

## **IEEE Vice President, Technical Activities**

### **OVERVIEW:**

The IEEE Vice President – Technical Activities (VP TA) is elected by the IEEE membership (IEEE members who belong to one or more Societies) and shall serve as the Chair of the Technical Activities Board.

The IEEE Vice President, Technical 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:**

- Three-year commitment: One year as VP-Elect TA, one year as VP TA, and one year as Past VP TA.

### **ROLES:**

- Serves as a Corporate Officer of IEEE;
- Serves as member of the IEEE Board of Directors;
- Chairs the Technical Activities Board;
- Presiding officer of the TAB, TAB Management Committee and Division Directors' Forum;
- Serves as voting member of the TAB Strategic Planning Committee;
- Serves as the chief liaison for communication of TA to other boards (EA, MGA, IEEE-USA, IEEE-SA, and PSP) of the IEEE.

### **Vice President-Elect TAB:**

- Serves as Chair of the TAB Nominations and Appointments Committee

### **DESCRIPTION OF RESPONSIBILITIES:**

- Serves as the coordinator for all technical units of IEEE;
- Attends all meetings of TAB, the Division Directors' Forum, the TAB Management Committee and the TAB Strategic Planning Committee;
- Makes appointments to TAB related Committees, other OU Committees and OUs as appropriate;
- Recommends administrative changes to Society/Council (S/C) Constitutions and Bylaws to be reported on the TAB agenda;
- Initiates TAB procedures, as needed, to ensure the health of TAB organizational units and mediates disputes among TAB OUs;
- Informs TAB of important IEEE Board of Directors matters;
- 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.

**ELIGIBILITY:**

- Must be an IEEE member in good standing;
- Must be of IEEE Senior Member grade or higher;
- Must be a member of at least one society.

**QUALIFICATIONS AND SKILLS:**

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

- Should have knowledge of the workings of the IEEE Technical Activities Board;
- Must possess a willingness to develop an understanding of the directions of IEEE Technical Activities Board and commit to its implementation and operating principles;
- Should have three to five years of increasingly responsible management experience and excellent leadership qualities;
- Should have experience in implementing and operationalizing a strategic vision and providing direction and guidance to the design and implementation of teams that carry out the mission;
- Must possess an understanding of the role of technology in enabling member activities;
- Should have solid understanding of Societies, Technical Councils and IEEE organization as related to these organizational units;
- Ability to travel frequently including internationally.

**CORE COMPETENCIES:**

- Demonstrated management experience including financial responsibility for an operating unit and strategic planning. Experience in organizational development is a plus;
- Demonstrated management skills in a volunteer led organization that operates by consensus and the ability to conduct effective negotiations involving financial and policy matters;
- Demonstrated strong interpersonal skills with sensitivity to cross-cultural and transnational issues;
- Demonstrated superior written and oral communication skills and organizational ability;
- Demonstrated relationship and consensus building among diverse constituencies.

**ESTIMATED TIME REQUIREMENTS#:**

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

<b><u>Item</u></b>	<b><u>Estimated Time Required: 105-157 Days per Year</u></b>
<p><b>Material Review: Agenda, Minutes, email, mail, web postings, reports, ad hoc meetings</b></p> <ul style="list-style-type: none"> <li>• TAB Meetings</li> <li>• TAB Special Chair initiatives</li> <li>• TAB Management Committee (TMC)</li> <li>• TAB Finance Committee</li> <li>• TAB Strategic Planning Committee (SPC)</li> </ul>	<p><b>TOTAL: 58 Days</b></p> <p>2 day (3/year) and ½ day post meeting to review minutes/actions (3/year)            4 days/quarter            1.5 day (6/year) and monthly Webex meetings (12)            1.5 day (6/year)            1.5 day (3/year)</p>
<p><b>In-Person Meetings</b></p> <ul style="list-style-type: none"> <li>• Technical Activities Board</li> <li>• TAB Mini-Meeting Series (TAB Strategic Planning Committee, TAB Finance, TAB Management Committee)</li> <li>• TAB Finance Committee Meeting (stand-alone meeting)</li> <li>• TAB Management Committee Meeting (stand-alone meeting)</li> <li>• Society meetings</li> <li>• Region meetings</li> </ul>	<p><b>TOTAL: 29-42 Days</b></p> <p>2.5 day (3/year)            3 days (3/year)</p> <p>1 day (3/year)</p> <p>1 day (3/year)</p> <p>1-3 days (3-4/year)            1-2 days (2-3/year)</p>
<p><b>Teleconferences</b></p> <ul style="list-style-type: none"> <li>• Society, Special Chair initiatives, strategic discussion planning, TAB Mgmt Committee, and other Governance related</li> </ul>	<p><b>TOTAL: 2-6 Days</b></p> <p>1-2 hours (up to 24/year, and as needed)</p>
<p><b>Travel (does not include meeting time)</b></p> <ul style="list-style-type: none"> <li>• Technical Activities Board meetings</li> <li>• TAB Mini-Meeting Series (TAB Strategic Planning, TAB Finance, TAB Management)</li> <li>• Region Meetings</li> <li>• Society Meetings</li> </ul>	<p><b>TOTAL: 22-52 Days*</b></p> <p>1-4 days (3/year)            3-4 days (3/year)</p> <p>2-4 days (2-3/year)            2-4 days (3-4/year)</p> <p>*travel time depends on meeting venue and location of VP.</p>

#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.

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