

IEEE Region Delegate/Director

OVERVIEW:

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

Region Delegate/Directors represent the membership of their Region in the IEEE Assembly (Section I-200 of the IEEE Bylaws) as a voting delegate. Region Delegate/Directors are also members of IEEE Board of Directors, the highest governing body in the IEEE.

In addition, Region Delegate/Directors are voting members of the Member and Geographic (MGA) Board and MGA Assembly as a voting delegate. Those Region Delegate/Directors in Region 1-6 are also voting members of the IEEE-USA Board and IEEE-USA Assembly.

Region Delegate/Directors are encouraged to actively participate in MGA and its standing committees. They are encouraged in their years as Directors-Elect to volunteer to serve on committees of the Board outside of MGA, in order to gain a broader perspective of IEEE.

The IEEE Region 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 six-year commitment: two year term as Region Delegate/Director-Elect, two year term as Region Delegate/Director, and two year term as Past Region Delegate/Director.

ROLES:

- Serves as a member of the IEEE Assembly;
- Serves as a voting member of the IEEE Board of Directors;
- Serves as a member of the MGA Assembly;
- Serves as a voting member of the MGA Board;
- Serves as a voting member of the IEEE-USA Board if serving as a Region Delegate/Director from Regions 1-6;
- Serves as a member of the IEEE-USA Assembly if serving as a Region Delegate/Director from Regions 1-6;
- Serves as Chair of their respective Region Committee with responsibilities and authority in compliance with the Region Bylaws.

DESCRIPTION OF RESPONSIBILITIES:

- Has the duties, responsibilities, and authority as identified in the IEEE and Region Bylaws;
- Appoints the Region Treasurer, Secretary, and such other Committee Chairs as may be specified in the Region Bylaws or identified in the MGA Operations Manual;
- Holds and chairs at least one Region meeting a year and may hold Region Executive Committee Meetings between the Region meetings as required, in accordance with Region Bylaws;
- Oversees Region Committees to fulfill Region's objectives and operations complying with IEEE vision and mission;
- Directs implementation of MGA and IEEE initiatives and programs in the Region and Sections as needed;
- Maintains communication with Section chairs; addresses Section requests, addresses problems faced by the sections, and encourages Section participation in the region meetings;
- Coordinates activities by IEEE organizational units in his/her Region as needed;
- Identifies, encourages, nominates, and mentors candidates for higher volunteer positions within IEEE;
- Visits Sections in the Region as needed;
- Encourages Section/Chapter interaction within the region;
- Develops an appropriate leadership development program and encourages Region and Section Officers to participate;
- Encourages student activities including the formation and successful operation of Student Branches and Student Branch Chapters;
- Presents recommendations for approval of Section and Geographic Council formations and forwards petitions to MGA Secretary for ratification and transmission to the MGA Board;
- Approves Technical Chapter, Affinity Group, Student Branch and Student Branch Chapter formations for transmission to the MGA Board;
- Encourages membership development, including recruitment, retention and recovery;
- Participates in and encourages participation in Sections Congress;
- Ensures that the Region financial statements and Region Committee roster reports are submitted in a timely manner;
- Ensures that the Region budget is developed, balanced, maintained and audited;

- Presents to MGA Board and its committees any regional items that may require MGA Board action or review;
- Submits a report of activities to the MGA Board before each MGA Board Meeting and, if requested, a summary report for the MGA Annual Report;
- Serves on committees, task forces and liaison bodies as needed;
- Works with the Region’s Director-Elect to ensure appropriate division of workload between the Director and Director-Elect, as well as training of the Director-Elect in MGA matters;

See also Description of Responsibilities 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;
- Must reside in and be a member of his/her respective Region.

QUALIFICATIONS AND SKILLS:

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

- Be experienced in Section and Region Committee activities. Preferred to have Section/Chapter/affinity group leadership experience.

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: 34-61 Days per Year
Material/Agenda Review <ul style="list-style-type: none"> • MGA • Region • Region Executive Committee • IEEE-USA (Regions 1-6 Directors) 	TOTAL: 12 Days 4 hours / MGA meeting (3/year) 8 hours/meeting (up to 2/year) 8 hours/meeting (1/year) 12 hours/meeting (3/year)
In-Person Meetings (does not include travel time) <ul style="list-style-type: none"> • MGA/MGA Assembly • Region Meetings • IEEE USA Meetings (Regions 1-6 Directors) • IEEE-USA Annual Meeting (Regions 1-6 Directors) 	TOTAL: 7-9-Days Held during Board meeting series 2-3 days (up to 2/year) Held during Board meeting series 1 days (3/year)
Teleconferences <ul style="list-style-type: none"> • Region 	TOTAL: 3-7 Days 1-2 hours as needed

<ul style="list-style-type: none"> • IEEE-USA (Regions 1-6 Directors) 	
Travel (does not include meeting time) <ul style="list-style-type: none"> • Region Travel • MGA/MGA Assembly Meetings • IEEE-USA Meetings (Directors 1-6) • IEEE-USA Annual Meeting (Regions 1-6 Directors) 	TOTAL: 6-26 Days Travel within Region: (6-8/year) Travel outside Regions: 3-7 days (6-8 times/year) Held during BoD meeting series Held during BoD meeting series Held during BoD meeting series

#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:

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