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 carry out 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Time Required</th>
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<tbody>
<tr>
<td>Material/Agenda Review and document submission</td>
<td></td>
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<tr>
<td>In-Person Meetings (not including travel time)</td>
<td></td>
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<tr>
<td>• IEEE-USA BoD Meetings</td>
<td>1 day (3/year)+regular telecons</td>
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<tr>
<td>• IEEE-USA Retreat</td>
<td>2 days (1/year)</td>
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<td>• Future Leaders Forum</td>
<td>2 days</td>
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<tr>
<td>• Engineering Societies Convocation</td>
<td>1 day</td>
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<tr>
<td>Correspondence</td>
<td>1 days per month</td>
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<tr>
<td>Travel: (Does not include meeting time)</td>
<td>TOTAL: 8-16 days</td>
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<tr>
<td>• Two (2) days per in-person meeting trip</td>
<td>8 meeting trips /year</td>
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**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.
<table>
<thead>
<tr>
<th>Name:</th>
<th>Chris Brantley, Managing Director, IEEE-USA and Staff Secretary IEEE-USA</th>
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</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td>+1 202 530 8349</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:c.brantley@ieee.org">c.brantley@ieee.org</a></td>
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