

## **IEEE Vice President, Educational Activities**

### **OVERVIEW:**

The IEEE Vice President – Educational Activities (EA) is elected by the IEEE Assembly and serves as Chair of the IEEE Educational Activities Board.

The IEEE Vice President, Educational Activities 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 a member of the IEEE Board of Directors;
- Chairs the EAB and presides over its meetings;
- May serve as an alternate voting member of [ABET, Inc.](#) Board of Delegates.

### **DESCRIPTION OF RESPONSIBILITIES:**

The Vice President, Educational Activities responsibilities include:

- Leads the Educational Activities Board;
- Director on the IEEE Board of Directors (See Member, Board of Directors Position Description);
- Appoints EAB, EAB Committee members, and EAB representatives to other IEEE organizations;
- Makes recommendations for changes to EAB structure, policies, and procedures;
- Establishes EAB ad hoc committees when required, and monitors their progress;
- Informs the EAB of IEEE Board of Directors pertinent discussions, actions taken, and subsequent actions required by EAB;
- Appears in person, or through an informed representative in meetings of IEEE committees and organizational units, when significant EAB-related matters are discussed, or when significant input from EAB is needed;
- Meets frequently in person or by phone, with members of the IEEE staff, especially with the Managing Director Educational Activities and members of the Educational Activities Department (EAD), to provide input from IEEE volunteers and assist in guiding activities and operations relevant to EAB;

- Appears in person or through an informed representative in meetings of EAB Committees;
- Provides support as needed in accreditation matters which have an impact on IEEE;
- Seeks opportunities to appear at meetings of IEEE geographical and technical organizational units in order to promote use of EAB programs and promote cooperation and coordination of efforts;
- Seeks opportunities to develop, with the help of members of the IEEE staff, as well as EAB members and other volunteers, new initiative(s) and other proposals for new activities in line with EAB goals and the IEEE strategic plan;
- Seeks opportunities to develop contacts and joint projects with industry, academia and governmental agencies that can promote education in engineering, computing and technology;
- Attends important gatherings of IEEE organizational units (such as Sections Congress) where opportunities exist to inform members and volunteers on EAB programs and on opportunities for cooperation with EAB.
- Identifies, encourages, nominates and mentors candidates for higher volunteer positions within IEEE;
- Following service as IEEE Vice President Educational Activities, serves as Past Vice President Educational Activities, as a voting member of the EAB and as Chair of the EAB N&A Committee. As Chair of the EAB N&A Committee, the Past Vice President Educational Activities also serves on the IEEE N&A Committee;
- Must be able to communicate frequently and in a timely manner with the Educational Activities staff.

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, Board of Directors”. In addition,
- Strong leadership skills;
- Knowledge of the IEEE and its mission, organization, structure, goals and direction;
- Knowledge of the workings of IEEE Educational Activities;
- Proven experience and knowledge in academic and industry communities to serve as a principal IEEE representative to external bodies regarding

education-related matters. Should have the support of that person's employer in meeting the obligations of the position.

Must possess the ability to:

- Understand and lead the development of strategies to meet the educational needs of IEEE members, the engineering, academic and scientific communities, and the general public for high-quality educational products and services;
- Identify new and valuable educational products and services to serve a continuously changing global environment;
- Devise strategies to facilitate the establishment and implementation of systems that assure and improve the understanding and quality of accreditation in engineering, computing and technology;
- Provide guidance regarding accreditation to external organizations, including professional associations and governmental decision-making bodies worldwide;
- Lead the development of innovative tools to promote and enhance the level of technological literacy of pre-university educators and students;
- Develop positions and implement actions to help assure high-quality in science, mathematics, and educational backgrounds related to IEEE fields of interests for pre-university students;
- Direct development of programs that motivate practitioners to pursue continuing education throughout their careers;
- Develop cooperative efforts with other organizational units to raise awareness of the contributions to human welfare by researchers and practitioners involved in IEEE fields of interest.

**ESTIMATED TIME REQUIREMENTS#:**

<b>Item</b>	<b><u>Estimated Time Required: 43-80 days/year</u></b>
<b>Material/Agenda Review</b> <ul style="list-style-type: none"> <li>• Educational Activities Board (EAB) meetings</li> </ul>	<b>TOTAL: 6-10 days per year</b> 2-3 days/meeting (3 meetings per year)
<b>In-Person Meetings (not including travel time)</b> <ul style="list-style-type: none"> <li>• Educational Activities Board</li> <li>• IEEE Finance Committee Meetings</li> <li>• ABET Board meetings (optional)</li> <li>• IEEE Region Meetings (optional)</li> </ul>	<b>TOTAL: 8-21 Days/Year</b> Held during BoD Meeting Series and EAB Mini-Series (3 per year) 1-2 days/meeting (2-4 meeting/year) 1 day/meeting (2 /year usually held in March & November) 1-2 days/meeting (4-6 meetings/year)

<b>Teleconferences</b> <ul style="list-style-type: none"> <li>• EAB Professional Staff discussions</li> <li>• EAB Board Meeting</li> <li>• EAB Committee Chairs Meeting</li> </ul>	<b>TOTAL: 3-4 Days/Year (flex-time)</b> 1-2 hours/month (12/year) Orientation Meeting in January (2 hours) Board Meeting in February (2 hours) plus upto 2 Additional Board Meetings during the year Quarterly with the Committee Chairs (1 hour)
<b>Correspondence</b> <ul style="list-style-type: none"> <li>• Email</li> </ul>	<b>TOTAL 20 -40 Days (flex time)</b> ½ - 1 hour/day
<b>Travel</b> <ul style="list-style-type: none"> <li>• EAB Meetings</li> <li>• ABET Board meetings (optional)</li> </ul>	<b>TOTAL: 6 Days/Year</b> Held during BoD Meeting Series and EAB Mini-Series (3 per year) 1-2 days/2 times per year

#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:**

Name: Jamie Moesch, Managing Director, Educational Activities  
Telephone: +1 732 562 5483  
Email: j.moesch@ieee.org

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