IEEE Secretary

OVERVIEW:
The Secretary guides the IEEE in good Governance practices.

The Secretary, under the direction of the Board of Directors, shall have general supervision of the keeping of records of meetings, activities, membership and any other records required by law (IEEE Constitution, Article XIII - Management, Sec. 4).

In addition to the duties specified in the Constitution, the Secretary shall prepare an Annual Report on membership, meetings, and IEEE activities to be submitted to the Board of Directors.

The IEEE Secretary 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:
- One year
- Re-election by the IEEE Assembly is permissible

ROLES
- Serves as a Corporate Officer of the IEEE;
- Serves as member of the IEEE Board of Directors;
- Chairs the IEEE Governance Committee.

DESCRIPTION OF RESPONSIBILITIES:
- Assists President with meeting protocol;
- Reviews and recommends approval of minutes of the IEEE Board of Directors;
- Supervises keeping of records required by law;
- Ensures the safe keeping and accuracy of all Board records;
- Provides notice of meetings of the Board and/or of a committee when such notice is required;
- Prepares annual report on membership, meetings and IEEE activities;
- Ensures all governing documents are in compliance with all applicable laws, rules and regulations;
- Ensures all Board and/or Committee documents are in compliance with the IEEE Information Disclosure Policy;
- Works with the organizational units on revisions to operations manuals and charters to assure compliance with the law and IEEE’s governing documents;
- Understands current issues and their complexities and provides sound counsel to the IEEE President and other Board members;
- Identifies, encourages, nominates and mentors candidates for higher volunteer positions within IEEE;

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.

**QUALIFICATIONS AND SKILLS:**
- See “Qualifications and Skills for Member, IEEE Board of Directors”. In addition,
  - Basic knowledge of good governance principles;
  - Experience at senior levels of IEEE, particularly the Board of Directors;
  - Knowledge of the mandates and operations of the IEEE Board of Directors and IEEE Major Boards;
  - Working knowledge of IEEE Constitution, Bylaws, Policies and the processes under which these are formed;
  - Working knowledge of the IEEE and its mission, structure, goals, needs, and direction;
  - Excellent judgment and communication skills to review submissions for revisions to IEEE Governing Documents for clarity and reasonableness, and to ensure that the submitting parties prepare workable board agenda items;
  - Ability to view and discuss issues objectively;
  - Excellent negotiation skills;
  - Excellent presentation skills; and

**ESTIMATED TIME REQUIREMENTS**:

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

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<thead>
<tr>
<th>Item</th>
<th>Estimated Time Required: 24-27 days</th>
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<tbody>
<tr>
<td><strong>Material/Agenda Review</strong></td>
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<tr>
<td>Governance Committee Meetings</td>
<td>TOTAL: 5 Days/year</td>
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<td></td>
<td>12 hours per meeting (3 per year)</td>
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<td><strong>In-Person Meetings: (Not including travel time)</strong></td>
<td>TOTAL: 3 Days/year</td>
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<tr>
<td>Governance Committee</td>
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| **Teleconferences:** | **TOTAL: 1 Day/year**
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<tbody>
<tr>
<td>• Governance Committee as may be needed (typically 2 to 4 per year)</td>
<td>2 hours (3-5 per year)</td>
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<tr>
<td>• Board of Directors Agenda Review</td>
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| **Correspondence** | **TOTAL: 12 Days/year**
| 1 day/month (spread out over month) | |

| **Travel: (does not include meeting time)** | **TOTAL: 3-6 Days/year***
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<tr>
<td>• Governance Committee</td>
<td>1-2 days (per meeting/3 per year)</td>
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*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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