**Director of Industry Relations**

**POSITION TITLE:**

IEEE Section Director of Industry Relations

**OVERVIEW:**

IEEE Director of Industry Relations is responsible for establishing and maintaining mutually beneficial relationships between the elements of the IEEE Section and local Industry entities. These relationships may take many forms and may include:

* Local employer & employee reference job banks.
* Industry sponsorship & speakers at SEM Chapter meetings and at Section Conferences.
* Participation in NASA + University & STEM - Industry focused problem research programs.
* Industry related workshops by local subject matter experts.

The usual term of office for the position of Director of Industry Relations is one year.

Term of office begins in January and runs until the end of December. The time needed to fulfill this volunteer position is approximately 2-4 hours per week.

**ROLES:**

* Support the activities of the Section Director of PACE Activities
* Serves as a member of the IEEE Section Communications & Conference Committees
* Preside in all Industry Relations matters at section meetings
* Represent the Section at IEEE gatherings, particularly relating to Industry Relations activities
* Assist in the promotion of IEEE Xplore to industry.
* Upon request, represent the Section at Regional Committee Meetings and vote on Industry Relations related issues in of the best interest of IEEE

**DESCRIPTION OF RESPONSIBILITES:**

* Attend Section Executive Committee (ExCom) meetings for information and/or action.
* Attend Section Conference Committee meetings for information and/or action.
* If you need help or have problems, report it for action.
* Develop new and innovative ways for interactions between IEEE and industry.
* Provide a regular report to the Section Executive Committee about status of Industry relations activities and programs in the Section and in the geographic area.
* Be aware of Section's demographics with relation to membership employed by academia for development of programs. For instance, this could assist you to prioritize towards university educational versus continuing education needs in your area.
* With the approval of the Section Executive Committee, plan and execute training programs to address the technical and professional development of the membership in industrial environments.

For activities in the IEEE PACE Network, see

http://www.ieeeusa.org/volunteers/pace/default.asp

* Ahead of an event, planning could entail development of a concise business plan, including a budget for approval by the Section ExCom. Following an event, a summary of expenses/revenues should be provided to the Section ExCom. Financial requirements and related procedures may differ from IEEE section to section.
* Communicate with neighboring IEEE Section Chairs in your Region to identify joint needs and programs.

Where appropriate, maintain information about national society(ies) and their industrial activities (http://www.ieee.org/about/corporate/agreements/regional.html)

* Maintain information about area educational and training opportunities and promote these programs to the IEEE membership in industrial environments.

Visit the education site for information on continuing education programs at www.ieee.org/organizations/eab/edresources.htm

Maintain information about IEEE USA involvement opportunities and promote these programs to the IEEE membership. Visit the IEEE USA sites for information on current programs at:

* + [Alliance of IEEE Consultants Networks (AICN)](http://www.ieeeusa.org/business/default.asp)
  + [Employment and Career Services Committee](http://www.ieeeusa.org/volunteers/committees/ecsc/index.html)
  + [Entrepreneurial Activities Committee](http://www.ieeeusa.org/volunteers/committees/eac/index.html)
  + [K-12 STEM Literacy Committee](http://www.ieeeusa.org/volunteers/committees/pec/index.html)
  + [Licensure and Registration Committee](http://www.ieeeusa.org/volunteers/committees/lrc/default.asp)
* Maintain communications with Regional PACE Activities contact through the Regional Government Activities Coordinator: Henry J Lindborg.
* Pass on to successor all relevant records of office at the end of term.
* Share your successes and communicate with other IEEE volunteers around the world.

Join the Section/Chapter Volunteer Forum Virtual Community at

https://www.ieeecommunities.org/section-chapter\_vol.

**ELIGIBILITY:**

* Must be an IEEE member in good standing;
* Must be an IEEE Graduate Student Member, Member, Senior Member, 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 IEEE and the Section
* 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 engage Section members and other volunteers in IEEE activities
* products and services;
* Interest and ability to understand the sometimes conflicting interests of the various constituencies of the IEEE and to act in the interest 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, financial institutions, governmental agencies, and diverse communities – particularly those with interest in promoting or contribution towards products and services rendered by the IEEE;
* Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction for educational activities matters within a 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**

**Correspondence –**

As a Section officer, it is very important that these members 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

**Meetings -**

Section and/or Section Executive Committee meetings:

4 face to face meetings each year and 1 conference call meeting each month. (Typical schedule)

Section Conference Committee meetings:

1 conference call meeting each month and face-to-face meetings as called by the committee chair.

**REIMBURSED EXPENSES:**

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies or the budget of a given IEEE Section.

**CONTACTS:**

**IEEE Section PACE Committee Chair**

**IEEE Section Conference Committee Chair**

If you have specific questions regarding the duties noted for this position, please contact your Section Chair, Section PACE Chair or the IEEE USA PACE Chair.

**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 members’ growth and development throughout their life cycle
* Providing a professional home

**Section Goals**

* Increase member engagement
* Improve relationships with and among members
* Increase operational efficiency and effectiveness, within the section and its interfaces
* Enhance collaboration – serve as the local face of IEEE to community
* Increase membership
* Ensure the collection of appropriate information necessary to assist the IEEE to become a data driven organization