POSITION TITLE:

Technical Chapter Chair

OVERVIEW:

The Technical Chapter Chair is the Chief Operating Officer of the Chapter and is responsible for ensuring that the Chapter is engaging the members and supplementing their technical knowledge by conducting informative technical meetings and events on the local level.   The Chapter Chair ensures that the chapter is in compliance with IEEE Policies and local regulations.

Your primary role as Chapter Chair is to ensure the development, growth, management, sustainability, and ultimate success of your Chapter of the Technical Society which you represent. The Technical Chapter is also a subset of the related Technical Society (e.g., the Communications Chapter relates to the IEEE Communications Society).

The Chapter Chair provides leadership, guidance to other Chapter volunteers and ensures that your activities are focused on increasing member engagement and satisfaction.

The Chapter Chair represents the needs of Society members they represent by providing feedback to Section Committee.

Term: One year

Shall be elected annually by the Society (or group of Societies) members within the geographic boundaries whom they represent. The term of office for all officers shall normally be one year, but may continue until a successor has been duly elected and takes office. The term of office will date from 1 January through 31 December. The consecutive period of service in any one office shall normally not exceed two years. Such exceptions require approval by the Region Director who will annually report such exceptions to the MGA Board. An individual may be re-elected to a position previously held provided at least one year has passed since he or she held that office. (Source MGA Operations Manual – 9.6)

ROLES:

- Serves as a Chair of the IEEE Technical Chapter Executive Committee
- Attends meetings of the Section Executive Committee
- Represent the Technical Chapter at IEEE gatherings
- Participate in Society sponsored events as requested

DESCRIPTION OF RESPONSIBILITES:

- Oversee Management of the Chapter: The principal responsibility of a Chapter Executive Committee member is to oversee the management of the Chapter, and in so doing, serve the best interests of the IEEE, its technical society members and the public;

- Prepare the agenda and serve as chair for all meetings of the Chapter Executive Committee. Exercise business judgment to act in what is reasonably believed to be in the best interest of the IEEE, its members and the general public and not on behalf of any individual, entity or interest group;

- Serve as a signer on the Chapter bank account and authorize disbursements as approved by the Chapter Executive Committee;

- Insure that all required Chapter financial reports are prepared and submitted to Section Treasurer at year end;

- Establish annual Chapter activities, with the approval of the Chapter Executive Committee;

- Ensure that all Chapter Officers are aware of their responsibilities and duties;

- If a Chapter Officer is unable to perform his/her duties, the Chair is responsible for ensuring that the duties are completed;

- Ensure that the Technical Chapters activities are being reported to IEEE MGA and the parent IEEE Society/Societies on a regular basis;

- Ensure that a Chapter Nominating Committee is established in accordance with MGA Guidelines;

- Be informed of the IEEE and its business, including its mission, services, policies and programs;

- Disclose any real or perceived personal conflict of interest with matters before the Section and/or Chapter Executive Committee or which might otherwise conflict with the fiduciary duties owed to the IEEE;

- Review IEEE documents as they relate to the position of Chapter Chair, including IEEE Bylaws, IEEE Manual Policy, IEEE Financial Operations Manual and the MGA Operations Manual.

- Become familiar with IEEE Policies regarding funding sources for Geographic Units, the appropriate use of IEEE Funds, establishing bank accounts, contract administration, annual reporting requirements and insurance coverage.

- Exhibit highest standards of collaboration and collegiality;

- Provide leadership in the association's statement of vision, mission, and goals, and the corresponding strategies, plans, and budgets to achieve them;

- Suggest potential nominees to the Section and/or Chapter Nominating Committee who can make a significant contributions to the work of the Section, Chapter and the IEEE;

- Identify potential individuals to serve in this position at completion of your term of office. Act as mentor to successor.

ELIGIBILITY:

- Must be an IEEE member in good standing;

- Must be a member of the parent Society. If it is a Joint Chapter, the individual must be a member of at least one parent Society. To be an officer of a Technical Council Chapter, an individual must be an IEEE voting member of a Society which is a Member Society of the Technical Council;

- Must be of IEEE Graduate Student Member, Member, Senior Member or Fellow grade or higher;

- Must reside in the geographic boundaries of the geographic unit of which the chapter is associated.

QUALIFICATIONS & SKILLS:

- Demonstrated business acumen, experience and ability to exercise sound judgments in matters that relate to the current and long-term objectives of the IEEE and the Chapter and should be willing and able to contribute positively to the decision-making process of the IEEE;

- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;

- Ability to cultivate and recruit Chapter members and other volunteers;

- Interest and ability to understand the sometimes conflicting interests of the various constituencies of the IEEE and to act in the interests of all Chapter members and the general public;

- Honesty, integrity and adherence to high ethical standards;

- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills,

- Excellent relationship skills and the ability to interact with the public, other organizations and diverse communities;

- Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction for the Section;

- Ability to adhere to governance practices;

- Passion for, and interest in, the IEEE organization;

- Ability to dedicate service to the IEEE while maintaining balance with professional and personal life;

- Ability to handle sensitive and confidential situations;

- Excellent communication skills;

- Ability to meet deadlines and to respond to communications in a timely fashion;

- Prior volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item

Correspondence –
• As a Chapter officer, it is very important that this individual check their email messages on a regular basis.
    o **1 – 2 hours per week** - this number may vary depending on the number of Society members and/or activities within the Section
• Disbursements of payments
    o In some Chapters, the Chapter chair may be requested to co-sign checks/payments from the Chapter Bank account to pay for activities.

In–Person meetings -
 	
• Section and/or Section Executive Committee meetings
    o 8 - 12 meetings per year (typical schedule)
 	
• Technical Chapter Executive Committee meetings
    o At least 2 meetings per year
 	
• Technical Chapter Meeting
    o At least 2 meetings per year
 	
• Additional local activities (i.e. IEEE Conference within the Section boundaries)
    o As the chair of the Technical Chapter, this individual may be asked to represent the Technical Chapter/IEEE Society at local non-IEEE events.

REIMBURSED EXPENSES:

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies.

CONTACT:

If you have specific questions regarding the duties noted for this position, please contact IEEE Member & Geographic Activities department (mga@ieee.org)

Section Mission
• Inspire, Enable, Empower and Engage Members of IEEE at the local level.

For the purpose of …
• Fulfilling the mission of IEEE
• Enhancing the member's growth and development throughout their life cycle
• Providing a professional home

Section Goals
• Increase member engagement
• Improve relationships with and among members
• Increase operational efficient and effectiveness, within the section and its interfaces
• Enhance collaboration – serve as the local face of IEEE to community
• Increase membership
• Ensure the collection of appropriate information necessary to all the IEEE to become a data driven organization