**Government Relations Coordinator**

**POSITION TITLE:**

IEEE Section Government Relations Coordinator

**OVERVIEW:**

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

* STEM guidance for local political leadership in engineering related legislative matters.
* Government sponsorship / speakers at SEM Section Conferences.
* Promote communications between elected officials and the professional engineering community.

The usual term of office for the position of Government Relations Coordinator is one year with the possibility of reappointment.

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:**

* Serves as a member of the IEEE Section PACE Committee
* Works closely with the Regional PACE Coordinator.
* Works closely with the IEEE-USA Government Activities Committee as a member or corresponding member.
* Preside in all Government Relations matters at section meetings
* Foster, nurture, coordinate, and encourage the establishment of government activities and intersociety cooperative efforts.
* Spearhead efforts to set up IEEE Legislative Committees along government boundaries.
* Assist in solving problems caused by differences in state boundaries and IEEE Regional boundaries.
* Provide STEM literature, guidelines, and examples to Legislative Committees.
* Identify IEEE leaders (champions) for state government activities.
* Assists leaders in obtaining start-up funding from Regional Professional Development Activities Support Funds for government activities.
* Represent the Section at IEEE gatherings, particularly relating to Government activities
* Upon request, represent the Section at Regional Committee Meetings and vote on Government Relations Coordinator related issues in of the best interest of IEEE

**DESCRIPTION OF RESPONSIBILITES:**

* Attend Section Executive Committee (ExCom) meetings regularly for information and/or action.
* Support the activities of the Section PACE Activities
* Serves as a member of the IEEE Section Conference Committee
* Regularly attend the IEEE-USA meeting, with a focus on governmental activities
* Provide regular reports to the Section Executive Committee about status of Government 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.

For activities in the IEEE PACE Network, see

http://www.ieeeusa.org/volunteers/pace/default.asp (PACE could be expanded outside the

IEEE-USA)

* 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.
* 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:
* [Career and Workforce Policy Committee](http://www.ieeeusa.org/volunteers/committees/cwpc/index.html)
* [Committee on Communications Policy](http://www.ieeeusa.org/volunteers/committees/ccp/)
* [Committee on Transportation and Aerospace Policy](http://www.ieeeusa.org/volunteers/committees/ctap/index.html)
* [Critical Infrastructure Protection Committee](http://www.ieeeusa.org/volunteers/committees/cipc/index.html)
* [Energy Policy Committee](http://www.ieeeusa.org/volunteers/committees/epc/default.asp)
* [Government Fellows Committee](http://www.ieeeusa.org/volunteers/committees/gfc/index.html)
* [Government Relations Coordinator Council](http://www.ieeeusa.org/volunteers/committees/grc/default.asp)
* [Intellectual Property Committee](http://www.ieeeusa.org/volunteers/committees/ipc/index.html)
* [Medical Technology Policy Committee](http://www.ieeeusa.org/volunteers/committees/mtpc/)
* [Research and Development Policy Committee](http://www.ieeeusa.org/volunteers/committees/rdc/default.asp)
* Washington Internships (WISE) Task Force (ad hoc)

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 Relations Coordinatorhip 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 Relations Coordinatorhips 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 PACE Committee meetings:

Face-to-face and/or electronic meetings as called by the PACE 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.

**CONTACT:**

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.