IEEE-USA CHARTER

STUDENT PROFESSIONAL AWARENESS COMMITTEE

GENERAL
The Student Professional Awareness Committee is a committee of IEEE-USA of the Institute of Electrical and Electronics Engineers, Inc. (IEEE). It reports through the Vice President, Career & Member Services of the IEEE-USA BoD.

SCOPE
The Student Professional Awareness Committee is responsible primarily for developing, implementing, and promoting activities among U.S. Student Members of the IEEE, and secondarily among all U.S. electrical, electronics, and computer engineering students. These activities shall have an emphasis on professional awareness, but may include broad technical topics if deemed appropriate by the Student Professional Awareness Committee.

FUNCTIONS
The Student Professional Awareness Committee shall operate existing student professional awareness programs and develop new programs.

Student Professional Awareness Programs (SPAx): This program shall be conducted in collaboration with the Student Professional Awareness Activities (SPAA) Subcommittee of the IEEE Member and Geographic Activities Board (MGA) Student Activities Committee (SAC). Student Professional Awareness Committee responsibilities include:

1. Prepare and periodically revise the guidelines for SPAx;
2. Devise methods to promote SPAx;
3. Maintain and enlarge a current list of volunteer speakers for SPAx;
4. Seek quality presentations by speakers at SPAxs and encourage the use of good visuals;
5. Provide assistance to student committees organizing SPAx;
6. Approve and provide funds for SPAx speakers' travel and lodging, in accordance with policies the committee shall establish;
7. Provide guidance for the solicitation of funding from other sources;
8. Encourage IEEE Student Branches to use fiscal management procedures for SPAx that comply with MGA SAC's requirements for the overall financial health of IEEE Student Branches; and
9. Obtain and analyze feedback reports from SPAx.

Developmental Programs: The Student Professional Awareness Committee shall explore other methods of increasing student professional awareness and develop new programs as required. To support new program development, the committee shall:

1. Assess the need for new programs;
2. Develop and maintain guidelines and requirements for proposal submissions and subsequent review;
3. Solicit proposals for new programs;
4. Selectively implement new programs in a test environment; and
5. Move successful developmental programs to operational status.

ORGANIZATION
The Student Professional Awareness Committee Chair shall be appointed by the IEEE-USA Vice President, Career & Member Services with the consideration of the committee members’ views and the approval of the IEEE-USA President. The committee shall consist of the following voting members: Chair and ten members (six Regional representatives, two student representatives, the
MGA/SAC/SPAA Chair, and the past SPAC Chair). The six U.S. Regional Directors may each appoint one Regional Representative, who shall also serve as the SPAx Coordinator on their respective PACE Regional Activities Committees. The MGA SAC SPAA Chair is appointed by the MGA SAC Chair. The balance of members of the committee shall be appointed by the Committee Chair with the concurrence of the IEEE-USA Vice President, Career & Member Services.

The members appointed shall be interested IEEE members with experience in SPAx activities as speakers, organizers, or contributors in other ways. In addition, the Chair shall appoint corresponding members to the committee who have a specific interest in student professional awareness activities. Corresponding members shall include at least one representative from each Region who shall be designated the SPAx Support Coordinator for that Region.

With the concurrence of the IEEE-USA Vice President, Career & Member Services, the committee Chair shall appoint a Vice Chair whose term of office shall coincide with that of the Chair. Members shall be appointed for a one-year term and may be reappointed for additional one-year terms. In all the foregoing, consideration shall be given to the effectiveness of the committee's actions and the need to preserve the continuity of an effective team.

RELATIONSHIPS
The Student Professional Awareness Committee shall maintain close relationships with all IEEE organizational units that have an interest in students and their activities. This shall include especially the MGA SAC, of which the Student Professional Awareness Committee Chair is a voting member. It also shall include the SAC SPAA Subcommittee, the Chair of which serves as a voting member of the Student Professional Awareness Committee. In addition, relationships with groups outside of IEEE with similar interests shall be cultivated.

FINANCIAL AND ADMINISTRATIVE SUPPORT
A budget shall be provided through the normal IEEE-USA BoD process. It is the responsibility of the committee Chair to operate the committee within the approved budget. Administrative support shall be provided by IEEE-USA staff.

REPORTS
A written summary of each meeting shall be prepared by the Chair or his/her designee. Committee updates shall be submitted periodically to the IEEE-USA BoD as part of the Vice President’s report.

CHANGES TO THIS CHARTER
The Committee may propose changes to the charter by a majority vote. Charter changes must be approved by the IEEE-USA Board of Directors.

History:

Adopted by IEEE-USA BoD (June 1998)
Amended (June 2001)
Amended (VP reporting and appointments) (Nov 2007)
Updated (RAB to MGA designations) (Dec. 2007)
Updated (S-PAC updated to SPAx) (Oct. 2016)
Amended (VP reporting) (23 June 2017)