

IEEE Division Delegate/Director

OVERVIEW:

The voting members of each Division elect a Delegate to the Assembly, designated as its Divisional Delegate, who shall also by virtue of such election be a Director, designated as its Divisional Director.

Division Delegate/Directors represent the membership of his/her Division in the IEEE Assembly ([Section I-200 of IEEE Bylaws](#)) as a voting delegate.

IN ADDITION, Division Delegate/Directors are voting members of the Technical Activities Board, and are encouraged to actively participate on TAB and its standing committees. They are encouraged, in their years as Directors-Elect, to volunteer to serve on committees or Boards outside of Technical Activities, in order to gain a broader perspective of IEEE.

The IEEE Division Delegate/Director also serves as a member of the IEEE Board of Directors, the governing body of IEEE. See *Member, IEEE Board of Directors Position Description* for more detail of this position including responsibilities and additional time requirements.

TERM:

- This is a three-year commitment: One-year term as Director-elect, and a two-year term as Division Director

ROLES:

- Serves as a member of the IEEE Assembly;
- Serves as a member of the IEEE Board of Directors;
- Serves as a member of the Technical Activities Board;
- Serves as a member of the Division Directors' Forum;
- May chair the Division Nominating Committee of his/her Division.

DESCRIPTION OF RESPONSIBILITIES:

- Is familiar with TAB governing documents;
- Attends all TAB Meetings, TAB Caucuses, Division Directors' Forums, and other meetings as required;
- Assists the TAB Chair and the IEEE Board of Directors by carrying out additional ad-hoc assignments;
- Forms and participates on (or chairs) the Division Nominating Committee, in consultation with the constituent Societies & Councils (S/Cs), and ensures that the nomination process, as specified in Section 8 of the TAB Operations Manual, is followed. Informs potential Divisions Director candidates of the functions, duties and qualifications of a Division Director;
- Helps recruit candidates for Division Delegate/Director-Elect for respective Division;
- Make appointments as necessary.

- Identifies, encourages, nominates, and mentors candidates for higher volunteer positions within IEEE;
- As member of the Division Directors' Forum, appoints Division representatives to TAB Standing Committees and Committees of other Organizational Units (OUs) as required, in a timely manner;
- Engages with the S/Cs of his/her Division:
 - (1) Attends at least one Administrative Committee (AdCom) or Board of Governors (BoG) meeting of each S/C during his/her term of office.
 - (2) Facilitates communication and cooperation among the S/Cs in his/her own Division and helps resolve any conflicts, possibly in the role as mediator. This may include meetings and/or social events during the week of the TAB meetings.
 - (3) Determines Division S/C needs and helps them to develop programs and plans which are consistent with IEEE and TAB policies; ensures they receive due consideration in TAB.
 - (4) Reinforces and facilitates compliance of the S/Cs with the IEEE Bylaws, IEEE Policies and TAB policies. Helps resolve situations to ensure matters of importance to successful S/C operation such as reports, conference closures, publication activities, etc., are carried out in an effective and timely manner.
- Facilitates communication, cooperation and problem resolution across IEEE.
 - (1) Communicates needs, concerns, and actions between TAB and the IEEE Board of Directors.
 - (2) Promotes communication and cooperation among S/Cs across TAB. Cooperates with other Division Delegate/Directors to resolve conflicts across Divisions.
 - (3) Expedites problem resolution involving S/Cs and TAB across IEEE.
 - (4) Promotes cooperation among S/Cs in his/her Division and the Regions.
 - (5) Promotes technical activities at the regional level of the S/Cs in his/her Division.

See also the Description of Responsibilities section of the Member, IEEE Board of Directors position description.

ELIGIBILITY:

- Must be an IEEE member in good standing;
- Must be of IEEE Senior Member grade or higher;
- Must be a member of at least one Society in his/her Division.

QUALIFICATIONS AND SKILLS:

See also Qualifications and Skills for Member, IEEE Board of Directors. In addition,

- Normally should have had experience as a S/C President or S/C senior leadership position (e.g., Vice President/Chair of a S/C Board).
- Should have the support of that person's employer in meeting the obligations of the position.

ESTIMATED TIME REQUIREMENTS#:

Time is based on an eight-hour day; cumulative hours are rounded up to the next whole day.

Item	Estimated Time Required: 31-112 Days per Year
Material Review: (Examples: agendas, correspondence, reports, minutes, email, mail, web postings, reports, ad hoc meetings) <ul style="list-style-type: none">• Technical Activities Board meetings• Society Meetings	TOTAL: 12-54 Days 2 days (3/year) ½ -4 days/month (flex time)
In-Person Meetings: (no travel time) <ul style="list-style-type: none">• TAB Meetings (Mini-Series)• Society Meetings• Region Meetings (optional)	TOTAL: 15-36 Days 3 days (3/year) 1.5-5 days (3-5/year, depending on Division) 1-2 days (1/year)
Teleconferences: <ul style="list-style-type: none">• Society and other Governance related	TOTAL: 2-4 Days 1-2 hours (up to 10 per year, and as needed)
Other Travel: (does not include meeting time) <ul style="list-style-type: none">• Region Meetings (optional)• Society Meetings	TOTAL: 4-19 Days* 2-4 days (1/year) 1-3 days (3-5/year) *depends on meeting venue & location of Director

#Does not include time requirements for responsibilities as a member of the IEEE Board of Directors. See *Member, IEEE Board of Directors* Position Description.

REIMBURSED EXPENSES:

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

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