

President, IEEE Standards Association Position Description

OVERVIEW:

Duties of the IEEE-SA President shall include but not be limited to:

- Providing overall leadership to IEEE standards activities and to activities involving related products and services;
- Working with IEEE-SA volunteers and staff to set strategic direction, goals and objectives;
- Leading the efficient organization of committees and work programs to ensure achievement of IEEE-SA objectives;
- Committing to IEEE's goals and strategic directions, and ensuring alignment of IEEE-SA with IEEE strategy;
- Ensuring fulfillment of IEEE-SA's fiduciary responsibility to IEEE;
- Nurturing relationships with government, industry and other organization leaders around the world to ensure IEEE-SA responsiveness to their needs that lie within the scope of the IEEE-SA.

The President of the IEEE Standards Association 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 position is a four-year commitment: One year as IEEE-SA President-Elect, two years as IEEE-SA President, and one year as Past IEEE-SA President.

ROLES

- Serves as member of the IEEE Board of Directors;
- Chairs the IEEE-SA Board of Governors (BOG).
- Leads the IEEE-SA Strategic Planning Coordination Committee (SPCC)

DESCRIPTION OF RESPONSIBILITIES:

- Briefs IEEE officers, Boards and counsel on high-visibility SA matters;
- Organizes committees and work programs to ensure achievement of IEEE-SA objectives;
- Serves as the IEEE contact on standards;
- Establishes contacts with government and industry leaders to ensure IEEE-SA's responsiveness to standards needs;

- Appoints members to IEEE-SA committees as specified in the IEEE Standards Association Operations Manual and as otherwise required;
- Appoints members, liaisons, and representatives to the boards, committees, and ad hoc groups of other IEEE OUs as necessitated by the mission of the IEEE Standards Association.

The IEEE-SA President, as a member of the IEEE Standards Board of Governors, has shared responsibility to:

- Develop and implement the IEEE-SA strategic plan;
- Approve policy additions/changes with significant financial/strategic implications for the IEEE-SA;
- Pursue programs to meet the global needs of standards users;
- Monitor developments in government and industry that demonstrate the need for standards-related activities and propose appropriate action to the IEEE-SA Standards Board;
- Make recommendations to the IEEE Board of Directors on standards-related issues;
- Maintain a current Operations Manual in concert with IEEE Bylaws and IEEE Policies;
- Establish and disband committees, as appropriate, to perform the work of the IEEE-SA BOG;
- Strive to establish and maintain a constituency of IEEE-SA members representative of all basic interests:
 - 1) Technical societies and councils
 - 2) Regional organizational units
 - 3) Industry
 - 4) Government
 - 5) The general public
- Provide financial oversight for the overall operation of the IEEE-SA;
- Recommend candidates to be elected by the IEEE-SA constituency for IEEE-SA President-Elect in alternating years, and two members-at-large annually;
- Identifies, encourages, nominates, and mentors candidates for higher volunteer positions within IEEE;
- Approve membership of the IEEE-SA Standards Board;
- Approve IEEE-SA position statements;

- Hold and attend meetings to accomplish the work of the IEEE-SA BOG;
- Provide an awards program for recognition of exceptional service;
- Appoint the chair of the IEEE-SA Standards Board;
- Appoint two IEEE-SA BOG members-at-large annually;

ELIGIBILITY:

- Must be an IEEE member in good standing;
- Must be an IEEE Senior Member grade or higher;
- Must be an IEEE-SA member in good standing.

QUALIFICATIONS AND SKILLS:

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

- Must have recent industry or government experience;
- Must have knowledge of, and involvement in, standards development activities;
- Must have proven leadership in his or her profession(s).
- Must be able to commit a significant amount of time to the position.
- Should have the support of his or her employer(s) 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- 48 Days
Material/Agenda Review <ul style="list-style-type: none"> • IEEE-SA Board of Governors and SPCC 	TOTAL: 4 Days 4 hours/meeting (8 per year)
In-Person Meetings: (Not including travel time) <ul style="list-style-type: none"> • IEEE-SA Board of Governors • SPCC Meetings 	TOTAL: 15 Days 11 days 4 days
Teleconferences: <ul style="list-style-type: none"> • IEEE-SA Board of Governors 	Total: 2 Days (2 hours) 2 hours (at least 1/year)
Other Meetings (outreaches, issues, etc.)	5-15 Days (as needed)
Travel: (does not include meeting time) <ul style="list-style-type: none"> • IEEE-SA Board of Governors and 	TOTAL: 7-14 Days 1-2 days (7/per year)

SPCC

*travel time depends on meeting venue and location of President.

#Does not include time requirements for responsibilities as a member of the IEEE Board of Directors. See *Member, IEEE Board of Directors* Position Description. Also does not include travel, attendance, or participation in other meetings of the IEEE-SA - such as the Standards Board, the Corporate Advisory Group, etc. For information regarding other meetings of the IEEE-SA, please contact the Staff Contact noted below.

REIMBURSED EXPENSES:

IEEE Standards Association related travel expenses are not typically reimbursed but exceptions may be made on a case by case basis.

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies, for expenses related to the IEEE Board of Directors.

STAFF CONTACT:

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