5.8   IEEE-USA VICE PRESIDENT – GOVERNMENT RELATIONS

1. Functions/Responsibilities of the IEEE-USA Vice President, Government Relations shall be to:
   a. Manage and coordinate IEEE-USA's government relations committees, programs and associated budgets in order to advance IEEE-USA's public policy agenda.
   b. Work to obtain the broadest possible member involvement with IEEE-USA's government relations programs and committees, including recruitment of qualified representatives from IEEE technical societies, regions, sections and other organizational entities, in order to ensure that IEEE-USA policy positions reflect the breadth of member viewpoints and expertise.
   c. Appoint government relations committee chairs with the concurrence of the IEEE-USA President.
   d. Serve on the IEEE-USA BoD, IEEE-USA OpCom and the IEEE-USA Finance and Budget Committee.
   e. Serve as an ex-officio member of each of the government relations committees.
   f. Chair at least one meeting per year of the committee chairs at which plans and goals will be presented and discussed.
2. Qualifications include the following:
   a. Must be at IEEE Senior Member or Fellow.
   b. Background in government relations and/or public policy, including previous experience as a member of one of the committees is preferable.
   c. Must be able to commit sufficient time to carry out the position's functions and responsibilities.
   d. Should have the support of that person's employer in meeting the obligations of the position.
3. Term of Office: The term of office of the IEEE-USA Vice President, Government Relations 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 of IEEE-USA Vice President or Secretary-Treasurer positions.

ESTIMATED TIME REQUIREMENTS*#:

IEEE-USA VICE PRESIDENT GOVERNMENT RELATIONS	Estimated Time Required
Meeting Material Review	**TOTAL: 15 Hours** 3 hours per USA meeting (3/year) 3 hours per other meeting (2/year)
Program Participation/Management Coordination/Oversight (via telecom)	**TOTAL: 7 - 8 Hours/Week**
In-Person Meetings: (Not including travel time)	**TOTAL: 14 - 16 Days**
• IEEE-USA Board of Directors Meetings	1 day (3/year) + regular teleconferences
• IEEE USA Board Retreat	2 days (1/year)
• CVD	1 day (1/year) 2 days (1/year)
• IEEE-USA Annual Meeting/Future Leaders Forum	4 days (1/year)
• Other IEEE-USA Events	2 days (1 -2/year)
Travel: (does not include meeting time)	**TOTAL: 12 - 14 days**
• IEEE-USA Board of Directors/Ops	2 days (per meeting/3 per year)
• IEEE Board Retreat	2 days (per meeting/1 per year)

- CVD   2 days (per meeting/1 per year)
- IEEE-USA Annual Meeting   2 days (per meeting/1 per year)
- Other IEEE-USA Events   2 days (per meeting/1-2 per year)

* Time estimates are based on the IEEE-USA Vice President's minimum commitments, and do not reflect additional trips or time spent preparing, traveling, or participating in other IEEE-USA committees meetings or IEEE-USA events, including National Engineers Week, testimonies, Engineering Community Conferences or Meetings, or invited talks to external organizations, that the Vice 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 Vice President. A typical schedule might include 2-4 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:
Name: Russell Harrison
             Director, Government Relations

Phone: 202-530-8326

Email: r.t.harrison@ieee.org