Technical Activities and the IEEE Nominations Process

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2017 Vice President-Elect, Technical Activities
TA and IEEE Nominations

For years I have compared the process to a Rubik’s Cube*

- Who nominates?
  - TAB N&A?
  - IEEE N&A?
- Who determines the slate?
  - TAB N&A?
  - IEEE N&A?
  - Directors Forum? President’s Forum?
  - TAB?
  - BOD?
- Who decides election?
  - Directors Forum?
  - TAB vote?
  - Membership vote?
  - Appointment?
- When?

* Simpler if you have the solution guide
Who are the TAB N&A?*

- Committee Chair – VP-Elect of TA
- Committee Past Chair – VP TA
- Three (3) members who are present or past Division Directors
  - Nominated by Division Director’s Forum and Appointed by TAB
- Three (3) members who are present or past S/C Presidents
  - Nominated by President’s Forum and Appointed by TAB
- Three (3) additional members
  - Appointed by the TAB Management Committee; ratified by TAB

*From IEEE TA Operations Manual
Who are the IEEE N&A?*

- Chair – IEEE Past-Past President
- Chair-Elect – IEEE Past President
- Past Chair – IEEE Past-Past-Past President
- Awards Board N&A Chair
- Educational Activities Board N&A Chair
- Member and Geographic Activities N&A Chair
- Publication Services and Products Board N&A Chair
- Technical Activities Board N&A Chair
- Standards Association N&A Chair
- IEEE-USA N&A Chair
- Members-at-Large (6)
- At least one member shall be a Young Professional
- With the exception of the Chair-Elect, no member of the IEEE N&A Committee shall be concurrently serving on the IEEE Board of Directors

*From IEEE N&A Committee Operations Manual
Tips for Getting Nominated

Identify the position(s) that interests you
- Check the eligibility requirements
  - TAB Ops Manual
  - IEEE ByLaws
- Check the nominations schedule/process
  - Submit your nomination on time
- Identify a mentor and develop a plan
- Increase your visibility
  - Sit in on the committee, become a familiar face
  - Speak to the Chair and volunteer
- Update your CV
Creating a Successful Nomination Packet

▸ Follow Directions and Make a Checklist
  - “Measure twice, cut once”
  - Trusted peer review
  - Remove spelling errors, check language use
  - Consider your audience

▸ Exceed Expectations
  - Make your nomination packet stand out from the field
  - Professional photograph recommended
  - Gear content toward **targeted position**; materials should be consistent with the position description
  - *Do not use the same generic packet for multiple positions*
The IEEE New Initiatives Committee (NIC) is a committee of and reports directly to the IEEE Board of Directors. The new initiatives program is designed to support potential new programs, products, or services that are of strategic importance to IEEE and will provide significant benefit to IEEE members, the public, the technical community, and customers, or which could have lasting impact on the IEEE or its business processes. NIC identifies, evaluates, recommends, and monitors new initiative projects and programs consistent with IEEE’s vision, mission, and Strategic Plan. It recommends new initiatives for IEEE Board of Directors approval.

Members-at-large: Candidates are identified by the IEEE Nominations and Appointments Committee through the nomination and selection process. Rolling two-year terms staggered for some overlap and continuity year to year. In view of the expertise required, selection will be based on competencies.

57 applications reviewed to fill 3 member at large positions
Real (Fictionalized) Example

Description of Responsibilities

- Proactively seek new initiative and seed grant proposals;
- Review proposals, identify and recommend viable projects for funding and approval by the IEEE Board of Directors;
- Serve as a point of contact for initiative leaders of multi-year projects;
- Monitor progress and execution of funded projects and assess success or failure;
- Participate in committee orientation;
- Review committee operations manual and bylaws;
- Work with committee chair to meet the charge of the committee and achieve the plans within time and fiscal parameters;
- Actively participate in all committee meetings and discussions;
- Review committee agendas and proposals prior to each meeting;
- Assist in implementing committee tasks and projects;
- Contribute to the development of annual goals;
- Maintain confidentiality per IEEE Policies and as may be further outlined in committee charter and or/operations manual

Qualifications and Skills

- Working knowledge of the IEEE organization and its fields of interests, activities, mission, structure, goals, needs, and direction;
- Knowledge of the workings of the New Initiatives Committee;
- Ability to act with discretion, tact and handle confidential matters;
- Ability to form consensus;
- Honesty, integrity, and adherence to high ethical standards;
- Excellent people skills including the willingness to build on other's ideas; negotiate compromise and resolve differences; and to maintain positive working relationships;
- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, and community-building skills;
- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;
- Capability to focus on strategic issues and make effectiveness a top priority;
- Excellent communication skills;
- More…
Real (Fictionalized) Example

Candidate A

- **Biography**
  Experience summarized and tailored to support qualifications and skills required by NIC

- **Most significant IEEE accomplishments**
  IEEE volunteer experience description supports NIC responsibilities; activities listed with associated impact description (the ‘so what’)

- **Why should we select you to serve in this position?**
  250 word summary of qualifications describe how candidate would meet and exceed NIC member-at-large requirements based on both IEEE and external experience cited

- **Position Statement**
  Candidate describes specific plans to move NIC forward, to promote its goals and activities, and to reach its goals (250 words)

Candidate B

- **Biography**
  CV-like listing of job history to include non-relevant publications

- **Most significant IEEE accomplishments**
  Chronological listing of IEEE activities with terms of service; or list of publications; or no specifics provided; or very limited accomplishments or accomplishment not relevant to NIC responsibilities

- **Why should we select you to serve in this position?**
  One sentence statement stating because candidate has – the time; or the energy; or no response provided

- **Position Statement**
  One sentence statement; same position used for multiple nomination packages; because the candidate wants to help without specifics of how and why; No position statement provided
Learn more about Volunteer Opportunities and visit the “Become an IEEE-TA Volunteer” site at https://www.ieee.org/about/volunteers/tab/tab_volunteering.html.

For additional assistance with questions, job descriptions, time commitment, etc., contact TAB N&A support: Paula Dunne at p.dunne@ieee.org.

Have additional questions or comments, please contact Kathy Land at skland@ieee.org.
THANK YOU!!
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