

POSITION DESCRIPTION

POSITION TITLE:

IEEE-USA Vice President, Career & Member Services

OVERVIEW:

The IEEE-USA Vice President for Career and Member Services works with IEEE-USA volunteers and staff to advance the public good and promote the careers and public-policy interests of the professionals who are U.S. members of the IEEE.

ROLES AND RESPONSIBILITIES:

- Manage and coordinate IEEE-USA's career and member-related programs, services and associated budget, manage and coordinate the Professional Activities Network of IEEE-USA to include managing the budget for Professional Activities;
- Appoint Career and Member Services Committee chairs with the concurrence of the IEEE-USA President.
- Appoint the Professional Activities Editor to the IEEE-USA Communications Committee;
- Serve on the IEEE-USA Board of Directors, the IEEE-USA OpCom and the IEEE-USA Finance and Budget Committee;
- Serve as an ex-officio member of each of the career and member services committees and to the following committees of the Professional Activities Network: PACE, and Student Professional Awareness;
- Chair at least one meeting per year of the committee chairs at which committee plans and goals will be presented and discussed.
- Keep the Career and Member Services Committees notified of changes that affect their scope, budget, structure and/or membership, and solicit their timely input to proposed changes.
- Work with the IEEE-USA career and member services staff to carry out these functions and responsibilities.

ELIGIBILITY AND QUALIFICATIONS

- Must be an IEEE member in good standing;
- Must be of IEEE Senior Member grade or higher.
- Background in career-related planning, member-oriented services, product development and/or program management, including previous experience as a member of one of the career and member services committees is preferable.
- Previous experience as a member of one of the Professional Activities' committees is preferable;
- Must be able to commit sufficient time to carryout the position's functions and responsibilities.
- Should have the support of that person's employer in meeting the obligation of the position.
- Must be able to commit sufficient time to carry out the position's functions and responsibilities.

ESTIMATED TIME REQUIREMENTS

Item	Estimated Time Required
Material/Agenda Review and document submission	
In-Person Meetings (not including travel time) <ul style="list-style-type: none"> • IEEE-USA BoD Meetings • IEEE-USA Retreat • Future Leaders Forum • Engineering Societies Convocation 	1 day (3/year)+regular telecons 2 days (1/year) 2 days 1 day
Correspondence	1 days per month
Travel: (Does not include meeting time) <ul style="list-style-type: none"> • Two (2) days per in-person meeting trip 	TOTAL: 8-16 days 8 meeting trips /year

TERM:

The IEEE-USA Vice president of Career and Member Services shall be for one year with the possibility for reappointment to a second successive one-year term, subject to a maximum continuous service of six years in any combination.

STAFF CONTACT:

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