

**IEEE MGA Geographic Unit Officer Position Description**  
**POSITION TITLE: Section Chair**  
**April 2017**

**OVERVIEW:**

The Section Chair is the Chief Operating Officer of the Section. The Section Chair ensures all local units are in compliance with IEEE Policies and local regulations. The Section Chair manages the operations of the Section to ensure the best interests of the local members are being met. The Section Chair provides leadership, guidance to other Section volunteers and ensures that the Section activities are focused on increasing member engagement and satisfaction. The Section Chair represents the needs of Section members by providing feedback to Region Committee and/or IEEE organizational units.

**TERM:** One or two years. The term of office will normally be from 1 January through 31 December. The consecutive period of service shall normally not exceed four years. (Reference: MGA Operation Manual 9.4.F.)

**ROLES:**

- The Section Chair shall serve as Chair for all meetings of the Section and the Section ExCom.
- Represent the Section at IEEE gatherings
- Represent the Section at Regional Committee Meetings and vote on issues on the basis of the best interest of IEEE

**DESCRIPTION OF RESPONSIBILITIES:**

- Oversee Management of the Section and serve the best interests of the IEEE, its members and the public
- Prepare the agenda and serve as chair for all meetings of the Section ExCom.
- Serve as a signer on the Section bank account and authorize disbursements as approved by the Section ExCom
- Review and confirm the Section annual report of financial activity at year end
- Establish annual Section goals, objectives, and activities with the approval of the ExCom
- Ensure that all Section Officers, Committee Chairs, Chapter Chairs, Student Branch Chairs and Affinity Group Chairs are aware of their responsibilities and duties
- Ensure Section and Section Chapter, Affinity Groups, and Student Branches are conducting activities on a regular basis and this information is being reported to IEEE MGA;
- If a Section Officer is unable to perform his/her duties, the Chair is responsible for ensuring that the duties are completed
- Ensure that a Section Nominating Committee is established in accordance with MGA Guidelines
- Suggest potential nominees to the Section Nominating Committee including successor
- Be aware of the IEEE and its business, including its mission, services, policies and programs
- Become familiar with IEEE Bylaws, IEEE Policy Manual, IEEE Financial Operations Manual and the MGA Operations Manual
- Disclose any real or perceived personal conflict of interest or which might otherwise conflict with the fiduciary duties
- Act as mentor to successor and volunteers

**ELIGIBILITY:**

- Must be an IEEE member in good standing
- Must be of IEEE Graduate Student Member, Member, Senior Member or Fellow grade or higher

**QUALIFICATIONS & SKILLS:**

- 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
- Passion for, and interest in, the IEEE organization
- 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
- Excellent communication skills
- 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
- Excellent relationship skills and the ability to interact with the public, other organizations and diverse communities
- Ability to listen and work well with people individually and in a group. Sensitivity to and tolerance of differing views
- Ability to handle sensitive and confidential situations
- Ability to cultivate, mentor, and recruit Section members and other volunteers;
- Honesty, integrity and adherence to high ethical standards
- Ability to adhere to governance practices
- Ability to dedicate service to the IEEE while maintaining balance with professional and personal life
- Ability to meet deadlines and to respond to communications in a timely fashion
- Prior volunteer experience

#### **ESTIMATED TIME REQUIREMENTS:**

##### **Item**

##### **Correspondence –**

- As a Section officer, it is very important that this individual check their email messages on a regular basis.
  - 2 – 4 hours per week - this number may vary depending on the number of members and/or activities within the Section
- Disbursements of payments
  - In some Sections, the Section chair may be requested to co-sign checks/payments from the Section Bank account to pay for Section activities.

##### **In-Person meetings -**

- Section and/or Section ExCom meetings
  - 8 - 12 meetings per year (typical schedule)
- Regional Meetings
  - 1 or 2 meetings per year – typically requires travel to/from meeting location
- Sections Congress
  - If the Section ExCom authorizes travel, the Section chair may attend Sections Congress. This event is conducted every three years.
- Technical Chapter/Affinity Group Meetings
  - 1 – 10 meetings per year (optional)
- Additional local activities (i.e. IEEE Conference within the Section boundaries)
- As the chair of the Section, this individual may be asked to represent IEEE at local non-IEEE events.

#### **REIMBURSED EXPENSES:**

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