

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Table of Contents

Director	2	Industrial Relations Coordinator.....	22
Director-Elect.....	4	Leadership Development and Lifelong Learning Coordinator.....	23
Past Director	6	Life Member Coordinator.....	24
Secretary	7	Chair Membership Development Committee	25
Treasurer	8	Chair Nominations & Appointments Committee..	26
Area Chairs	9	Pre-University Activities Coordinator	27
Chair Awards and Recognition Committee	10	Chair Professional Activities Committee	28
Chair Audit Committee.....	11	Regional Chapter Coordinator.....	29
Chair Bylaws Committee and Parliamentarian	12	Regional Vitality Coordinator (RVC)	30
Chair Conference Committee	13	Technical Society Liaison.....	32
Chair Educational Activities Committee	14	Standards Coordinator	33
Electronic Communications Coordinator.....	15	Chair Regional Student Activities Committee (RSAC)	34
Employment and Career Activities Coordinator ...	16	Student Professional Awareness Coordinator (S- PAC)	35
Chair Finance Committee (FINCOM)	17	Student Branch Coordinator.....	36
Chair Graduates of the Last Decade (YP) Committee	18	Regional Student Representative (RSR).....	37
Government Activities Coordinator	19	Sections Congress Coordinator	38
History Coordinator.....	20	Chair Strategic Planning Committee	39
Humanitarian Programs Coordinator	21	Women in Engineering (WIE) Cordinator	41

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Director

1. The Director has responsibilities both outside and within Region 5.
 - a. Responsibilities outside Region 5
 - i. The Region 5 Director represents the membership of Region 5.
 - ii. The Region 5 Director serves as a voting member of the IEEE Assembly.
 - iii. The Region 5 Director is a voting member of the IEEE Board of Directors and as such services the interest of all IEEE members and the public. There are rare times when the interests of the Region 5 members and the overall IEEE membership may be in conflict. Should this occur, the Region 5 Director acts in the best interest of the IEEE membership.
 - iv. The Region 5 Director serves as a voting member of the MGA (Member and Geographic Activities) Board.
 - v. The Region 5 Director may serve as a representative of MGA to other IEEE organizational units. These other IEEE organizational units such as the Educational Activities Board (EAB), may meet during the IEEE Meeting Series or at other times.
 - vi. The Region 5 Director may serve on committees of MGA such as the MGA Strategic Planning Committee or an ad hoc MGA Committee. These MGA committees often meet during the Meeting Series.
 - vii. The Region 5 Director serves as a member of the IEEE-USA Board. This Board normally meets during the Meeting Series.
 - viii. The Region 5 Director submits a report of Region 5 activities to MGA about a month before each MGA and IEEE-USA Meeting and a summary report for the MGA Annual Report.
 - ix. The Region 5 Director submits a report of liaison activities to MGA about a month before each MGA Meeting.
 - x. When serving on the IEEE Board, the Region 5 Director does not have an individual authority, but rather the Director's authority is part of the group authority of the entire Board.
 - b. Responsibilities within Region 5
 - i. The Region 5 Director serves on the Executive Committee as the Chair.
 - ii. The Director may call an Executive Committee meeting at any time when there is appropriate business to conduct for the good of the Region.
 - iii. The Director, in conjunction with the Secretary, should prepare a meeting agenda that should be circulated prior to the meeting so that all members are aware of their required inputs.
 - iv. The Region 5 Director shall appoint the Region 5 Treasurer and Secretary (see the Bylaws), all Standing Committee Chairs, ad hoc Committee Chairs and all other members of the Executive Committee, with the exception of the Director-Elect.
 - v. The Region 5 Director details the specific responsibilities of the appointees and sets goals for each of them.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

- vi. The Region 5 Director delegates to the Area Chairs various matters for these Area Chairs to act as the representatives of the Region Director at the local Area level.
- vii. The Region 5 Director is an ex-officio member, without voting privilege, of all Standing and ad hoc Committees with the exception of the Audit Committee.
- viii. The Region 5 Director appoints a Nominations Committee consisting of one person from each of the four Areas that make up the Region, plus the Committee Chair.
- ix. The Director may authorize the withdrawal of funds from the IEEE Concentration Banking or Investment accounts. Withdrawals require the signature of the Region Director or of the Region Treasurer.
- c. The Region 5 Director is authorized to expend special or discretionary funds from the following sources:
 - i. Discretionary funds as approved during the annual region budget process.
 - ii. Funds allocated to the Region by the Institute Board of Directors or by Institute policy.
 - iii. Funds received from other than normal Regional sources,
 - iv. Funds provided by specific Institute approved programs or purposes.
- d. The Region 5 Director may at his/her discretion delegate specific areas of Region management to the Region 5 Director-Elect.
- e. The Region 5 Director approves Section and Chapter formations and forward petitions to the Vice President of Member and Geographic Activities for ratification and transmission to MGA.
- f. The Region 5 Director approves Student Branch and Student Branch Chapter formations and forward petitions to the Vice Chair, Student Activities for ratification and transmission to MGA.
- g. The Region 5 Director ensures that the Region financial statements and Region Committee roster reports are submitted to MGA in a timely manner.
- h. The authority of the Region 5 Director within the Region is commensurate with the above responsibilities.
- i. The Region 5 Director assumes the position after serving two years as the Director-Elect.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Director-Elect

1. Objectives

- a. Work with the Director in the coordination of efforts of the Region Officers and Chairpersons toward assuring quality and meaningful Region services.
- b. Assure Region longevity and growth by implementing the current Director's plan during her/his term that focuses on attaining the Region Goals and Objectives.
- c. Assume the Directorship for the Region at the end of term for the incumbent Director.

2. Responsibilities

- a. The Director-Elect shall be empowered at the discretion of the Region Director, to attend and vote in place of the Director at any IEEE meeting to which the Region Director is entitled to attend and vote, and at which the body holding the meeting shall accept this proxy.
- b. The Director-Elect is a member of the Region 5 Executive Committee.
- c. Director-Elect serves in place of the Region 5 Director if he/she is unable to serve.
- d. The Director-Elect is responsible for Region operations, including but not limited to:
 - i. Section/Chapter goal setting and performance management
 - ii. Delegation of activities to Area Chairs
 - iii. Coordinate committee objectives and activities (less ExCom committees)
 - iv. Assign and coordinate volunteer leader training activities
 - v. Execute R5 Chain of command (Section Chair, Area Chair, Director Elect, Director)
- e. The Director-Elect encourages Section participation in the Region 5 Meetings and addresses problems faced by the Sections with the assistance, as needed, of the appropriate Area Chair.
- f. The Director-Elect encourages Section/Chapter interaction and is responsible, through the Region's Section Vitality Coordinator, to see that Sections and Chapters remain active.
- g. The Director-Elect promotes student activities including the formation and successful operation of Student Branches and Student Branch Chapters through the Region Student Activities Chair (RSAC) and Region Student Representative (RSR).
- h. The Director-Elect encourages membership development, including recruitment, retention and recovery through the Membership Development Chair.
- i. The Director-Elect participates in and encourages Region 5 Sections to send a Representative to Sections Congress.
- j. Organize, coordinate, and execute volunteer training within the Region with the aide and support of the Area Chairs.
- k. The Director-Elect serves as a member of the Region 5 Strategic Planning Committee providing major input on topics under its consideration since many of the results of those recommendations may not be apparent until the Director-Elect's term as Region 5 Director.
- l. Serves as a member of one or more MGA committees and/or Subcommittees.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

- m. As a member of The Region 5 Executive Committee, responsible for six (6) direct reports, whom the Director-Elect will represent at the Executive Committee Meetings.
 - n. Additional duties, responsibilities and authorities may be assigned by the Director.
3. The Region Director-Elect shall serve a term of two years concurrent with the Region Director.
 4. The Director-Elect is elected by the voting members of Region 5 in accordance with MGA procedures and becomes the Regional Director at the end of the term of the current Director.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Past Director

1. Objective
 - a. Advises, counsels and gives suggestions to the incumbent Region officers, based on experience and understanding of Region affairs.
 - b. Assures continuity in day-to-day operation of the Region after an incoming Director has assumed office.
2. Responsibilities
 - a. Member of the ExCom with voting privileges
 - b. Chair the Nomination and Appointment (N&A) Committee
 - c. Chair of the Bylaws Committee
 - d. Oversight responsibility for the Audit Committee, the Conference Coordinator, the Awards Committee, and the Section Congress Coordinator.
 - e. Fulfills specific assignments as requested by the incumbent Region Director.
3. The Past Region Director shall serve a term of two years concurrent with the Region Director.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Secretary

- 1) Responsibilities
 - a) Insures the timely distribution of all notices and meeting minutes.
 - b) Creates attendance rolls and meeting minutes, especially action item status reports and the results of votes.
 - c) Assists the Director in the preparation of Regional meeting agendas.
 - d) Maintains and issues the ExCom roster to all Officers, all Standing Committees, Committee Chairpersons and the IEEE vTools reporting system.
 - e) Reports all Regional meetings and activities using the vTools system
 - f) Has the minutes for all Regional meetings held during the prior five years and a current catalog of motions brought before the Region for those years available during Regional meetings.
 - g) Transfers all documents to her/his successor at the end of the term in office.
 - h) Provides the Regional Historian with copies of documents that could be or are archival in nature or that may be requested by the Historian.
 - i) Arranges the meeting place for all Regional ExCom meetings, including meals and refreshments.
 - j) Executes the correspondence as directed by the ExCom.
- 2) The Secretary is appointed to a two-year term by the incoming Director. The Secretary takes office on January 1st.
- 3) Reappointment of the incumbent Secretary is permissible as limited by MGA policy.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Treasurer

- 1) Responsibilities
 - a) Oversee and manages the financial matters of the Region.
 - b) Chairs the Finance Committee
 - c) Become familiar with IEEE financial policies and procedures as defined in the IEEE Financial Operations Manual.
 - d) Insure that all reporting to IEEE headquarters is completed accurately and on time in compliance with all IEEE policies.
 - e) Prepare the annual budget for the Region.
 - f) Update the financial transactions of the Region using the current approved IEEE financial reporting application at least every month.
 - g) Oversee Region funds so that a written report of the latest financial status of the Region is available at each Regional Executive Committee; specifically, a report of the expenditure status versus budget should be available at all such meetings.
 - h) Make recommendations concerning the investment of the nonbudget residual funds held for the Region.
 - i) Establish accounts with various financial institutions as required to conduct business. The working funds of the Region will be deposited in the IEEE Concentration Bank Account.
 - j) Receive all funds due Region 5 on behalf of the Region.
 - k) Pay all justified expenses for which the Region is liable.
 - l) Audit, or participate as a member of the Audit Committee, for all conferences financially sponsored by the Region, but should not be Treasurer of such conferences.
 - m) Participate, ex-officio, in all audits of Region 5 financial accounts.
 - n) Participate in all meetings and/or teleconferences of the Region treasurers called by the MGA Treasurer.
 - o) Attend appropriate training sessions conducted by IEEE.
 - p) At the close of each fiscal year, normally in early February, prepare the Annual Region 5 Financial Report, and submit it to IEEE Headquarters. The report is prepared electronically using the current approved IEEE financial reporting application
- 2) The Treasurer is appointed for a two-year term by the incoming Director.
- 3) The Treasurer takes office on January 1st.
- 4) Reappointment of the incumbent Treasurer is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Area Chairs

- 1) Responsibilities
 - a) Provide an informal and direct communication link between the Director and the Sections, Society Chapters and Subsections.
 - b) Meet with the Section Chairs within their Area during Region 5 meetings
 - c) Serve as middle management, reminding the Sections within their Area to prepare the Section report for the Region 5 meeting, submit annual reports to the IEEE, and other items as requested by the Region Director and/or Region Secretary.
 - d) Disseminate and publicize information and policy changes originating from Region 5, IEEE staff organizations, MGA, IEEE-USA and other IEEE entities which have an impact on Section or Chapter operations.
 - e) At the Executive Committee level, the Area Chairs will represent the interests of the Sections in their Areas. They will also act as the representatives of the Region Director at the local Area level in matters delegated to them by the Region Director
 - f) Work with the Director-Elect to prepare an agenda for volunteer training sessions
 - g) Work with the Director-Elect and Section Vitality Coordinator to ensure that all existing Chapters within their Area are removed from the MGA action-required list through rejuvenation (not dissolution).
 - h) Support the Region 5 Committee Chairs as requested.
 - i) Serve on the:
 - i) Region 5 Awards Committee,
 - ii) Finance Committee,
 - iii) Conference Committee and
 - iv) Student Technical Paper judging committee.
- 2) Guidelines
 - a) Develop an open and active communications between the Area Chair and the Sections chairs, typically using email and real-time conversation.
 - b) Organize, within funding limitations, meetings where senior personnel from all sections in the Area can come together to discuss items of interest to the sections.
- 3) Each Area Chair has a Region 5 budget line to carry out the Area Chair function. It is expected that these funds will be used to either to bring all the Area's Sections together for a meeting or to travel out to specific Section events.
- 4) The Chair shall take office on January 1st.
- 5) The Area Chair is appointed by the Regional Director for a term of two years.
- 6) Reappointment of the incumbent Chair is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Chair Awards and Recognition Committee

1. Responsibilities
 - a. Presides, coordinates and schedules meetings and/or teleconferences as Chair of the Award and Recognition Committee members to review all Region 5 Award nominations and prepare a list of those individuals and organizational units worthy of an award.
 - b. Maintains familiarity with IEEE and IEEE-USA Governance Documents as they relate to awards & recognition including IEEE Bylaws, Policy and Procedures, and MGA Operations Manual.
 - c. Maintains familiarity with the Region 5 Awards manual and proposed updates and revisions as necessary.
 - d. Maintains, by individuals and Sections, historical records of Region 5 Awards.
 - e. Arranges to have these records posted on Region 5 Website by contacting Website coordinator.
 - f. Submits any new Region 5 Award to MGA Awards and Recognition Committee for approval.
 - g. Stimulates, through Area Chairs and Section Chairs, nominations for Region 5, MGA, and IEEE-USA Awards to recognize those IEEE Members and Organizational Units who have significantly contributed to the engineering profession and the IEEE.
 - h. Provides assistance in preparing nomination forms as requested.
 - i. Recommend candidates for Region 5 Awards to the Region 5 ExCom, for their approval, prior to the Annual Meeting.
 - j. Procures a plaque or certificate for each awardee.
 - k. Determines budget allocation requirements for Region 5 Awards and Recognition Committee and submits it to Region 5 Budget Committee with justifications.
 - l. Serves as Region 5 representatives to the MGA Awards and Recognition Committee.
 - m. Represents Region 5 on the IEEE-USA's Awards and Recognition Committee.
 - n. Seeks out and recognizes Region 5 candidates, whose professionalism, technical achievement, and literary contributions to public awareness and understanding of the engineering profession, make them eligible for IEEE-USA or IEEE awards.
2. The Chair of the Awards and Recognition Committee is appointed for a two-year term by the incoming Director.
3. The Chair shall take office on January 1st.
4. Reappointment of the incumbent Chair is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Chair Audit Committee

1. Objective
 - a. Chair the Audit Committee, which performs administrative and financial management reviews of Region 5 operations.
2. Responsibilities
 - a. Perform an annual audit of the Region's financial records
 - b. Perform reviews of Standing Committees, Area/Area-Councils, Sections, and Subsections on an "as required" basis.
 - c. Records and accounts are reviewed for accuracy, thoroughness and compliance with IEEE audit policies, the IEEE Financial Operations Manual and good accounting practice.
 - d. Emphasis should be on confirmation that the assets of the Region are known and correctly stated and the disbursements have been made in accordance with the approved procedures.
 - e. The Audit Committee recommends changes in the procedures and records to improve the operations of the Region.
 - f. Solicit support as required from the Region 5 treasurer or Finance Committee.
 - g. Submit a written report to the Region Director and ExCom within 30 days of completion of any review.
3. Membership
 - a. The Chair shall be appointed by the Region 5 Director.
 - b. The Chair will have served for three prior years on the Audit Committee
 - c. The Audit Committee shall consist four members, one from each Area, on an annual rotation.
4. Meetings
 - a. Meetings shall be held as required to support Region entity audits.
 - b. Meetings will be scheduled by the Committee Chair with prior approval by the Regional Director.
5. The Audit Chair shall take office on January 1st.
6. The Chair position rotates annually.
7. Reappointment of the incumbent Chair is not permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Chair Bylaws Committee and Parliamentarian

1. Responsibilities

- a. The Parliamentarian shall enforce the IEEE Code of Conduct during all ExCom meetings
- b. The Parliamentarian will address and resolve any complaints regarding violations to the Code regarding Region 5 members.
- c. The Parliamentarian shall enforce Roberts Rules of Order during all ExCom meetings.
- d. The Committee shall propose changes to the bylaws as required by IEEE policy or as the scope and function of the Regional executive committee or operating units change
- e. The Bylaws Committee shall maintain the bylaws of the Region in accordance with all IEEE governance policies.

2. Membership

- a. The committee will be chaired by the immediate past-Director.
- b. The committee may be staffed with additional members as appointed by the Director.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Chair Conference Committee

1. Responsibilities
 - a. Facilitate the planning, development, implementation, coordination and provide oversight (financial, scheduling, contracting) for Region 5 conferences, conventions, and technical shows that are sponsored or co-sponsored by Region 5.
 - b. Provide guidance for the organization and operation of the Annual Meeting based on previous successful meetings.
 - c. Monitor the IEEE conference schedules to seek out and assemble opportunities for Region 5 entities (Sections, Areas, Councils, etc.) to participate in these conferences.
 - d. Assist the candidacy of Region 5 entities in attracting and participating in these conferences.
 - e. Periodically review the organization, staffing, effectiveness and financial viability of all regular conferences sponsored by Region 5 organizational units, including:
 - i. Recommend improvements as appropriate to the conference leadership and sponsoring units.
 - ii. Recommending improvements to financial and contracting practices.
 - iii. Suggest new conferences where a need is recognized and suggest termination of conferences no longer needed or posing undue financial liability.
 - f. Maintain and archive (for use by subsequent conferences) documentation of all Region 5 sponsored conferences including:
 - i. Attendance rolls
 - ii. Contact information for all participants, contractors and organizations
 - iii. Copies of all contracts and purchase orders
 - iv. Copies of all scheduling data
 - v. Copies of all financial records and reports
 - vi. Copies of all advertising material, announcements and procedures
 - vii. Copies of the conference website configuration and access passwords
 - viii. Capture and archive the best practices and lessons-learned from the conference organizing committee
2. The Conference Coordinator is appointed for a two-year term by the incoming Director.
3. The Coordinator shall take office on January 1st.
4. Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Chair Educational Activities Committee

- 1) Responsibilities
 - a) Coordinate with IEEE EAB to make sure that continuing education credit units (CEUs or PDHs) are made available for IEEE members attending any applicable event within the Region.
 - b) Foster continuing education, professional development and training opportunities for the (non-student) IEEE members in Region 5.
 - c) Provide guidance and assistance to Region 5 organizational units in organizing short courses, and publicizing educational opportunities available from the Institute.
 - d) Coordinate potential IEEE-USA professional training or educational activities in cooperation with the PACE Chair
 - e) Promote educational activities at the member level and communicate to the Educational Activities Board (EAB) the educational concerns of the membership.
 - f) Become knowledgeable about the IEEE educational products. Keep abreast of new EAB programs and products as they are developed and made available.
 - g) Prepare presentations for the Regional meeting on how to organize short courses at the section level.
 - h) Communicate with section EACs to identify needs and programs. Assist them as required in establishing educational programs within their sections.
- 2) Authority
 - a) The EAC operates under the direction of the Region Director, and within the authority specifically granted to him/her by the Region 5 Bylaws.
 - b) The EAC is provided with a Budget Line Item to enable him/her to carry out his/her functions.
- 3) Serve as a non-voting member of the ExCom.
- 4) The Educational Activities Coordinator is appointed for a two-year term by the incoming Director.
- 5) The Chair shall take office on January 1st.
- 6) Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Electronic Communications Coordinator

1. Responsibilities
 - a. Maintain the Region 5 website.
 - b. Become expert with the many electronic communication tools used by IEEE and the Region to communicate with members, report meetings, conduct polls and manage conferences.
 - c. Assist the Region 5 operating units in setting up and maintaining their websites.
2. The Electronic Communications Coordinator is appointed for a two-year term by the incoming Director.
3. The Coordinator shall take office on January 1st.
4. Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Employment and Career Activities Coordinator

1. Responsibilities
 - a. Arrange for and participate where possible in employment and career related workshops within the Region.
 - b. Interface with all IEEE-USA and promote career and employment initiatives and activities.
 - c. Encourage and track job fairs and local jobs listing services run by the Sections.
 - d. Be aware of and advise the Sections of any new and/or upgraded IEEE-USA Careers web sites.
 - e. Serve as the Representative on the IEEE-USA Committee, which works on the national level jobs listing services, developing material for workshop presentations and publications and being a resource at the national level related to E&CS issues.
 - f. Work with Region 5 PACE Coordinator in developing the PACE training programs.
2. The Employment and Career Activities Coordinator is appointed for a two-year term by the incoming Director.
3. The Coordinator shall take office on January 1st.
4. Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Chair Finance Committee (FINCOM)

1. Responsibilities
 - a. Prepare a budget (in consultation with the Officers and Committee Chairs of Region 5 for the next fiscal year
 - b. Submit it for approval at the Annual Meeting.
 - c. Forward copies of the budget to the ExCom at least twenty days prior to the Annual Meeting.
 - d. Monitor the budget throughout the year.
 - e. Identify to the Director, opportunities for additional revenue and instances wasteful or excessive spending.
2. The Treasurer is the Chair of the Budget Committee.
 - a. Members consist of the Past Director, Director, Director Elect, Conference Chair, Strategic Planning Committee Chair and Secretary
 - b. Additional members may be appointed by the Director

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Chair Graduates of the Last Decade (YP) Committee

- 1) Responsibilities
 - a) Promote the establishment of Young Professionals entity group within Sections, Chapters or other Region 5 entities.
 - b) Measure, track, and report on the Young Professionals program effectiveness within Region 5.
 - c) Promote programs of interest to recent graduates such as those offered by the Young Professionals Lecturers Bureau, which focuses on topics relevant to Young Professionals members including professional and personal issues.
 - d) Attend the annual meeting of the IEEE Young Professionals Committee.
 - e) Promote strategies to retain and recruit graduating students and recent graduates, including but not limited to:
 - i) Contact graduating student branch leaders and provide them with Young Professionals contacts within their Section to help them make the transition from student to young professional and to encourage them to make the transition from Student to Member grade.
 - ii) Publicize information on local Section activities of interest to new graduates and local Young Professionals Affinity Group activities
 - iii) Share any information with local Section Chair, Young Professionals Affinity Group Chair, and IEEE Staff on issues/success/needs, etc.
- 2) The Young Professionals Affinity Group Chair is appointed for a two-year term by the incoming Director. This is a non-voting ExCom position.
- 3) The Chair shall take office on January 1st.
- 4) Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Government Activities Coordinator

1. Responsibilities
 - a. Interface with IEEE-USA and exchange current information with may be of use or interest to Regional IEEE members.
 - b. Keep abreast of and make available information, concerning government activities that affect Region 5.
 - c. Interface with the Sections to promote and support government relations activities in their area.
2. The Government Activities Coordinator is appointed for a two-year term by the incoming Director.
3. The Coordinator shall take office on January 1st.
4. Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

History Coordinator

1. Responsibilities
 - a. Store and maintain Regional IEEE history archives.
 - b. Prepare Regional IEEE history report when requested.
 - c. Personalize the report to reflect the history of the Section hosting the meeting.
 - d. Prepare and maintain a "Living History" for Region 5.
 - e. Correspond with Sections regarding local IEEE history, including the following:
 - i. Request Sections appoint a history chair.
 - ii. Encourage the Sections to collect local IEEE history and provide copies for Regional history archives.
 - iii. Encourage Sections to nominate significant local electrical/electronic milestones to the IEEE History Center, and provide copies to the Region 5 Historian.
2. Guidelines
 - a. Maintaining Regional history archives is a continuous process as additional data is received.
 - b. Prepare a report to ExCom provided to Regional Secretary at least 2 weeks prior to each meeting.
 - c. Set up an e-mail correspondence with the individual responsible for history at the local Section.
 - d. Correspondence should be semi-annual with information provided by the Section as generated.
3. Authority
 - a. The Historian operates under the direction of the Past Director, and within the authority specifically granted to him/her by the Region 5 bylaws.
 - b. He/she is provided with a Budget Line Item to enable him/her to carry out his/her functions.
4. The Region Historian is appointed for a two-year term by the incoming Director.
5. The Historian shall take office on January 1st.
6. Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Humanitarian Programs Coordinator

1. Responsibilities

- a. Interface with the IEEE Humanitarian Activities Committee to identify opportunities for coordinated activities or projects.
- b. Coordinate with IEEE-USA in the support and operation of the Mobile Outreach Vehicle program.
- c. Identify businesses in the Region who are enabling technologies in support of humanitarian principles.
- d. Highlight humanitarian technologies that promote successful practice, and attract humanitarian and emergency management practitioners in order to learn from their successes and better guide future research.
- e. Assist members to impact in positive and meaningful ways lives of people affected by natural disasters in the Region and around the world.
- f. Assist members to impact in positive and meaningful ways lives of disadvantaged people in the Region and around the world.
- g. Assist the members of the Region to explore science, engineering and technology solutions for vulnerable communities and attract young people to these professional fields.

2. Authority

- a. The Humanitarian Program Coordinator operates under the direction of the Region Director, and within the authority specifically granted to him/her by the Region 5 bylaws.
- b. He/she is provided with a Budget Line Item to enable him/her to carry out his/her functions.

3. The Humanitarian Program Coordinator is appointed for a two-year term by the incoming Director.

4. The Humanitarian Program Coordinator shall take office on January 1st.

5. Reappointment of the incumbent is permissible.

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IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Industrial Relations Coordinator

1. Responsibilities
 - a. Act as a liaison with MGA's Industrial Relations Committee.
 - b. Coordinate Regional input to MGA's Industrial Relations Committee.
 - c. Encourage Sections to have a person responsible for industrial relations within the Section.
 - d. Develop a program to engage commercial and industrial companies within the Region for the benefit of IEEE members.
2. The Industrial Relations Coordinator is appointed for a two-year term by the incoming Director.
3. The Coordinator shall take office on January 1st.
4. Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Leadership Development and Lifelong Learning Coordinator

1. Objective
 - a. Provide strong, member-focused leadership for Region 5 local organizational units with a focus on serving member needs.
 - b. Inspire all members to maintain their competency as electro-technology professionals through lifelong learning.
2. Responsibilities (Leadership Development)
 - a. The LDLLC will:
 - i. Lead a workshop on practical leadership skills at the annual Region 5 business meeting.
 - ii. Develop and provide a series of videos on practical leadership skills for Section and Chapter Chairs.
 - iii. Work with the Region 5 Director and Director-Elect to develop a quarterly video series for the Region leadership team. The videos will provide short, focused messages that inspire and inspire our grassroots leaders in their quest to support their members.
 - iv. Assist the Regional Director, Director-Elect, Area Chairs and other members of the Region Committee in producing videos that facilitate communications with members and volunteers.
 - v. Maintain communications through e-mail and telephone with members, volunteer leaders, and staff as a way of keeping informed on issues related to the position objectives.
3. Responsibilities (Lifelong)
 - a. The LDLLC will:
 - i. Support and assist the Region 5 Education Activities Chair in carrying out his mission.
 - ii. Develop and provide a series of videos on the importance of lifelong learning and practical tips on how to maintain one's technical competence for Region members and volunteers.
 - iii. Train Region volunteers on how to produce voice-annotated technical presentations using Camtasia screen capture software with a goal to serve members and prospective members who cannot attend Section or Chapter meetings due to geographic or time constraints.
 - iv. Inform our members on resources that are available to assist them in keeping current.
 - v. Maintain communications through e-mail and telephone with members, volunteer leaders, and staff as a way of keeping informed on issues related to lifelong learning.
4. The Leadership Development and Lifelong Learning Coordinator is appointed for a two-year term by the incoming Director.
5. The Coordinator shall take office on January 1st.
6. Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Life Member Coordinator

- a. Duties
 - i. Review and approve Section Life Member activities, when reimbursement is expected.
 - ii. Review and process requests for activity expenses from the Sections LM groups.
 - iii. Insure that each LM group receives the Life Member Committee expense reimbursement for approved activities, up to the allowable \$1000 annual limit.
 - iv. Liaison with the MGA Life Member Committee
 - v. Encourage Sections to have Life Member Groups
 - vi. Encourage Life Members to attend and participate in Chapter and Section meetings.
- b. The Life Member Coordinator is appointed for a two-year term by the incoming Director.
- c. The Coordinator shall take office on January 1st.
- d. Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Chair Membership Development Committee

1. Responsibilities
 - a. Conceive, create, implement and analyze programs designed to motivate Sections in the areas of member retention, IEEE recruitment, Society recruitment, and grade level elevation.
 - b. Work closely with the Regional Director to set membership development goals.
 - c. The Membership Development Coordinator is responsible for the training of Section members responsible for membership development.
 - d. Use of the following resources to achieve membership goals:
 - i. IEEE Membership Development staff in Piscataway, NJ
 - ii. Past Regional Membership Development Chairs
 - iii. Current and past Regional Directors
 - iv. Current and past SPC Chairs
 - v. Other Region Membership Development Chairs
 - vi. Society Membership Development Chairs
2. Tools
 - a. The information and tools that are available to assist in the creation of the programs essential to the task include but are not limited to the following:
 - b. IEEE Membership Development Progress Report issued monthly by Headquarters.
 - c. Membership Statistics (supplement to the MD Progress Report) issued monthly by Headquarters.
 - d. Senior Member Update issued monthly by Headquarters.
 - e. IEEE Membership Development On-Line Virtual Community.
 - f. SAMIEEE Database, <http://www.ieee.org/samieee/>.
3. The Coordinator shall take office on January 1st. for a two year term.
4. Reappointment of the incumbent is permissible.
5. The Membership Development Committee Chair is a voting member of the ExCom

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Chair Nominations & Appointments Committee

- 1) Responsibilities
 - a) Solicit and process nominations for the position of Region Director-Elect
 - b) Present nominations to the Region's ExCom for the selection of candidates to be placed on the election ballot.
- 2) The N&A Committee operates under the Regional Bylaws.
- 3) The Past Director is the Chair of the N&A Committee.
- 4) The members are appointed by the Region Director and include one member from each of the four Areas.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Pre-University Activities Coordinator

- 1) Responsibilities
 - a) Coordinate pre-university activities for the various Sections and the Region.
 - b) Effect improvements in the math, science, and technology education of all pre-university students in Region 5 and to help raise their functional and technological literacy.
 - c) Work with the Pre-Universities Activities Board under IEEE-USA, with face-to-face meetings and phone conferences as needed.
 - d) Interface with the IEEE Educational Activities Board pre-university initiatives and resources.
 - e) Encourage each Section to have a pre-university representative.
- 2) The Pre-University Activities Coordinator is appointed for a two-year term by the incoming Director.
- 3) The Coordinator shall take office on January 1st.
- 4) Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Chair Professional Activities Committee

- 1) Responsibilities
 - a) Enhance the professional development of IEEE Members in Region 5.
 - b) Develop and foster an awareness of the programs available from IEEE-USA, ensuring the viability of the programs through disbursement of program funds and mentoring of Section Leadership
 - c) Communicate to IEEE-USA leadership which programs are effective and which do not meet our member's needs.
 - d) Serve as a voting Member of the Region 5 Executive Committee. In this role, support all activities of the Region and represent the Region Membership in voting matters.
 - e) Allocate Regional and IEEE-USA funds available for PACE Programs.
 - f) Ensure that all Sections have an opportunity to participate in professional development activities and that the criteria for participation are understood.
 - g) Formally report on all professional activities at Regional Meetings.
 - h) Maintain communication and support with the various Section Chairs, ensure adequate funding is available for their programs.
 - i) As a member of the IEEE-USA PACE Committee, actively participate in the programs of that committee.
- 2) The Professional Activities Committee Chair is appointed for a two-year term by the incoming Director.
- 3) The Coordinator shall take office on January 1st.
- 4) Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Regional Chapter Coordinator

- 1) Responsibilities
 - a) Works with the Regional Society Liaison to ensure that the Region's technical Chapters are informed and integrated with their IEEE Societies.
 - b) Establish and maintain communications with the Region 5 technical Chapters.
 - c) Work with the Area Chairs to help rejuvenate inactive Region 5 Chapters.
 - d) Assist the Sections and the Societies in the creation of new Region 5 Chapters.
 - e) Find meaningful solutions to concerns and problems that are raised by The Region 5 Chapters.
 - f) Enhance Region 5 Chapter management.
 - g) Develop appropriate training curricula, materials, and programs for Chapter officers, researching what the Societies have to offer.
 - h) Encourage mutual Chapter support by Societies and Sections.
- 2) The Regional Chapter Coordinator is appointed for a two-year term by the incoming Director.
- 3) The Coordinator is not a voting ExCom member
- 4) Coordinator shall take office on January 1st.
- 5) Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Regional Vitality Coordinator (RVC)

1. Overview
 - a. The RVC monitors the progress of the geographic units in the region in achieving a positive member engagement experience. The RVC recommends programs, activities and best practices for sections to consider providing their members. The RVC scope encompasses the Sections' subunits, including Student Branches, Technical Chapters and Affinity Groups.
 - b. The RVC monitors the vitality index of the Sections. The vitality index will be made available as part of the vitality dashboard (under development in 2013). It will help the RVC to gauge the areas of success and where suggested action plans may be required.
2. Duties and Responsibilities
 - a. Serves on the Regional Membership Development Committee.
 - b. Develops performance indicators for all the Sections in the Region.
 - c. Communicates to Section Chairs regarding the metrics used to track Section vitality.
 - d. Monitors and reports to the MD Chair and Region ExCom regarding vitality of each Section. Ensures the Sections are aware of the available services, tools, products, and programs (e.g., vTools, IEEE eNotice, IEEE Center for Leadership Excellence, etc.) are to help with improving the vitality index of the Sections.
 - e. Ensures that Sections provide training tools for all new officers.
 - f. Promotes succession planning in the section.
 - g. Ensures that the Sections annual goals acknowledge areas of importance to members.
 - h. Encourages the Sections to plan at least one joint program with the student branches and student branch chapter; encourages the Section's ExCom to meet with the respective ExComs (of the SBs and Chapters) during these programs.
 - i. Encourages the Sections to identify local Industry Leaders and plan outreaches to them on a regular interval for a productive interface between IEEE and local industries.
 - j. Encourages Sections to plan workshops, seminars and other programs for pre-university students and teachers under their educational activities.
 - k. Liaisons with the Region Membership Development Coordinator to ensure growth in the Senior Membership elevation application process
3. Tools and awareness
 - a. Identifies baseline index/metrics to measure vitality using at least the available IEEE reporting applications (vTools, SAMIEEE).
 - b. Compiles a RVC handbook for reference (what to do, when, how).

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

- c. Captures and documents best practices (including small and medium Section case studies, election practices, MGA awards) and stores in repository for reference.
 - d. Coordinates and collaborates with the Region Educational Activities Chair.
 - e. Coordinates and collaborate with the other Region Chapter Coordinators.
 - f. Collaborates with other RVCs (e.g., via Collabratec).
 - g. Collaboration with the Regional Awards Chair to incorporate Section vitality in the criteria for Best Section Awards
4. Qualifications and Skills
- a. Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;
 - b. Interest and ability to understand the sometimes-conflicting interests of the various constituencies of the IEEE and to act in the interests of all Section members and the general public;
 - c. Honesty, integrity and adherence to high ethical standards;
 - d. Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills;
 - e. Excellent relationship skills and the ability to interact with the public, other organizations and diverse communities;
 - f. 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 and/or Region;
 - g. Excellent communication skills;
 - h. Ability to adhere to governance practices;
 - i. Passion for, and interest in, the IEEE organization;
 - j. Ability to dedicate service to the IEEE while maintaining balance with professional and personal life;
 - k. Ability to handle sensitive and confidential situations;
 - l. Ability to meet deadlines and to respond to communications in a timely fashion;
 - m. Prior volunteer experience.
5. The Regional Chapter Coordinator is appointed for a two-year term by the incoming Director.
6. The Coordinator is not a voting ExCom member.
7. Coordinator shall take office on January 1st.
8. Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Technical Society Liaison

1. Responsibilities
 - a. Work with IEEE TAB and the Region Conference Coordinator to promote to Sections and TAB based conferences a scheme by which such conferences could make relevant Sections aware of proposed geographic areas for future conferences in a timely way that would allow relevant Sections/Chapters to make venue and local support proposals for such conferences.
 - b. Assist the Sections and the Region by providing a means of obtaining speakers for Section programs in addition to the Distinguished Lecturer Program.
 - c. Represent to the Region leadership the activities, plans, issues, and challenges of IEEE TAB and, to the extent practical, the individual Societies and Councils.
 - d. Promote Society membership throughout the Region through presentations at the Region meetings and/or brief articles in the Region newsletter.
2. If available within the Region, the Society Liaison is typically a TAB Director or Society President appointed for a one-year term by the incoming Director.
3. The Coordinator shall take office on January 1st.
4. Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Standards Coordinator

1. Responsibilities
 - a. Standards Education
 - i. Provide educational content about IEEE standards, both about the process, for example the inclusion of patented technology in standards, and also about the various standards themselves. (Collaboration with IEEE Standards Education Committee (SEC))
 - ii. Encourage IEEE Region 5 students and faculty mentors to apply for IEEE SEC mini-grants program to help with graduate and capstone design projects with an industry standards component. The IEEE then publishes the results as a Student Application Paper. (Collaboration with Student Activities)
 - b. Standards Speakers and Tracks at Conferences and Section Meetings
 - i. Arrange both individual speakers on standards and/or whole standards tracks at major IEEE R5 conferences and Section Meetings.
 - ii. Collaborate with SEC to arrange workshops on standards such as IEEE 802 and the NESC in parallel with conferences or as an activity for sections.
 - iii. Continue to collaborate with the SEC to pilot the New Standards Education Speakers Bureau in R5. This is similar to the Distinguished Speakers Lecture Program run by the Societies.
 - c. Industry Participation
 - i. Encourage IEEE R5 industry participation in new standards development especially end users sector to influence the standards with their requirements.
 - ii. Continue to work with the IEEE SA Staff to ensure including standards activities in the Memorandums of Understanding (MOUs) and MOUs with industry,
 - iii. Continue working with IEEE SA to support energy Industry Collaboration Program
2. The Standards Coordinator is appointed for a two-year term by the incoming Director.
 - a. The Coordinator shall take office on January 1st.
 - b. Reappointment of the incumbent is permissible.
3. Is not a voting member of the ExCom.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Chair Regional Student Activities Committee (RSAC)

- a. Responsibilities
 - i. Chairs the Region 5 Student Activities Committee, consisting of the:
 - 1. Student Branch Coordinator, the
 - 2. Student Professional Awareness Coordinator and the
 - 3. Regional Student Representative.
 - ii. Represents Region 5 on the MGA Student Activities Committee
 - iii. Promotes the attendance and the competition of university students at the Region 5 Annual meeting, including robotics, circuit design, ethics and technical paper competitions.
 - iv. Provides for the organization of university student activities and meetings when held at Regional events.
 - v. Promotes the organization of Student Professional Awareness (SPAX) activities (in conjunction with IEEE-USA) at universities throughout the Region
 - vi. Fosters university student activities in conjunction with Sections and Councils.
 - vii. Contacts Section Chairs to encourage them to appoint a person responsible for student activities in each Section.
 - viii. Promotes the professional development of those university students in Region 5, engaged in the of electrical and electronics engineering and associated technologies.
 - ix. Advises students in the geographic area, where a Society is sponsoring a technical conference, with reduced or free students' attendance.
 - x. Maintains an accurate directory of the officers and faculty advisors of all the IEEE Student Branches and IEEE-HKN Chapters in the Region.
 - xi. Promotes the formation of new IEEE Student Branches or IEEE-HKN Chapters at every Regional university with an ABET accredited electrical or computer engineering program.
- b. The Chair of the Regional Student Activities Committee is appointed for a two-year term by the incoming Director.
 - i. The Chair shall take office on January 1st.
 - ii. Reappointment of the incumbent is permissible.
- c. Is a voting member of the ExCom.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Student Professional Awareness Coordinator (S-PAC)

- 1) Responsibilities
 - i) Provides the interface between IEEE-USA and the Region for the support and execution of student professional awareness conferences and SPAX events as supported by IEEE-USA.
 - ii) Provides guidance and support for universities who are organizing student professional awareness events.
 - iii) Provides status reporting to the ExCom of all Regional student professional activities
- 2) The Regional SPA Coordinator is appointed for a two-year term by the incoming Director.
- 3) Reappointment of the incumbent is permissible.
- 4) The Coordinator shall take office on January 1st.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Student Branch Coordinator

- 1) Responsibilities
 - a) Provides the interface and two-way communication between every University IEEE student branch and IEEE-HKN Chapter and the Regional Student Activities Chair.
 - b) Maintains accurate, current lists of contact information (email, phone and USPS address) for all student branch counselors and Branch officers.
 - c) Insures that announcements of interest to student members are disseminated effective to each student member.
 - d) Interface with IEEE Educational and MGA staff in the process of creating new student branches and IEEE-HKN chapters.
- 2) The Regional Student Branch Coordinator is appointed for a two-year term by the incoming Director.
- 3) Reappointment of the incumbent is permissible.
- 4) The Coordinator shall take office on January 1st.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Regional Student Representative (RSR)

1. Responsibilities
 - a. Serve as a member of the Regional Student Activities Committee.
 - b. The RSR promotes student activities in at least these areas:
 - i. Regional competitions (robotics, ethics, technical paper and circuit design) for Student Branches, and
 - ii. other relevant activities and programs.
 - c. Fosters and coordinates activities between student branches and Sections.
 - d. Represent all IEEE Student Members, Student Branches and IEEE-HKN chapters in Region 5.
 - e. Be the most visible contact for Students and making information and latest news available to them.
 - f. Identify students who are willing to support Section Activities and coordinate their efforts.
 - g. Create a direct dialogue between SAC and Sections Student Members.
 - h. Make students aware of the existence and scope of local IEEE operating units (Sections) and technical interest groups.
 - i. Introduce IEEE programs to student branches, such as SPA-X, Branch Leadership Training Workshop, etc.
 - j. Motivate students in organizing new/creative activities.
 - k. Increase the interaction and the joint activities between student branches within Region 5 and also with other Regions.
 - l. Be a bridge between the Region 5 SAC and student branches.
 - m. Solve the problems and difficulties faced by student branches/student members.
2. The Regional Student Representative (RSR) shall take office on January 1st.
3. The Regional Student Representative is appointed for a two-year term by the incoming Director.
4. Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Sections Congress Coordinator

1. Responsibilities
 - a. Act as the liaison between Region 5 and the IEEE Sections Congress Planning Committee.
 - b. Advise the Section Chairs of the registration schedule for the Congress.
 - c. Follow up on those Sections, who have not registered.
 - d. Organize all pre-congress planning and congress activities
2. The Sections Congress Coordinator is appointed for a three-year term by the sitting Director one year after the last Sections Congress.
3. The Coordinator shall take office on January 1st.
4. Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Chair Strategic Planning Committee

1. Responsibilities

- a. Define the long-range goals and objectives for Region 5.
- b. Oversee the development and execution of the Region 5 strategic and operating plans.
- c. Coordinate the Region's internal plans to meet the goals and objectives of Region 5.
- d. Insure that the Regional objectives are in alignment with the MGA, IEEE-USA, and IEEE Strategic Plans.
- e. Monitor progress against the Region 5 strategic plan and provide an annual report to the Region 5 Director.

2. Objectives

- a. The Objective/Goal of the Region Strategic Planning Committee (SPC) is to support the Region in planning for the future. The Committee is responsible for developing long-range plans for the Region that is in concert with the Strategic Plan of the Member and Geographic Activities Board, the IEEE-USA Board, as well as the IEEE Board.
- b. The SPC shall be responsible for Maintaining the Strategic Plan. The Plan is a compilation of a limited number of specific weaknesses or issues within the Region and the plan to address each of them.
- c. The Chair of the SPC is responsible for the supervision of the Committee, and serves at the behest of the Director.
 - i. The Chairman is responsible for instructing the Committee as to the goals and objectives of the Region Director.
 - ii. The SPC is also responsible for carrying out other tasks assigned to the Committee by the Director and to provide council to the Region 5 Director and the Region Executive Committee to minimize problems in the operation of the Region.
- d. The SPC shall identify a limited number of specific areas of concern or deficiencies within the Region.
 - i. Once the SPC has identified the issues (and considered the challenges within those issues) goals will be set in order to address these issues.
 - ii. These goals can be short-term, those which can be accomplished within a short (1 year) period of time, or long-term, which can extend over several years.
- e. The SPC shall then identify the individual units within the Regional organization that will assume and execute the responsibility of achieving the goal.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

- f. The SPC will provide the metrics for determining the outcome of these goals, which the individual units will use in the development of their tactical implementation plan.
- g. The SPC will be responsible for tracking the progress of the tactical implementation plans to assure that the strategic goals are being met.

3. Guidelines

- a. It is advisable to meet with the new Director prior to the first meeting of his/her term of office to establish the Strategic Plan for the Region for the next two years and to provide input and counsel as needed. There will be a review of the previous short-term goals to see if they have been accomplished, as well as the long-term goals to determine their progress and whether there is need to continue, or whether they should be adjusted to accommodate any needs.
- b. The committee will then develop a baseline set of new/modified goals for the ExCom to review prior to the first ExCom meeting.
- c. The SPC will then expand the goals, and consider the individual units that might champion or accept responsibility for the completion of these goals. The SPC will present these goals to the Executive Committee and the Director for discussion. The individual champion(s) will be contacted to seek their acceptance of the responsibility of the tasks assigned.
- d. The SPC will present the goals to the Region ExCom at the Annual meeting, and seek approval.
- e. The SPC will review interim reports that will be provided by the individual units responsible for moving the Region goals forward, according to the report schedules established as part of the individual goals.
- f. The Chair of the SPC will provide the Regional Director with a term-end report, which will summarize the results of the goals set by the Committee, did they accomplish the objectives, what were the lessons learned.

4. Governance

- a. The membership of the Region Strategic Planning Committee shall be governed by the Region Bylaws.
 - b. The Committee shall meet or teleconference at least three times in a calendar year.
- 5. The Strategic Planning Chair is appointed for a two-year term by the incoming Director.
 - 6. The Chair shall take office on January 1st.
 - 7. Reappointment of the incumbent is permissible.

IEEE Region 5 Executive Committee

Job Descriptions

Revised: April 10,2018

Women in Engineering (WIE) Coordinator

1. Responsibilities
 - a. Promotes the development of a WIE Affinity Group within each Section as well as Student Branch Affinity Groups for students.
 - b. Keep abreast of and make available information regarding gender-related educational issues within Region 5, which may improve the entry into and the retention of women in engineering.
 - c. Encourage the participation of woman volunteers in Region 5.
 - d. Represents the Region on the IEEE WIE Committee Meetings (two in person meetings and monthly conference calls).
 - e. Report to the Region on IEEE WIE status and activities.
 - f. Inform WIE Committee of local activities that might be interest to the WIE membership.
 - g. Generate an annual report of Regional WEI activities
2. The Women in Engineering (WIE) Coordinator is appointed for a two-year term by the incoming Director.
3. The Coordinator shall take office on January 1st.
4. Reappointment of the incumbent is permissible.