**Nearby Section Liaison**

**POSITION TITLE:**

Nearby Section Liaison / Coordinator

**OVERVIEW:**

IEEE Nearby Section Liaison / Coordinator is responsible for establishing and maintaining mutually beneficial relationships between the IEEE Southeastern Michigan Section and our neighboring Sections.

Currently these Sections include:

* North: Northeastern Michigan: <https://webinabox.vtools.ieee.org/wibp_home/index/R40025/>
* South: Toledo: <http://www.ewh.ieee.org/r4/toledo/>
* East: Windsor, Ontario, Canada: http://???
* West: West Michigan: <http://sites.ieee.org/wms/>

These relationships may take many forms and may include:

* Active communications between each Section’s officials and the respective professional engineering communities,
* Shared hosting and sponsorship of mutually arranged meetings, conferences, workshops, etc.,
* Shared distinguished speakers and presentations,
* Co-Sponsorship of Symposia and Conferences.

**ROLES:**

* Serves as a member of the IEEE SEM Nearby Section Liaison Committee
* Works closely with the Nearby Section Liaison Committee Chair
* Represents Nearby Section interests at section meetings
* Foster, nurture, coordinate, and encourage Nearby section cooperative efforts.
* Assist in resolving issues caused by differences in state boundaries and IEEE Regional & Section boundaries.
* Represent the Section at IEEE gatherings, particularly when related to Nearby Section activities

**DESCRIPTION OF RESPONSIBILITES:**

* Attend Section Executive Committee (ExCom) meetings regularly for information and/or action.
* Support the activities of the Section Standing Committees
* Provide regular reports to the Section Executive Committee about status of Nearby Section activities and programs in the Section and in the geographic area.
* With the approval of the Section Executive Committee, plan and execute training programs to address membership, technical and professional development aNearby Sectional boundaries.
* Communicate with neighboring IEEE Section Chairs in your Region to identify joint needs and programs.
* Event, planning should 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 Treasurer and to the ExCom.
* Note that financial requirements and related procedures may differ from IEEE section to section.
* Pass on to successor all relevant records of office at the end of your term of service.
* Share your successes and communicate with other IEEE volunteers around the world.

**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 they represent and be willing to travel to adjacent Sections.
* The usual term of office for the position of Nearby Section Liaison 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.

**QUALIFICATIONS & SKILLS:**

* 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 Coordinator 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 Coordinator 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.

**Item: Correspondence –** As a Section officer, it is very important that you check your messages on a regular basis.

**ESTIMATED TIME REQUIREMENTS:**

**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 Membership Committee meetings:

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

**Item;** As a Section officer, it is important to check your email messages on a regular basis.

**Section Mission**

Inspire – Enable - Empower and Engage Members of IEEE at the local level.

For the purpose of:

* Fulfilling the mission of IEEE (…**foster technological innovation and excellence for the benefit of humanity**.)
* 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 the community,
* Increase membership,
* Ensure the collection of appropriate information necessary to assist the IEEE to become a data driven organization.

**CONTACT:**

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