

IEEE President

OVERVIEW:

As the Chief Executive Officer, the President works with the IEEE Board of Directors, the Executive Director and staff to guide IEEE in fulfilling its mission and adhering to the IEEE Strategic Plan and to otherwise carry out the duties and responsibilities assigned by the Board of Directors.

By tradition, the President is the senior public spokesperson for IEEE, representing IEEE in both ceremonial and substantive roles in public forums and in interactions with other organizations.

TERM:

- This position is a three-year commitment; one year as President-Elect; one year as President; and one year as Past President.
- The IEEE President, President-Elect and Past President also serve as members 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.

ROLES:

President-Elect

- Serves as a Corporate Officer of the IEEE;
- Serves as a member the of the IEEE Board of Directors and the IEEE Assembly;
- Serves on Investment Business Continuity Plan Advisory Committee;
- Serves as Master of Ceremonies for the IEEE Honors Ceremony;
- Serves on the IEEE New Initiatives Committee;
- Serves on the Executive Performance and Compensation Committee.

President

- Serves as a Corporate Officer of the IEEE;
- Serves as presiding officer of the IEEE Board of Directors, IEEE Assembly, Member and Geographic Activities Assembly and other meetings or events as may be prescribed in the IEEE Constitution or Bylaws or as may be necessary;
- Serves as ex-officio member of all Boards and Committees;
- Represents IEEE to other organizations and in public forums;
- Serves on Investment Business Continuity Plan Advisory Committee;
- Serves as Master of Ceremonies for the IEEE Honors Ceremony;
- Chair of the Executive Performance and Compensation Committee.

Past President

- Serves as a member of the IEEE Board of Directors and the IEEE Assembly;
- Serves on the Investment Business Continuity Plan Advisory Committee;
- Serves as Chair-Elect of the IEEE Nominations and Appointments Committee;
- Serves on the Executive Performance and Compensation Committee;
- Serves as Chair of the Strategy Alignment Committee.

DESCRIPTION OF RESPONSIBILITIES:

President-Elect

- Performs such tasks as are assigned by the Board of Directors;
- In the absence of the President, presides and performs such tasks as are assigned by the IEEE Board of Directors or as may be specified in the Bylaws;
- Assumes the duties of the President should the Presidential office become vacated;
- May appoint ad hoc committees to address a specific issue or activity that is not appropriate to be addressed by an ongoing Committee of IEEE.

President

- In consultation with the IEEE Board of Directors and IEEE Corporate Staff, provides leadership and sets direction for Board engagement
 - Assists in conducting Board member orientation;
 - Prepares agenda for board meetings;
 - Calls special meetings if necessary;
 - Appoints members to Board committees and task forces;
 - Promotes outstanding Board development and governance practices; and encourages every board member to carry out the roles and responsibilities of board service;
- Represents the IEEE Board of Directors in setting of Executive Director's annual goals and conducts the annual Performance Review of Executive Director;
- Serves as point of contact for Board members on board issues, promotes meaningful dialogue at Board meetings, respect others' right to speak and give every board member an opportunity to contribute;
- Meets with any director who is not adequately performing his or her duties as a member of the Board or any committee;

- Facilitates communication between other members of the Board and the Executive Director, however, each director is free to communicate directly with the Executive Director;
- Oversees the Board assessment process.

See also the Description of Responsibilities section in 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.

QUALIFICATIONS AND SKILLS:

- See Qualifications and Skills for Member, Board of Directors. In addition,
 - Possesses a very high degree of leadership skills in order to meet the demands and duties of the position.
 - Is committed to advancing the mission of IEEE through volunteer/staff partnerships;
 - Has a global perspective;
 - Is a good communicator in both formal and informal settings;
 - Is outward looking and able to be a respected spokesperson on the large global governmental and business stage;
 - Is socially adept in all types of settings;
 - Is able to work effectively with others;
 - Has a long-term vision for IEEE and is able to lead in endeavors that will reach fruition beyond the President’s term.

ESTIMATED TIME REQUIREMENTS#: (Note: For these three offices, the following estimates should be regarded as minimums. The individuals in these positions will have opportunities to contribute to IEEE that can exceed full time.)

President-Elect	Estimated Time Required: 8-20 Days
Material/Agenda Review <ul style="list-style-type: none"> • New Initiatives • Strategic Planning • Executive Performance and Compensation Committee 	Total: 1-2 hours/month 1 hour/month 2-4 hours (3/year) As required
Meetings (not including travel time) <ul style="list-style-type: none"> • New Initiatives • Strategic Planning • Honors Ceremony • Executive Performance and Compensation Committee 	Total: 4-8 days 1 day/year 1-2 days (2-3/year) 20 hours (1/year) As required, at least 1 in-person

<ul style="list-style-type: none"> • Technical Field Awards 	meeting/year. 2-4 days/year
Teleconferences <ul style="list-style-type: none"> • New Initiatives • Strategic Planning • Executive Performance and Compensation Committee • Board of Directors Agenda Reviews 	Total: 1-2 hours/month 1 hour/month (11/year) 1-2 hours (3/year) As required, at least 1 in-person meeting/year 4 hours (3-5/year)
Travel <ul style="list-style-type: none"> • New Initiatives • Strategic Planning (as needed) • Executive Performance and Compensation Committee • IEEE Honors Ceremony (planning meetings) • Technical Field Awards 	Total: 5-13 days/year 1-4 days/year 2-6 days/year As required, at least 1 in-person meeting/year 2-3 days/year 2-4 days/year
<u>President</u>	<u>Estimated Time Required: 107.5-199 Days (flex time)</u>
Material/Agenda Review <ul style="list-style-type: none"> • Executive Performance and Compensation Committee 	Total: 1-2 hours/year <u>As required</u>
Meetings (not including travel time) <ul style="list-style-type: none"> • IEEE Honors Ceremony • Executive Performance and Compensation Committee • Technical Field Awards 	Total: 26-27 hours/year 25 hours As required, at least 1 in-person meeting/year 12-14 days/year
Teleconferences <ul style="list-style-type: none"> • Weekly Teleconferences with Staff (including Executive Director) • Board of Directors Agenda Reviews • Executive Performance and Compensation Committee 	TOTAL: 7.5-34 DAYS (flex time) 1-5 hours per week 4 hours (3-5 per year) As required; at least one in-person meeting per year
Administrative Communications	TOTAL: 26 DAYS (flex time) .5 day per week (spread out through the week)
Travel <ul style="list-style-type: none"> • IEEE Meeting Series (3x/year) • IEEE Board Retreat/Meeting (1x/year) • Other management meetings 	Total: 74 - 138 3 days/meeting 2 - 4 days/meeting 21 - 42 days

<ul style="list-style-type: none"> • Engagement with IEEE entities • Public engagement, etc. • Technical Field Awards • IEEE Honors Ceremony (planning meetings) • Executive Performance and Compensation Committee 	<p>21 - 42 days</p> <p>21 - 42 days</p> <p>12-14 days/year</p> <p>2-3 days</p> <p>As required, at least 1 in-person meeting per year</p>
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Past-President	Estimated Time Required: 12-23 Days
Material/Agenda Review <ul style="list-style-type: none"> Nominations & Appointments Executive Performance and Compensation Committee 	Total: 1-3 days/year 5-7 hours/meeting (3/year) As required
Meetings <ul style="list-style-type: none"> Nominations & Appointments Executive Performance and Compensation Committee Strategy and Alignment Committee Technical Field Awards 	Total: 6 days/year 2 days/meeting (3 per year) As required, at least 1 in-person meeting/year 1 day/quarter 2-4 days/year
Teleconferences <ul style="list-style-type: none"> Nominations & Appointments (as required) Board of Directors Agenda Reviews Executive Performance and Compensation Committee 	Total: 1-2 Days/year 1-2 hours each 4 hours (3-5 per year) As required
Travel <ul style="list-style-type: none"> Nominations & Appointments Executive Performance and Compensation Committee Technical Field Awards 	Total: 4-12 days/year 1-4 days/meeting (3 per year) As required 2-4 days/year

*Time estimates are based on minimum required commitments of the position. For the President-Elect and Past President, the numbers do not reflect additional time spent preparing, traveling, or participating in other IEEE activities. Actual time for these additional activities varies significantly depending on the activity, and is subject to the interests and availability of the individual.

#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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