

IEEE MGA Geographic Unit Officer Position Description

POSITION TITLE: **Section Vice-Chair**

April 2017

OVERVIEW:

The Section Vice-Chair assists the Section Chair in managing the operations of the Section. In many Sections, the Section Vice-Chair is responsible for working with Section leadership, Chapter Chairs, Affinity Group Chairs and Student Branch Chairs to select topics for meetings and to develop programs to meet the needs of local members.

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:

- Serves as a Member of the IEEE Section ExCom
- 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:
 - Preside at meetings of the Section ExCom
 - Represent the Section at IEEE gatherings (i.e. attend annual Regional Committee Meeting)

DESCRIPTION OF RESPONSIBILITIES:

- Prepare for, attend, and actively participate in all meetings of the Section ExCom
- 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
- Establish effective systems for the periodic and timely reporting to the Section ExCom of important matters concerning the following:
 - 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).**

*** 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

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

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.