

## **MGA MEMBER BENEFITS PORTFOLIO ADVISORY COMMITTEE POSITION DESCRIPTIONS**

### **POSITION TITLE:**

**MGA MEMBER BENEFITS PORTFOLIO ADVISORY COMMITTEE CHAIR and MEMBERS**

### **OVERVIEW:**

The MGA Member Benefits Portfolio Advisory Committee (MBPAC) shall report to the Member and Geographic Activities (MGA) Board through the MGA Operations Committee. The committee is comprised of up to 13 volunteer positions comprised of the following members:

- Chair
- Immediate Past Chair
- 9 IEEE members
- 1 to 4 non-member industry volunteers
- Up to 6 non-voting staff representing OUs
- 1 Staff Secretary

MBPAC shall be responsible for the composition of IEEE's member benefits portfolio excluding technical society benefits. MBPAC will coordinate with organizational units to review and assess member benefits and recommend to the MGA Board the adoption or removal of such benefits based upon a structured benefits development and assessment process. MBPAC shall oversee the member benefits development and life-cycle process.

- If an IEEE institutional product is offered with an individual member option, then the MBPAC may assess the individual member option.
- If a local benefit is developed, then it may be reviewed by the MBPAC for applicability to the global portfolio of member benefits.

The MBPAC functions are to:

- Receive reports from organizational units of IEEE about new or proposed member benefits and monitor and assess existing benefits that are available to IEEE members. This is done with a focus on the value to members of the overall IEEE benefits portfolio and MGA's member-centric mission, to ensure that the offerings represent high perceived value.
- Align the MGA Benefits Portfolio with the Strategic Direction of IEEE.
- Provide recommendations on overall policy and procedures regarding establishment or removal of IEEE member benefits;
- Review proposals for new member benefits and make recommendations to the presenting entity for approval, revision or rejection of proposals;
- Review data and reports pertaining to member utilization and satisfaction with benefits and initiate discussion with benefits "owners" about such data and potential courses of action to improve member response;
- Oversee the Member Discounts Roadmap;
- Oversee the Career Services Roadmap;
- Report to the MGA Board on status of member benefits portfolio

More information about the MGA Member Benefits Portfolio Assessment Committee and [IEEE Member Benefits](#) is available.

### **Term Of Office:**

- Chair: One year as Chair, with possible reappointment for a second year
- Member: One-year term as Member, with possible reappointment for a second year

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**DESCRIPTION OF RESPONSIBILITIES:**

**MEMBER**

Responsibilities

- Review and assess proposed, new MGA benefits or products
- Review and assess existing MGA benefits or products
- Continually assess the strategic objectives impacting the direction of the Member Benefits Portfolio
- Continually assess benefit performance as measured by defined key indicators and member satisfaction and participation data
- Develop the Member Discounts Roadmap
- Develop the Career Services Roadmap
- Align the MGA Benefits Portfolio with the Strategic Direction of IEEE.
- Evangelize the MGA Benefits Portfolio Strategic Vision to the Operating Units
- Attend the MBPAC committee and conference call meetings
- Serve on subcommittees as appointed by the Chair
- Participate in committee orientation;
- Review committee mission 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 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 manuals.

**CHAIR – In Addition to Member Responsibilities**

- Past experience on this committee is preferred
- Will serve as past chair in year following term as chair
- Leads the development and maintenance of the MGA MBPAC vision, mission and objectives
- Steward of the MGA product and benefit development process
- Schedule and conduct meetings and conference calls
- Provide annual report and status reports as required to the MGA Board
- Work with the staff to adhere to the yearly budget
- Serve as the liaison to the MGA Board
- Confer with preceding Committee Chair and staff and participate in the committee orientation;
- Collaborate with staff to develop the annual plan and/or activity schedule for the next program year(s) and communicate the plan to members of the committee;
- Work within the framework of the committee's plan, budget, and calendar of events;
- Collaborate with staff to monitor the program of work or goals for the committee;
- Provide leadership to assure that the committee charge is met and collaborate with committee to ensure completion of activities;
- Collaborate with staff in setting meeting agendas;
- Call and preside at meetings of the committee;

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- Facilitate committee discussions;
- Collaborate with staff to ensure that minutes of the meetings are recorded and distributed to committee members;
- Prepare reports on committee activities and relevant issues for distribution to the MGA Board, as needed, and submit its year-end report;
- Mentor committee members to ensure continuity to the program next year;
- Submit recommendations to the MGA Nominations and Appointments Committee for *next year committee members and potential future members.*

**ELIGIBILITY:**

- IEEE volunteer must be an IEEE member in good standing. Non-IEEE volunteer must possess demonstrable expertise in their fields and have no conflict of interest with the IEEE or the functions of this committee.

**QUALIFICATIONS AND SKILLS:**

**MEMBER**

- Seven (7) IEEE members, one each with knowledge and experience working with TAB, EAB, IEEE-USA, PSPB, and Standards and one each from MGA (R1-6), MGA (R7-10),
- Must be familiar with the IEEE organization, its needs, and direction (Strategic Initiative);
- Record as an active IEEE volunteer, having served on several IEEE committees or boards;
- Must be familiar with the functions of MGA and its activities;
- Must be familiar with the IEEE member benefits portfolio;
- Working knowledge of product life cycle management, product development, or similar business experience related to the work of this committee;
- Ability to act with discretion, tact, and handle confidential matters;
- Ability to form consensus;
- Working knowledge of IEEE and its fields of interests, activities, mission, structure, goals, needs, and direction;
- 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;
- Sound decision making skills to make timely decisions based on knowledge, analysis and judgment;
- Ability to meet deadlines and respond to communications in a timely fashion;
- Ability to share accountability and responsibility with other committee members;
- Familiarity with parliamentary procedures such as the basics of Robert's Rules of Order; and
- Prior relevant volunteer experience.

**CHAIR – In Addition to Member Responsibilities**

- Ability to manage the activities of the committee within the scope of its charter;
- Ability to clearly and comfortably delegate and broadly share both responsibility and accountability; and

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- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures such as the basics of Robert's Rules of Order.

**ESTIMATED TIME REQUIREMENTS:**

Item	Total Estimated Time Required
<b>Material and/or Agenda Review</b>	3-5 hours/meeting (typically 3-4 per year)
<b>In-Person Meetings</b> <ul style="list-style-type: none"> <li>• Committee meetings</li> <li>* Travel time depends on meeting venue and location of committee members. Alternate methods of participation may be arranged for those unable to travel.</li> </ul>	1-2 days/meeting * (one or two per year, typically March/April and September/October) * Not including travel time
<b>Teleconferences</b> <ul style="list-style-type: none"> <li>• Orientation</li> <li>• Committee status calls</li> <li>• Other</li> </ul>	1.5 hour (March) 1 hour (typically 2 to 4 per year) As required
<b>Correspondence</b> (e-mails, outreach, drafting of items, etc.)	Chair: 3-4 hrs/month Member: 1-2 hours/month

**REIMBURSED EXPENSES:**

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with [IEEE policies](#).

**STAFF CONTACT:**

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