

IEEE-USA President Position Description

OVERVIEW:

The IEEE-USA President is elected by the eligible U.S. voting members of Regions 1-6, serves as the Chair of IEEE-USA Board of Directors, and is a member of the IEEE Board of Directors.

The IEEE-USA President is responsible for advancing policies and implementing programs designed to serve and benefit members, STEM professionals, and the general public in the United States and for representing the professional interests of the IEEE-USA members before U.S. governmental bodies. In this role, the IEEE-USA President works with IEEE-USA volunteers and staff to advance the public good and promote the careers and public-policy interests of the technology professionals who are U.S. members of the IEEE.

The IEEE-USA President also serves as a member of the IEEE Board of Directors, the governing body of IEEE.

Term: This is a three year commitment: one year as IEEE-USA President-Elect, one year as IEEE USA President and one year as IEEE-USA Past-President

ROLES

- Serves as a Corporate Officer of the IEEE
- Serves as member of the IEEE Board of Directors;
- Presiding officer of the IEEE-USA Board of Directors, and IEEE-USA Assembly;
- Serves as an ex-officio member of all IEEE-USA committees and councils;
- Serves as a voting member of the Assembly of the American Association of Engineering Societies.

DESCRIPTION OF RESPONSIBILITIES:

IEEE Board of Directors

- Performs duties of Board membership responsibly and conforms to the level of competence expected from Board members, including the legal responsibilities of care, loyalty and obedience;
- Oversees management of the IEEE: The principal responsibility of a director is to oversee the management of the IEEE and, in so doing, serve the best interests of the IEEE, its members and the public;
- Exercises independent business judgment to act in what is reasonably believed to be the best interests of the IEEE, its members and the public and not on behalf of any individual, entity or interest group;
- Oversees the establishment of effective systems for the periodic and timely reporting to the Board of important matters concerning the IEEE, including, current business and financial performance; future business prospects and forecasts; financial statements with appropriate segment or divisional breakdowns; compliance programs to assure IEEE's compliance with applicable law and corporate policies; material litigation, governmental and regulatory matters; monitoring and where appropriate, responding to communications from members;
- Oversees the periodic review of, and implementation of corrective actions to support, the integrity of IEEE's internal control and information management systems;
- Completes required compliance training;
- Is informed about the IEEE and its business, including its mission, services, policies and programs;*
- Spends sufficient time and energy to be familiar with matters requiring the Board's attention;

IEEE-USA President Position Description

- Prepares for, attends, and actively participates in Board activities, including Director education sessions, as well as serves on special committees, task forces or other special projects as may be assigned;*
- Discloses any real or perceived personal conflict of interest with matters before the Board or which might otherwise conflict with the fiduciary responsibilities of a Director to the IEEE;
- Keeps information confidential until disclosure to the public has been authorized by the Board of Directors or its designee;
- Complies with all governance documents and external laws, including the law that protects IEEE's tax exempt status – United States Internal Revenue Code Section 501(c)(3);
- Exhibits the highest standards of collaboration and collegiality;
- Provides leadership in achieving IEEE's vision, mission, and goals, and the corresponding strategies, plans, and budgets to achieve them;
- Participates in strategic planning and program evaluation;
- Identifies, encourages, nominates and mentors candidates for higher volunteer positions within IEEE;
- Suggests, to the Nominations and Appointments Committee, potential nominees who can make a significant contributions to the work of the Board and the IEEE;
- When assigned the role of Coordinator, serves as the liaison to Board Standing Committees or other Organizational Units (OUs) and may communicate action items and reports from those Standing Committees and OUs at IEEE Board meetings. Such assignments are made by the Board of Directors upon the recommendation of the President, taking into consideration the Directors' membership on the Standing Committees or OUs.
- Develops management succession plans;
- Acts as a mentor to Directors-elect;
- Participates in a Board self-assessment process;
- Keeps current on developments in the IEEE's fields of interest

* *NOTE: Information on Director education and development opportunities and related activities can be found on the IEEE Board of Directors Education Webpage at <http://www.ieee.org/about/corporate/directorseducation.html>. Of particular significance are those responsibilities, qualifications and skills indicated by asterisks (*) in this document. In order to prepare for service as a Director, Director-elects are expected to participate in director education and training and attend the in-person education sessions offered during the Board Series.*

IEEE-USA President Position Description

IEEE-USA President

- Provides strategic direction and operational oversight to the IEEE-USA Board of Directors, IEEE-USA staff, volunteers, budget and programs;
- Calls and presides over regular and special meetings of the IEEE-USA Board of Directors, setting the meeting agendas and ensuring that all participants are able to contribute through meaningful and respectful dialogue;
- Serves as the primary point of contact for IEEE-USA Board members on board issues;
- Serves as IEEE-USA's principal spokesperson for media interactions and representative in official communications with U.S. governmental bodies at all levels;
- Reviews and confirms the appointment of IEEE-USA committee chairs;
- Appoints IEEE-USA representatives to external organizations and to other IEEE boards and committees, as requested, or if required by IEEE Bylaws;
- Must be able to commit a significant amount of time to the position;
- Identifies, encourages, nominates and mentors candidates for higher volunteer positions within IEEE

IEEE-USA President Elect

- Supports the IEEE-USA President and IEEE-USA Board by serving as a member of the Board, its Operating Committee and Assembly, and as Chair of the IEEE-USA Strategic and Long Range Planning Committee, and by accepting other assignments and responsibilities as delegated by the IEEE-USA President or Board.

IEEE-USA Past President

- Supports the IEEE-USA President and Board by serving as a member of the Board and its Operating Committee and Assembly, and by accepting such assignments and responsibilities as delegated by the IEEE-USA President or Board;
- Supports the IEEE-USA Board of Directors and Assembly by serving as Chair-elect of the IEEE-USA Nominations and Appointments Committee.

ELIGIBILITY:

- Must be an IEEE member in good standing;
- Must be of IEEE Senior Member grade or higher.

QUALIFICATIONS AND SKILLS:

- 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 willingness and ability to contribute positively to the decision-making process of the IEEE;
- Working knowledge of the IEEE and its fields of interests, values and reputation, activities, mission, governance and organizational structure, legal landscape, finances, goals, needs, and strategic direction;*

IEEE-USA President Position Description

- Working knowledge of the fiduciary responsibilities of a Director;
- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;
- Ability to cultivate and recruit Board members and other volunteers;
- Ability to read and understand basic financial statements;
- Interest and ability to understand the sometimes conflicting interests of the various constituencies of the IEEE, which include members, employees, customers, governmental units, creditors, and the general public and to act in the interests of the IEEE as a whole, all members and the 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 and diverse communities on a global scale;
- Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction;
- Ability to adhere to strong governance practices;
- Capability to focus on strategic issues and make effectiveness a top objective;
- 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 respond to communications in a timely fashion;
- Familiarity with the basics of *Robert's Rules of Order*; and
- Prior relevant volunteer experience.
- Strong verbal and written communication skills, including public speaking and interactions with the media;
- Working knowledge of the IEEE-USA and its mission, organization, structure, goals, needs and direction;
- Appreciation for IEEE Bylaws, Policies and the processes under which these are formed, especially those relevant to IEEE-USA;
- Ability to convene and run effective meetings as a presiding officer;
- Ability to view & discuss issues objectively;
- Knowledge of U.S. public policy issues and processes is desirable (including ability to discuss them publicly as IEEE-USA's representative);
- Willingness to work closely with staff professionals in implementing IEEE-USA strategies and operational plans.

IEEE-USA President Position Description

- Should have the support of that person's employer in meeting the obligations of the position.

ESTIMATED TIME REQUIREMENTS**

IEEE-USA PRESIDENT	Estimated Time Required: 53-60 days
Material/Agenda Review	TOTAL: 7 days 6 hours per reg USA mtg (7/year) 12 hours per reg BOD meeting (3/year) 3 hours per other meeting (5/year)
Program Participation/Management Coordination/Oversight	TOTAL: 12.5 days 2 Hours/Week
Compliance Training (web based)	TOTAL: 4 hours
In-Person Meetings: (Not including travel time) <ul style="list-style-type: none"> • IEEE-USA Board of Directors Meetings • IEEE-USA Board Orientation • IEEE Board Retreat • IEEE Board of Directors • IEEE-USA Annual Meeting • Other IEEE-USA Events • AAES Assembly Meeting 	TOTAL: 29-49 days 1 day (3/year) + regular teleconferences 2 Day (1/year) 3 day (1/year) 2 Day (3/year) + regular teleconferences 4 days (1/year) 2 days (1-6/year) 1 day (2/year)
Correspondence (including Email)	TOTAL: 27-35 days 5 hours/week
Travel: (does not include meeting time) <ul style="list-style-type: none"> • IEEE-USA Board of Directors/Ops • IEEE-USA Annual Meeting • IEEE Board Orientation • IEEE Board Retreat • IEEE BOD Meetings • AAES Assembly • Engineering Societies Meeting • Region Meeting Attendance 	TOTAL: 13-36 days 1-2 days (per meeting/3 per year) 1-2 days (per meeting/1 per year) 1-2 days (per meeting/1 per year) 1-4 days (per meeting/1 per year) 1-2 days (per meeting/3 per year) 1-2 days (per meeting/2 per year) 1-2 days (per meeting/2 per year) 1-2 days (per meeting/1-6 per year)

IEEE-USA President Position Description

ESTIMATED TIME REQUIREMENTS*:

IEEE-USA PRESIDENT-ELECT	Estimated Time Required: 35-38 days
Material/Agenda Review	TOTAL: 7 days 6 hours per regular meeting (7/year)
In-Person Meetings: (Not including travel) <ul style="list-style-type: none"> • IEEE-USA Operations Meetings • IEEE Board of Directors • IEEE-USA Annual Meeting • Region Meeting Attendance 	TOTAL: 11 days 1 Day (3/year) 2 Days (3/year) 3 Days (1/year) 2 Days (one/year)
Correspondence (including Email)	TOTAL: 12.5 days 2 hours/week
Travel: (does not include meeting time) <ul style="list-style-type: none"> • IEEE-USA Board of Directors/Ops • Region Meeting Attendance 	TOTAL: 4-8 days 1-2 days (per meeting/3 per year) 1-2 days

*Does not include time requirements for responsibilities as a member-elect of the IEEE Board of Directors.

ESTIMATED TIME REQUIREMENTS**:

IEEE-USA PAST PRESIDENT	Estimated Time Required: 37-40 days
Material/Agenda Review	TOTAL: 7 days 6 hours per regular meeting (7/year)
In-Person Meetings: (Not including travel time) <ul style="list-style-type: none"> • IEEE-USA Board of Directors Meetings • IEEE-USA Operations Meetings • IEEE-USA Annual Meeting • IEEE-USA N&A Committee • Region Meeting Attendance 	TOTAL: 13 days 1 day (3/year) + regular teleconferences 1 day (3/year) 3 days (1/year) 2 days (2 hrs/5-6 telecon meetings) 2 days (one/year)
Correspondence (including Email)	TOTAL: 12.5 days 2 hours/week
Travel: (does not include meeting time) <ul style="list-style-type: none"> • IEEE-USA Board of Directors/Ops • Region Meeting Attendance 	TOTAL: 4-8 days 1-2 days (per meeting/3 per year) 1-2 days

IEEE-USA President Position Description

*Time estimates are based on the IEEE-USA Past-President's minimum commitments, and do not reflect additional trips or time spent preparing, traveling, or participating in other IEEE or IEEE-USA committees meetings or IEEE-USA events, including National Engineers Week, Congressional Visits Day, testimonies, Engineering Community Conferences or Meetings, invited talks to external organizations, National Academy Conferences, National Medal Award Ceremonies, etc. that the President may elect to participate in. Actual time required for these additional activities varies significantly depending on the activity, as well as from year to year, and is also subject to the interests and availability of the IEEE-USA President. A typical schedule might include between 10-20 additional obligations of 1-3 days duration (including travel).

REIMBURSED EXPENSES:

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

STAFF CONTACT:

Email Address: ieeusanominations@ieee.org