

IEEE Ethics & Member Conduct Committee Position Description

OVERVIEW:

The Ethics and Member Conduct Committee is a Committee of the IEEE appointed by and responsible to the IEEE Board of Directors. This committee shall make recommendations for policies and educational programs to promote the ethical behavior of members, non members, and staff, and shall consider instituting proceedings, as defined in IEEE Bylaws I-110 and I-111, related to matters of member and officer discipline and requests for support.

Neither the Ethics and Member Conduct Committee nor any of its members shall solicit or otherwise invite complaints, nor shall they provide advice to individuals regarding complaints, except they may provide information on the IEEE process for reporting misconduct.

MEMBERSHIP:

Not more than ten members including a Chair, a Vice Chair, and the Chair of the Conduct Review Committee.

Committees shall have at least one member who obtained his or her first collegiate degree within the last fifteen years at the time of appointment and who is a Graduate Student Member, Member grade or higher

ELIGIBILITY:

- Must be an IEEE member in good standing;
- Must hold IEEE Graduate Student Member grade or higher;
- Cannot be a member of the Board of Directors.

TERMS OF OFFICE:

- Chair: One year; may be reappointed for one additional term;
- Members: One year; may be reappointed up to the term limit of three consecutive years of service as member.

RESPONSIBILITIES OF THE CHAIR:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- 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 and I-306; IEEE Policies; IEEE Code of Ethics; IEEE Code of Conduct and; IEEE EMCC 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;
- As may be needed or requested, represents the Committee to the IEEE Board of Directors, and submit its year-end report;

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- 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 committee members and potential future members;
- 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 committee Operations Manual and related sections of IEEE's Bylaws, Policies and governing documents;
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These may typically include:
 - Participate 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 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 workings of the Ethics & Member Conduct Committee.

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.

Personal Characteristics

- Passion for promoting an understanding of ethics & the IEEE Code of Ethics;
- 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 Chairs

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

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Material and Agenda Review*	1- 2 hours/meeting (up to 12 per year)
In-Person Meetings (not including travel time)	1 day/meeting, 1 per year
Teleconferences <ul style="list-style-type: none"> • Committee teleconferences held every month • • A similar number of meetings for any Subcommittee memberships 	1.5 hours each
Correspondence (emails, drafting of items, etc)	8-10 hrs/month - Chair 2-4 hrs/month - Members
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 (1 per year)
Compliance Training (As required)	4 to 6 hours
* The amount of time to review material is dependent on the case & inquiry load, which is variable. When cases are being investigated, the amount of time required & teleconferences will usually increase, depending on the case.	

REIMBURSED EXPENSES:

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

STAFF CONTACT:

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