

IEEE-USA President

OVERVIEW:

The IEEE-USA President is elected by the eligible U.S. voting members of Regions 1-6, serves as the Chair of IEEE-USA and is a member of the IEEE Board of Directors.

The IEEE-USA President is responsible for advancing policies and implementing programs designed to serve and benefit the members, STEM professionals, and general public in the United States and for representing the professional interests of IEEE before U.S. governmental bodies. In this role, the IEEE-USA President works with IEEE-USA volunteers and staff to advance the public good and promote the careers and public-policy interests of the technology professionals who are U.S. members of the IEEE.

The IEEE-USA President 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 as IEEE-USA President-Elect, one year as IEEE USA-President and one year as IEEE-USA Past President

ROLES:

- Serves as a Corporate Officer of IEEE;
- Serves as member of the IEEE Board of Directors;
- Presiding officer of the IEEE-USA Board of Directors, IEEE-USA Operating Committee and IEEE-USA Assembly;
- Serves as an ex-officio member of all IEEE-USA committees and councils;

DESCRIPTION OF RESPONSIBILITIES:

IEEE-USA President

- Provides strategic direction and operational oversight to IEEE-USA Board of Directors, IEEE-USA staff, volunteers, budget and programs;
- Calls and presides over regular and special meetings of IEEE-USA Board of Directors, setting the meeting agendas and ensuring that all participants are able to contribute through meaningful and respectful dialogue;
- Serves as the primary point of contact for IEEE-USA Board members on board issues;
- Serves as IEEE-USA's principal spokesperson for media interactions and representative in official communications with U.S. governmental bodies at all levels;
- Reviews and confirms the appointment of IEEE-USA committee chairs;
- Appoints IEEE-USA representatives to external organizations and to other IEEE boards and committees, as requested, or if required by IEEE Bylaws;

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- Identifies, encourages, nominates, and mentors candidates for higher volunteer positions within IEEE;

See also the Description of Responsibilities section of the Member, IEEE Board of Directors position description.

IEEE-USA President Elect

- Supports the IEEE-USA President and IEEE-USA Board by serving as a member of the Board, its Operating Committee and Assembly, and as Chair of the IEEE-USA Strategic and Long Range Planning Committee, and by accepting other assignments and responsibilities as delegated by the IEEE-USA President or Board.

IEEE-USA Past President

- Supports the IEEE-USA President and Board by serving as a member of the Board and its Operating Committee and Assembly, and by accepting such assignments and responsibilities as delegated by the IEEE-USA President or Board;
- Supports the IEEE-USA Board of Directors and Assembly by serving as Chair-elect of the IEEE-USA Nominations and Appointments Committee.

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,

- Strong verbal and written communication skills, including public speaking and interactions with the media;
- Working knowledge of IEEE-USA and its mission, organization, structure, goals, needs and direction;
- Appreciation for IEEE Bylaws, Policies and the processes under which these are formed, especially those relevant to IEEE-USA;
- Ability to convene and run effective meetings as a presiding officer;
- Ability to view & discuss issues objectively;
- Knowledge of U.S. public policy issues and processes is desirable (including ability to discuss them publicly as IEEE-USA's representative);
- Willingness to work closely with staff professionals in implementing IEEE-USA strategies and operational plans.

ESTIMATED TIME REQUIREMENTS:**

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

IEEE-USA President	Estimated Time Required: 72-99 Days per Year
Material/Agenda Review	TOTAL: 7 Days 6 hours (7/year)
Program Participation/Management Coordination/Oversight	TOTAL: 12.5 Days 2 hours/week
In-Person Meetings: (Not including travel time) <ul style="list-style-type: none"> • IEEE-USA Board of Directors Meetings • IEEE-USA Operations/Planning Meetings (stand-alone) • IEEE-USA Future Leaders Forum • Engineering Societies Convocation • Region Meeting Attendance (optional) 	TOTAL: 26-47 Days 1 day (3/year) + regular teleconferences 1 day (3/year) 3 days (1/year) 2 days (1/year) 5-6 days (3-6/year)
Correspondence (including Email)	TOTAL: 12.5 Days 2 hours/week
Travel: (does not include meeting time) <ul style="list-style-type: none"> • IEEE-USA Board of Directors/Ops • Engineering Societies Convocation • Region Meeting Attendance (optional) 	TOTAL: 14-20 Days 1-2 days (3/year) 1-2 days 10-12 days

*Time estimates are based on IEEE-USA President’s minimum commitments, and do not reflect additional trips or time spent preparing, traveling, or participating in other IEEE or IEEE-USA committees meetings or IEEE-USA events, including National Engineers Week, Congressional Visits Day, testimonies, engineering community conferences or meetings, invited talks to external organizations, National Academies conferences, National Medal award ceremonies, etc. that the President may elect to participate in. Actual time required for these additional activities varies significantly depending on the activity, as well as from year to year, and is also subject to the interests and availability of the IEEE-USA President. A typical schedule might include between 5-10 additional obligations of 1-3 days duration (including travel).

ESTIMATED TIME REQUIREMENTS*:

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

IEEE-USA President-Elect	Estimated Time Required: 35-38 Days per Year
Material/Agenda Review	TOTAL: 7 Days 6 hours (7/year)
In-Person Meetings: (Not including travel time) <ul style="list-style-type: none"> • IEEE-USA Board of Directors Meetings • IEEE-USA Operations Meetings (stand-alone) • IEEE-USA Future Leaders Forum • Region Meeting Attendance 	TOTAL: 11 Days 1 day (3/year) + regular teleconferences 1 day (3/year) 3 days (1/year) 2 days (one/year)
Correspondence (including Email)	TOTAL: 12.5 Days 2 hours/week
Travel: (does not include meeting time) <ul style="list-style-type: none"> • IEEE-USA Board of Directors/Ops • Region Meeting Attendance 	TOTAL: 4-8 Days 1-2 days (3/year) 1-2 days

*Time estimates are based on the IEEE-USA President-Elect's minimum commitments, and do not reflect additional trips or time spent preparing, traveling, or participating in other IEEE or IEEE-USA committees meetings or IEEE-USA events, including National Engineers Week, Congressional Visits Day, testimonies, engineering community conferences or meetings, invited talks to external organizations, National Academies conferences, National Medal award ceremonies, etc. that the President-Elect may be asked to participate in. Actual time required for these additional activities varies significantly depending on the activity, as well as from year to year, and is also subject to the President-Elects' interests and availability. A typical schedule might include between 5-10 additional obligations of 1-2 days duration (including travel).

ESTIMATED TIME REQUIREMENTS*:

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

IEEE-USA Past President	Estimated Time Required: 37-40 Days
Material/Agenda Review	TOTAL: 7 Days 6 hours per regular meeting (7/year)
In-Person Meetings: (Not including travel time) <ul style="list-style-type: none"> • IEEE-USA Board of Directors Meetings • IEEE-USA Operations Meetings (stand-alone) • IEEE-USA Future Leaders Forum • IEEE-USA N&A Committee • Region Meeting Attendance 	TOTAL: 13 Days 1 day (3/year) + regular teleconferences 1 day (3/year) 3 days (1/year) 2 days (2 hours/5-6 telecon meetings) 2 days (one/year)
Correspondence (including Email)	TOTAL: 12.5 Days 2 hours/week
Travel: (does not include meeting time) <ul style="list-style-type: none"> • IEEE-USA Board of Directors/Ops • Region Meeting Attendance 	TOTAL: 4-8 Days 1-2 days (per meeting/3 per year) 1-2 days

Time estimates are based on the IEEE-USA Past President's minimum commitments, and do not reflect additional trips or time spent preparing, traveling, or participating in other IEEE or IEEE-USA committees meetings or IEEE-USA events, including National Engineers Week, Congressional Visits Day, testimonies, engineering community conferences or meetings, invited talks to external organizations, National Academies conferences, National Medal award ceremonies, etc. that the Past President may be asked to participate in. Actual time required for these additional activities varies significantly depending on the activity, as well as from year to year, and is also subject to the Past President's interests and availability. A typical schedule might include between 5-10 additional obligations of 1-2 days duration (including travel).

REIMBURSED EXPENSES:

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies.

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