

IEEE MGA Geographic Unit Officer Position Description Affinity Group Chair

POSITION TITLE:

Affinity Group Chair

OVERVIEW:

The Affinity Group Chair is the senior executive of the Affinity Group and is responsible for ensuring that the Affinity Group is engaging members by conducting informative local activities and events which meets the needs of their members. The Affinity Group Chair ensures that the AG is in compliance with IEEE Policies and local regulations. Your primary role as an Affinity Group Chair is to ensure the development, growth, management, sustainability, and ultimate success of your Affinity Group which you represent.

An affinity group has a Geographic Parent (i.e. Region, Section, and Geographic Council) and a "Parent Organizational unit". The following groups have been acknowledged by the MGA Board as parent organizational units:

- Consultants Network (CN)
- Graduates of the Last Decade (GOLD) Committee
- IEEE Life Members (LM) Committee
- IEEE Women in Engineering (WIE) Committee.

The Chair provides leadership; guidance to other Affinity Group volunteers (if any) and ensures that your activities are focused on increasing member engagement and satisfaction.

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

Term: One year

The Affinity Group chair is appointed by the Section chair with the consent of the Section Executive committee. The term of office for all officers shall normally be one year, but may continue until a successor has been duly selected and takes office. The term of office will date from 1 January through 31 December. The consecutive period of service in this position shall normally not exceed two years. Such exceptions require approval by the Region Director who will annually report such exceptions to the MGA Board.

If the Section and/or Affinity Group prefers, the Affinity Group Chair may be elected by local members. The individual elected must reside within the geographic boundaries whom they represent. Such elections shall be held in accordance to IEEE election guidelines.

(Source MGA Operations Manual – 9.9)

ROLES:

- Serves as a Chair of the IEEE Affinity Group Committee
- Attends meetings of the Section Executive Committee
- Represent the Parent Organization at IEEE gatherings
- Participate in Parent Organization sponsored events as requested

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DESCRIPTION OF RESPONSIBILITIES:

- Oversee Management of the Affinity Group: The principal responsibility of a Affinity Group Executive Committee member is to oversee the management of the Affinity Group, and in so doing, serve the best interests of the IEEE, its members and the public;
- Organize and conduct at least 2 Affinity Group activities annually which engages the local members; work with a Technical Chapter and/or Affinity Groups and conduct joint events;
- Ensure that Affinity Group meeting notices are distributed to all IEEE Members within the Section and to the public, as appropriate;
- Ensure that the Affinity Groups activities are being reported to IEEE MGA and the parent IEEE organization on a regular basis;
- Prepare the agenda and serve as chair for all meetings of the Affinity Group 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;
- 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;
- It is preferred that all financial activity of the Affinity Group is coordinated through the parent Geographic Unit (i.e. Section, Geographic Council). If the Affinity Group has established a bank account:
 - The Affinity Group Chair will serve as a signer on the Affinity Group bank account and authorize disbursements as approved by the Affinity Group Executive Committee;
 - The Affinity Group Chair will ensure that all required Affinity Group financial reports are prepared and submitted to Section Treasurer at year end;
- Be informed of the IEEE and its business, including its mission, services, policies and programs;
- Be informed of the mission, services, policies and programs of the Parent Organization (i.e. [Life Member](#), [Women in Engineering](#), [GOLD](#), [Consultants Network](#)).
- Disclose any real or perceived personal conflict of interest with matters before the Section which might otherwise conflict with the fiduciary duties owed to the IEEE;
- Review IEEE documents as they relate to the position of Affinity Group 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;
- Suggest potential nominees to the Section Nominating Committee who can make a significant contributions to the work of the Section, Affinity Group and the IEEE;
- Identify potential individuals to serve in this position at completion of your term of office. Act as mentor to successor.

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ELIGIBILITY:

- Must be an IEEE member in good standing;
- Must be a member of the parent Organization;
- Must be of IEEE Graduate Student Member, Member, Senior Member or Fellow grade;
- Must reside in the geographic boundaries of the geographic unit of which the Affinity Group 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 Affinity Group 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 Affinity Group 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 Affinity Group 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.

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ESTIMATED TIME REQUIREMENTS:

Item
<p>Correspondence –</p> <ul style="list-style-type: none">• As a Affinity Group officer, it is very important that this individual check their email messages on a regular basis.<ul style="list-style-type: none">○ 1 – 2 hours per week - this number may vary depending on the number of members and/or activities within the Section• Disbursements of payments<ul style="list-style-type: none">○ In some Affinity Groups, the Affinity Group chair may be requested to co-sign checks/payments from the Affinity Group Bank account to pay for activities.
<p>In-Person meetings -</p> <ul style="list-style-type: none">• Section and/or Section Executive Committee meetings<ul style="list-style-type: none">○ 8 - 12 meetings per year (typical schedule)• Affinity Group Meeting<ul style="list-style-type: none">○ At least 2 meetings per year○ 1 or 2 Affinity Group Administrative meetings• Additional local activities<ul style="list-style-type: none">○ As the chair of the Affinity Group, this individual may be asked to represent the Parent Organization 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

Links to the mission, services, policies and programs of the Parent Organization (i.e. [Life Member](#), [Women in Engineering](#), [GOLD](#), [Consultants Network](#)).