

IEEE MGA Geographic Unit Officer Position Description Technical Society Chapter Vice Chair

Summary

Overview: The Technical Society Chapter Vice Chair (herein after “Vice Chair”) assists the Chapter Chair in managing the operations of the Chapter to ensure that it is engaging the members and supplementing their technical knowledge by conducting informative technical meetings and events at the local level. The Vice Chair learns and practices all aspects of leadership. This includes working well with others, displaying honesty, integrity and adherence to high ethical standards. The Vice Chair can prepare the Chapter for possible Society awards. The Vice Chair can also prepare for a possible greater role in IEEE, such as Chapter Chair or a role on the Section Executive Committee. There is a tremendous satisfaction in seeing others in the Chapters grow and gain self-confidence. Most importantly, the experience and organizational skills gained in chapter management stay with the Vice Chair forever beyond IEEE and are easily transferable to professional life as well as other activities.

The primary duties of the Vice Chair are as follows.

- 1. Preside over the Chapter in the absence of the Chapter Chair.**
2. Recruit volunteers, provide leadership and guidance to them, mentor your successor, and ensure that Chapter activities are focused on increasing member engagement and satisfaction.
3. Identify the needs of the Technical Society members and provide feedback to the Chapter Leadership Committee.
4. Ensure the success of the Chapter as defined by its Technical Society.
5. Ensure that the Chapter is in compliance with IEEE Policies and local regulations.

The ideal candidate is an enthusiastic member who is willing to uphold the Vision and Mission of IEEE to directly benefit the profession for the common good of humanity. In many cases, the Vice Chair will be elected to serve as the next Chapter Chair.

Term: One year

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 be a member of a sponsoring Technical Society.
- Must reside in the geographic boundaries of the Section.

Estimated Time Requirements: It may be as little as two hours per month.

Detailed Position Description

All officers shall be elected annually by the Chapter 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:

- Be responsible for completing any task that the Chair is unable to perform.
- Serve as a member of the Chapter Leadership Committee and attend its meetings.
- Serve as liaison to the technical society or council sponsoring the Chapter.
- Participation in related section- and society-sponsored local events is optional.

Description of Responsibilities:

- Oversee management of the Chapter: the principal responsibility of a Chapter Leadership Committee member is to oversee the management of the Chapter, and in so doing, serve the best interests of the IEEE, its Chapter members and the general public, and not on behalf of any individual, entity or interest group;
 - Review IEEE documents as they relate to the position of Vice Chair, including IEEE Bylaws and its mission & vision, IEEE Manual Policy, IEEE Financial Operations Manual and the MGA Operations Manual;
 - Provide leadership in the association's statement of vision, mission, and goals, and the corresponding strategies, plans, and budgets to achieve them;
 - Disclose any real or perceived personal conflict of interest with matters before the Section and/or Chapter Leadership Committee or which might otherwise conflict with the fiduciary duties owed to the IEEE;
 - Assist in preparing the agenda and actively participate in all meetings of the Chapter Leadership Committee;
 - 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.
- Suggest potential nominees to the Chapter Nominating Committee who can make a significant contributions to the work of the Chapter and the IEEE;
 - Identify potential individuals to serve as Vice Chair at completion of your term of office; act as a mentor to your successor.
- Exhibit highest standards of collaboration and collegiality.

Qualifications:

- 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 that includes
 - Excellent communication and leadership skills
 - Ability to set direction for the Chapter
 - Ability to adhere to governance practices
 - Honesty, integrity and adherence to high ethical standards
 - Ability to interact with the public, other organizations and diverse communities
 - Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group; negotiate compromise and resolve differences; maintain positive working relationships
 - Ability to recruit members and volunteers, and mentor them
 - Ability to understand possible conflicting interests of the various constituencies of the IEEE and to act in the interests of all members and the general public
 - Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills.
- 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.
- Ability to meet deadlines and to respond to communications in a timely fashion.
- Prior volunteer experience.
- Willingness to check email messages on a regular basis.

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

Contact: For further questions regarding the duties for this position, please contact IEEE Member & Geographic Activities department (mga@ieee.org).