 per year 1 hour/meeting; 3-4 per year 1 hour/meeting; 3 per year
<b>In-Person meetings</b> (not including travel time) <ul style="list-style-type: none"> <li>IEEE Awards Board Retreat (every other year)</li> <li>IEEE Honors Ceremony</li> </ul>	1 day, even years only 2 days
<b>Teleconferences</b> <ul style="list-style-type: none"> <li>IEEE Awards Board</li> <li>Awards Board Operating Committee</li> </ul>	2 hours each; 2 per year 1 hour each; 3 per year

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<ul style="list-style-type: none"> <li>Awards Policy and Portfolio Review Committee</li> </ul>	1 hour each; 3-4 per year
<b>Correspondence</b> (emails, drafting of items, etc.)	<b>Total:</b> 4 hours/month
<b>Travel</b> (does not include meeting time) *Travel time depends on meeting venue and location of committee members. Alternate methods of participation may be arranged for those unable to travel.	1-3 days/meeting; approx. 3 or 4 per year
<b>Compliance Training</b> (as required)	4-6 Hours

Awards Board Members	Estimated Time Required
<b>Material and Agenda review</b> <ul style="list-style-type: none"> <li>IEEE Awards Board</li> </ul>	3-4 hours/meeting <sup>2</sup> per year )
<b>In-Person meetings</b> (not including travel time) <ul style="list-style-type: none"> <li>IEEE Awards Board Retreat (every other year)</li> </ul>	1 day, even years only
<b>Teleconferences</b> <ul style="list-style-type: none"> <li>IEEE Awards Board</li> </ul>	2 hours each (2 per year)
<b>Correspondence</b> (emails, drafting of items, etc.)	1-2 hours/month
<b>Travel</b> (does not include meeting time) *Travel time depends on meeting venue and location of committee members. Alternate methods of participation may be arranged for those unable to travel.	None
<b>Compliance Training</b> (as required)	4-6 Hours

### REIMBURSED EXPENSES:

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

### STAFF CONTACT:

Name: Kerry Ann Ward, Senior Manager Awards Activities  
 Telephone: +1 732 562 3841  
 Email: k.ward@ieee.org