**Comments - Technical Activities Committee (TAC) Charter**

1. **Purpose**
   1. This charter sets for the purpose, composition, responsibilities, duties, authority and limitations of the Technical Activities Committee.
   2. The Technical Activities Committee (TAC) is charged to report to the IEEE Southeastern Michigan Section (SEM) Executive Committee (ExCom) with recommendations designed to improve the operations and activity levels of SEM Geo-units (Chapters and Affinity Groups) on behalf of the Section’s membership.

**When?**

* 1. Operational and functional effectiveness of Geo-units will be assessed by TAC officers through

**frequency?** direct contact with Geo-unit leadership and through monitoring activity reported in the vTools system.

* 1. The TAC will encourage and support cross unit activity to maximize IEEE SEM member engagement through conducting monthly ‘virtual’ training meetings with invitations to attend sent to all SEM Geo-units. **(Need to develop a plan to make this a reality.)**

1. **Composition and Membership**
   1. The TAC is a standing committee under the IEEE SEM Section.
   2. TAC is composed of active IEEE Southeastern Michigan members. Membership in other IEEE Geo-units or committees is not required.
   3. Diversity of TAC members is encouraged (i.e. industry, academia, retired, race, gender, ethnicity, experience, religion, other, etc.).
   4. TAC members will be drawn from all the Geo-units (including Standing Committees) with the optimal members drawn from each AdCom.
   5. A quorum of the TAC will consist of 50% of the representatives from all **current member** Geo-units. Note this implies ~~at least~~ **an ideal of** a single representative from each Geo-unit.
   6. The TAC Administrative Officers will be composed of a chairperson, a vice chairperson, a secretary, the Section Information Management Coordinator and the individual Technical Coordinators who liaison with ~~each~~ the Geo-unit**s**.
      1. The TAC chairperson will be responsible for overseeing the activities of the TAC to include monitoring the technical activities of each Geo-unit or committee. Some data may be gathered through the vTools and routine reporting. The chairperson is responsible for setting TAC meeting agendas and for reporting TAC progress and recommendations to the SEM ExCom.
      2. The TAC vice-chairperson will be responsible for all chairperson duties in the absence of the chair and assisting in the training provided to ~~all~~ the Geo-units.
      3. The TAC secretary will be responsible for meeting arrangements, announcements, recording and distribution of meeting agendas and minutes to TAC members. The secretary will be responsible for maintaining this charter and the tracking of recommended and approved changes to it.
      4. The Information Management Coordinator will assist the TAC members by monitoring the reported progress of each SEM Geo-unit under the responsibility of the TAC and routinely provide electronic and or hardcopy documentation of L31 and other reported activities.
2. **Meetings**
   1. The full TAC will regularly meet monthly using WebEx, Zoom or another agreed to method and at least one yearly face to face meeting. **(suggest planning a f2f meeting as typical for every year)**
   2. The meeting method or location, date and time will be determined by the TAC chairperson, assisted by the TAC secretary.
   3. In advance of each regular TAC meeting, the minutes, actions items, **Action Item listing** and current agenda will be distributed to each member electronically.
3. **Duties and Responsibilities**
   1. The TAC will provide recommendations to the SEM ExCom for the purpose of sustaining and increasing the effectiveness of geo-units in providing services to the membership.
   2. The TAC will encourage and foster SEM Geo-unit and committee outreach. This includes collaboration with industry, academia and government entities to promote the fundamental mission of the IEEE through training and monthly meetings. **(Need to develop a plan to make this a reality.)**
   3. Note: The TAC does not have the authority to create or decommission SEM Geo-units. However, the TAC may make recommendations for SEM organizational changes to the SEM ExCom for consideration and execution.
   4. The TAC does not exert financial controls in connection with the completion of its assigned duties responsibilities. However, it is understood that the financial livelihood of the Section is determined to a great extent through Geo-unit scheduling and support of technical activities and conferences, and it will encourage and foster these activities. **(Need to develop a plan to make this a reality.)**
   5. The TAC will perform other duties as assigned by the SEM ExCom whenever relevant and feasible. Acceptance of additional duties must be approved by the TAC chairperson and a quorum of the members.
4. **Review of the TAC Charter**
   1. The SEM TAC charter will be reviewed by each current TAC member annually **at the first yearly meeting**.
   2. Recommendations for changes to the charter will be approved by the majority vote of a quorum of TAC membership.
   3. The TAC chairperson will provide the approved charter to the SEM ExCom for review, comment and ratification.

Original Approval Date: 8 June 2009

Last Approved Revision: 10 July 2018

Approved By: SEM ExCom 9/5/2018