

# IEEE MGA Geographic Unit Officer Position Description

## Section Vice Chair

### POSITION TITLE:

Section Vice Chair

### Executive Summary –desired outcomes/deliverables

A skilled engaged member who is capable of bringing technological innovation and excellence to directly benefit the profession and the common good of humanity and Achieve the Vision and Mission of IEEE.

Establish a local experience that member recognize and want to be a part of. Increase the value of the member experience Establish a professional home for the local IEEE member

The Section Vice Chair assists the Section Chair in managing the operations of the Section in the best interest of the local members and provides leadership, guidance and a sense of purpose for other Section volunteers.

In many Sections, the Section Vice Chair is responsible for working with the Section Secretary in selecting the topics that will be discussed at Section meetings. Additionally, this individual will work closely with the Chairs of the Technical Chapters and/or Affinity Groups to ensure that the programs offered by these subunits are focused on increasing member engagement and/or meeting the needs of the local member. In many cases, the Section Vice Chair will be elected to serve as the Section Chair.

Term: One year

*All officers shall be elected annually by the Section membership. The term of office for all officers shall normally be one year, but may continue until a successor has been duly elected and takes office. The term of office will date from 1 January through 31 December. The consecutive period of service in any one office shall normally not exceed two years. Such exceptions require approval by the Region Director who will annually report such exceptions to the MGA Board. An individual may be re-elected to a position previously held provided at least one year has passed since he or she held that office. (Source MGA Operations Manual – 9.4.F.7)*

### ROLES:

- Serves as a Member of the IEEE Section Executive Committee
- If the Section Chair is unable to perform their duties, the Vice Chair will be responsible for ensuring that the tasks are completed. These tasks could include (1) preside at meetings of the Section and the Section Executive Committee (2) represent the Section at IEEE gatherings (i.e. attend annual Regional Committee Meeting)

### DESCRIPTION OF RESPONSIBILITIES:

- **Oversee Management of the Section:** The principal responsibility of a Section Executive Committee member is to oversee the management of the Section, and in so doing, serve the best interests of the IEEE, its members and the public;
- Prepare for, attend, and actively participate in all meetings of the Section Executive Committee. Exercise business judgment to act in what is reasonably believed to be in the best interest of the IEEE, its members and the general public and not on behalf of any individual, entity or interest group;
- Establish effective systems for the periodic and timely reporting to the Section Executive Committee of important matters concerning the following:

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- Conference Activities within the Section
  - Potential opportunities for increased member engagement in forming additional Technical Chapters or Affinity Groups within the Section.
  - Student Branches Activities – Encourage student member participation in Section events and/or provide support for local Student Branch activities\*\*
  - Educational Activities – encourage and promote IEEE Educational programs (<http://www.ieee.org/education>) to the members and/or public\*\*
  - Awards & Recognition – encourage and promote the submission of nominations for the IEEE Awards at the Section, Region and IEEE level (IEEE Awards Board, MGA, Educational Activities).\*\*
- Be informed of the IEEE and its business, including its mission, services, policies and programs;
  - Spend sufficient time and energy to be familiar with matters requiring the Section's Executive Committee attention;
  - Disclose any real or perceived personal conflict of interest with matters before the Section Executive Committee or which might otherwise conflict with the fiduciary duties owed to the IEEE;
  - Review IEEE documents as they relate to the position of Section Chair, including IEEE Bylaws, IEEE Manual Policy, IEEE Financial Operations Manual and the MGA Operations Manual.
  - Become familiar with IEEE Policies regarding funding sources for Geographic Units, the appropriate use of IEEE Funds, establishing bank accounts, contract administration, annual reporting requirements and insurance coverage.
  - Exhibit highest standards of collaboration and collegiality;
  - Provide leadership in the association's statement of vision, mission, and goals, and the corresponding strategies, plans, and budgets to achieve them;
  - Suggest potential nominees to the Section Nominating Committee who can make a significant contributions to the work of the Section and the IEEE;
  - Identify potential individuals to serve in this position at completion of your term of office. Act as mentor to successor.

*\*\* Note – Some Sections may appoint a specific individual to perform these duties*

#### **ELIGIBILITY:**

- Must be an IEEE member [in good standing](#);
- Must be of IEEE Graduate Student Member, Member, Senior Member or Fellow grade or higher;
- Must reside in the geographic boundaries of the Section.

#### **QUALIFICATIONS & SKILLS:**

- Demonstrated business acumen, experience and ability to exercise sound judgments in matters that relate to the current and long-term objectives of the IEEE and the Section and should be willing and able to contribute positively to the decision-making process of the IEEE;
- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;
- Ability to cultivate and recruit Section members and other volunteers;

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- Interest and ability to understand the sometimes conflicting interests of the various constituencies of the IEEE and to act in the interests of all Section members and the general public;
- Honesty, integrity and adherence to high ethical standards;
- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills,
- Excellent relationship skills and the ability to interact with the public, other organizations and diverse communities;
- Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction for the Section;
- Ability to adhere to governance practices;
- Passion for, and interest in, the IEEE organization;
- Ability to dedicate service to the IEEE while maintaining balance with professional and personal life;
- Ability to handle sensitive and confidential situations;
- Excellent communication skills;
- Ability to meet deadlines and to respond to communications in a timely fashion;
- Prior volunteer experience.

#### ESTIMATED TIME REQUIREMENTS:

Item
<b>Correspondence –</b> <ul style="list-style-type: none"><li>• As a Section officer, it is very important that this individual check their email messages on a regular basis.<ul style="list-style-type: none"><li>○ <b>2 – 4 hours per week</b> - this number may vary depending on the number of members and/or activities within the Section</li></ul></li></ul>
<b>In-Person meetings</b> <ul style="list-style-type: none"><li>• Section and/or Section Executive Committee meetings<ul style="list-style-type: none"><li>○ 8 - 12 meetings per year (typical schedule)</li></ul></li><li>• Regional Meetings (if Section chair is unable to attend the meeting)<ul style="list-style-type: none"><li>○ 1 or 2 meetings per year – typically requires travel to/from meeting location</li></ul></li><li>• Sections Congress<ul style="list-style-type: none"><li>○ If the Section Executive Committee authorizes travel, the Section Vice chair may attend Sections Congress. This event is conducted every three years.</li></ul></li><li>• Technical Chapter/Affinity Group Meetings<ul style="list-style-type: none"><li>○ 1 – 2 meetings per year (optional)</li></ul></li><li>• Additional local activities (i.e. IEEE Conference within the Section boundaries)<ul style="list-style-type: none"><li>○ As the chair of a Section Officer, this individual may be asked to represent IEEE at local non-IEEE events.</li></ul></li></ul>

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#### REIMBURSED EXPENSES:

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

#### CONTACT:

If you have specific questions regarding the duties noted for this position, please contact IEEE Member & Geographic Activities department (mga@ieee.org)

#### Section Mission

- Inspire, Enable, Empower and Engage Members of IEEE at the local level.

For the purpose of ...

- Fulfilling the mission of IEEE
- Enhancing the member's growth and development throughout their life cycle
- Providing a professional home

#### Section Goals

- Increase member engagement
- Improve relationships with and among members
- Increase operational efficient and effectiveness, within the section and its interfaces
- Enhance collaboration – serve as the local face of IEEE to community
- Increase membership
- Enhance the membership-related information available to the member and the geographic units