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 elect-year(s), 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.

Also see the BoD Member Responsibilities in the Generic BoD Member 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 Qualifications and Skills for Member, 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*:

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Time Required: 31–112 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Material Review:</strong> (Examples: agendas, correspondence, reports, minutes, email, mail, web postings, reports, ad hoc meetings)</td>
<td>TOTAL: 12 – 54 Days</td>
</tr>
<tr>
<td>• Technical Activities Board meetings</td>
<td>2 days/3 per year</td>
</tr>
<tr>
<td>• Society Meetings</td>
<td>½ – 4 days/month (flex time)</td>
</tr>
<tr>
<td><strong>In-Person Meetings:</strong> (no travel time)</td>
<td>TOTAL: 15 – 36 Days</td>
</tr>
<tr>
<td>• TAB Meetings (Mini-Series)</td>
<td>3 days/3 per year</td>
</tr>
<tr>
<td>• Society Meetings</td>
<td>1.5 – 5 days/3-5 per year, depending on Division</td>
</tr>
<tr>
<td>• Region Meetings (optional)</td>
<td>1-2 days (1/per year)</td>
</tr>
<tr>
<td><strong>Teleconferences:</strong></td>
<td>TOTAL: 1-3 Days</td>
</tr>
<tr>
<td>• Society and other Governance related</td>
<td>Up to 10 per year, and as needed (1-2 hours each)</td>
</tr>
<tr>
<td><strong>Other Travel:</strong> (does not include meeting time)</td>
<td>TOTAL: 3 – 19 Days*</td>
</tr>
<tr>
<td>• Region Meetings (optional)</td>
<td>2-4 days (1/year)</td>
</tr>
<tr>
<td>• Society Meetings</td>
<td>1-3 days (3-5/year)</td>
</tr>
<tr>
<td>*depends on meeting venue &amp; location of Director</td>
<td></td>
</tr>
</tbody>
</table>

*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.

### STAFF CONTACT:

Name: Jayne Cerone, Sr. Director, Technical Activities Volunteer  
Telephone: +1 732 562 3908  
Email: j.cerone@ieee.org  

October 2017