



POSITION DESCRIPTION

POSITION TITLE:

IEEE-USA Vice President, Communications and Public Awareness

OVERVIEW:

The IEEE-USA Vice President, Communications, works as IEEE-USA's principal spokesperson for media interactions and representative in official communications with U.S. governmental bodies at all levels including 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.

ROLES

Manage and coordinate IEEE-USA's communications, public awareness and recognition programs and associated budgets

FUNCTION AND RESPONSIBILITIES:

- Manage and coordinate IEEE-USA's communications, public awareness and recognition programs and associated budgets
- Appoint committee chairs and volunteer editors for IEEE-USA communications, public awareness and recognition committees and publications with the concurrence of the IEEE-USA President
- Serve on the IEEE-USA BoD, the IEEE-USA OpCom and the IEEE-USA Finance and budget committee
- Chair at least one meeting per year of the committee chairs/publication editors at which plans and goals will be presented and discussed
- Serve as an ex officio member of each of the communications public awareness and recognition committees

ELIGIBILITY and QUALIFICATIONS:

- Must be an IEEE member in good standing;

- Must be of IEEE Senior Member grade or higher.
- Background in communications and/or public awareness, including previous experience as a member of one of the committees is preferable.
- Must be able to commit sufficient time to carry out the position's functions and responsibilities.
- Should have the support of the person's employer in meeting the obligations of the position;

Term of Office:

Term of office of the IEEE-USA Vice President, Communications shall be for one year with the possibilities for reappointment to a second successive one-year term. Subject to a maximum continuous service of six years in any combination of IEEE-USA Vice President or Secretary-Treasurer position.

ESTIMATED TIME REQUIREMENTS

Item	Estimated Time Required
Material/Agenda Review and document submission	
In-Person Meetings (not including travel time)	
• <u>IEEE-USA BoD/OpCom Meetings</u>	2 day
• <u>IEEE-USA BoD/OpCom Meetings</u>	1 day
• <u>IEEE-USA Annual Meeting</u>	3 days
• <u>Engineering Societies Convocation</u>	1 day
Correspondence	2 days per month
Travel: (Does not include meeting time)	
IEEE-USA Board of Directors/OpCom	1-2 days (per meeting/ 2 per year)

STAFF CONTACT:

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