

IEEE New Initiatives Committee Position Description

OVERVIEW:

The IEEE New Initiatives Committee (NIC) reports directly to the IEEE Board of Directors.

The new initiatives program is designed to support potential new programs, products, or services that are of strategic importance to IEEE and will provide significant benefit to IEEE members, the public, the technical community, and customers, or which could have lasting impact on the IEEE or its business processes. NIC identifies, evaluates, recommends, and monitors new initiative projects and programs consistent with IEEE's vision, mission, and Strategic Plan. It recommends new initiatives for IEEE Board of Directors approval.

MEMBERSHIP:

Not more than eleven members including the Chair, Chair-Elect, Past Chair, the IEEE President-Elect, and up to six members-at-large. The IEEE NIC Chair is also a member of the IEEE Strategy and Alignment Committee.

ELIGIBILITY:

The IEEE New Initiatives Committee (NIC) shall be appointed by the IEEE Board of Directors.

- Chair shall be the Past-Chair-Elect;
- The Chair-Elect shall be selected from among those individuals who have served at least one full term as a member-at-large on the Committee and are IEEE members in good standing of Graduate Student Member, Member, Senior Member or Fellow grade.
- In view of the expertise required, both members and nonmembers of IEEE shall be eligible for appointment as voting members of this Committee.

TERM OF OFFICE:

- Members-at-large: Candidates are identified by the IEEE Nominations and Appointments Committee through the nomination and selection process. Rolling two-year terms staggered for overlap and continuity year-to-year. In view of the expertise required, selection will be based on competencies;
- Chair-Elect: Generally selected from members of the Committee. Chair-Elect serves one year term followed by an additional year as Chair and another year as Past Chair (total 3 years);
- IEEE President-Elect: Ex-officio member serving a one-year term;

The IEEE NIC Chair is also a member of the IEEE Strategy and Alignment Committee.

DESCRIPTION OF RESPONSIBILITIES:

CHAIR:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Call and preside at meetings of the Committee;
- Facilitate Committee discussions;
- Collaborate with staff in the following areas:
 - setting of meeting agendas;

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- ensuring that minutes of the meetings are recorded and distributed to Committee members;
- reviewing and acknowledging proposals and inquiries to the Committee;
- monitoring projects funded by NIC, the program of work, and goals for the Committee;
- preparing reports on Committee activities and relevant issues for distribution to the IEEE Board of Directors, as needed, and submitting its year-end report;
- Work with staff to adhere to the approved annual budget;
- Act as the public face of the Committee;
- Provide leadership to assure that the Committee charge is met and collaborate with Committee to ensure completion of activities;
- Provide a thorough and timely orientation for members of the Committee;
- Mentor Committee members to ensure continuity of the program for the next year;
- Submit recommendations to the IEEE Nominations and Appointments Committee for next year Committee members and potential future members;
- Work closely with the President-Elect to ensure items requiring Board of Directors action are presented to the Board of Directors for action. The President-Elect will bring forward items for the Board of Directors agenda;
- Complete compliance training, as required by IEEE.

CHAIR-ELECT:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Work with the Chair to bring appropriate issues to the attention of the Committee and IEEE Board of Directors;
- Serve as back-up for Chair at scheduled meetings;
- Work with the Chair and IEEE President-Elect to bring Committee's recommendations to the IEEE Board of Directors;
- 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 meetings; Complete compliance training, as required by IEEE.

MEMBER-AT-LARGE:

- 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;
- Proactively seek new initiative and seed grant proposals;
- Provide feedback on project descriptions for potential applicants, review proposals, identify and recommend viable projects for funding and approval by the IEEE Board of Directors;
- Serve as a point of contact for initiative leaders of multi-year projects;

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- Monitor progress and execution of funded projects and assess success or failure;
- Work with Committee Chair to meet the charge of the Committee and achieve the plans within time and fiscal parameters;
- Actively participate in all Committee meetings and discussions;
- Assist in implementing Committee tasks and projects;
- Contribute to the development of annual goals;
- Maintain confidentiality per IEEE Policies and as may be further outlined in Committee Operations Manual;
- 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 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;
- Capability to focus on strategic issues and make effectiveness a top priority;
- Must be familiar with the functions of several IEEE organizational units or activities;
- Working knowledge of IEEE and its fields of interests, activities, mission, structure, goals, needs, and direction;

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 good preparation for working in the IEEE culture.

Personal Characteristics:

- Ability to think critically;
- Detail oriented;
- Evidence of a high level of professionalism in prior IEEE volunteer roles;
- Strong communications and consensus-building skills;
- Ability to meet deadlines and respond to communications in a timely fashion;
- Ability to act with discretion and preserve the confidentiality of confidential information;
- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;

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- 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.

Additional Qualifications for Chair:

- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures;
- 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;
- Ability to manage the activities of the Committee within the scope of its Operations Manual.

ESTIMATED TIME REQUIREMENTS:

Item	Total Estimated Time Required
Meeting preparation including material and agenda review	1-2 hours per meeting (typically hold monthly meetings)
Teleconferences meetings	Committee teleconferences held every month, 90 minutes to 2 hours each (except for months in which there are no proposals to review or if there is an in-person meeting)
In-Person Meetings (not including travel time)	1-1.5 days per meeting (typically 1 in-person meeting per year in September/early October)
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.
Post meeting duties including correspondence, emails to proposers, minutes, funding recommendations, and reports and presentations for the IEEE Board of Directors.	Varies depending on Committee output but estimate is 2 hours per month
Compliance Training (as required)	4-6 Hours

REIMBURSED EXPENSES:

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

STAFF CONTACT:

Name: Lesleigh Campanale
 Senior Manager, IEEE Corporate Strategy
 Telephone: +1 732 562 5551
 Email: l.campanale@ieee.org