

IEEE MGA Geographic Unit Officer Position Description

Technical Chapter Chair

POSITION TITLE:

Technical Chapter Chair

OVERVIEW:

The Technical Society or Technical Council Chapter Chair (herein after “Chair”) is the Chief Operating Officer of the Chapter of an IEEE Technical Society or Council. The Chair is responsible for ensuring that the Chapter is engaging the members and supplementing their technical knowledge by conducting informative technical meetings and events at the local level. The Chair learns and practices all aspects of leadership. This includes working well with others, displaying honesty, integrity and adherence to high ethical standards. There is a tremendous satisfaction in seeing others in the Chapter grow and gain self-confidence. The Chair can prepare for a possible greater role in IEEE. Most importantly, the experience and organizational skills gained in chapter management stay with the Chair forever beyond IEEE and are easily transferable to professional life as well as other activities.

The primary duties of the Chapter Chair are as follows.

- 1. Ensure that at least two technical meetings are conducted in a calendar year.**
2. Recruit volunteers, provide leadership and guidance to them, mentor your successor, and ensure that Chapter activities are focused on increasing member engagement and satisfaction.
3. Identify the needs of the Technical Society members and provide feedback to the Section Executive Committee.
4. Ensure the success of the Chapter as defined by its Technical Society.
5. Ensure that the Chapter is in compliance with IEEE Policies and local regulations.

The ideal candidate is an enthusiastic member who is willing to uphold the Vision and Mission of IEEE to directly benefit the profession for the common good of humanity.

Term: One year

Eligibility:

- Must be an IEEE member in good standing.
- Must be of IEEE Graduate Student Member, Member, Senior Member or Fellow grade or higher.
- Must be a member of a sponsoring Technical Society.
- Must reside in the geographic boundaries of the Section.

Estimated Time Requirements: It may be as little as two hours per month; however, one can also spend as much time as necessary to make the chapter the best performing Chapter in the entire Society or Council.

IEEE MGA Geographic Unit Officer Position Description

Technical Chapter Chair

DETAILED POSITION DESCRIPTION:

All officers shall be elected annually by the Chapter membership. 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 (Source MGA Operations Manual – 9.6.D.5).

Roles:

- Preside at Chapter Technical Meetings and Chapter Committee Meetings.
- Attend meetings of the Section Executive Committee.
- If the Chair is unable to perform any duty, he/she directs the Vice Chair to complete the task.
- Attendance at additional local activities (i.e., IEEE Conference within the Section boundaries) and representing IEEE at local non-IEEE events are optional.

Description of Responsibilities:

- Oversee management of the Chapter: the principal responsibility of the Chair is to oversee the management of the Chapter, and in so doing serve the best interests of the IEEE, its members, and the general public, and not on behalf of any individual, entity or interest group;
 - Review IEEE documents as they relate to the position of Chapter Chair, including IEEE Bylaws and its mission & vision, IEEE Manual Policy, IEEE Financial Operations Manual and the MGA Operations Manual;
 - Disclose any real or perceived personal conflict of interest with matters before the Section and/or Chapter Committee or which might otherwise conflict with the fiduciary duties owed to the IEEE.
- Ensure that all Chapter Officers are aware of their responsibilities and duties;
 - Establish annual Chapter activities with the approval of the Chapter Committee and provide leadership to achieve them;
 - Lead in preparing the agenda and serve as chair for all meetings of the Chapter Committee;
 - 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;
 - Ensure that other Chapter Officers' duties are completed in case they are not able to perform;
 - Ensure that the Chapter's activities are being reported to IEEE MGA and the parent IEEE Society/Societies on a regular basis.

IEEE MGA Geographic Unit Officer Position Description

Technical Chapter Chair

- If there is a Chapter bank account, serve as a signer and authorize disbursements as approved by the Chapter Committee;
- Ensure that all required Chapter financial reports are prepared by the Chapter Treasurer and submitted to the Section at year end.
- Ensure that a Chapter Nominating Committee is established in accordance with MGA Guidelines;
- Identify potential individuals to serve in this position at completion of your term of office; Act as a mentor to your successor;
- Exhibit highest standards of collaboration and collegiality.

Qualifications:

- 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 Section and should be willing and able to contribute positively to the decision-making process of the IEEE that includes:
 - Excellent communication and leadership skills;
 - Ability to set direction for the Chapter;
 - Ability to adhere to governance practices;
 - Honesty, integrity and adherence to high ethical standards;
 - Ability to interact with the public, other organizations and diverse communities;
 - Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group; negotiate compromise and resolve differences; maintain positive working relationships;
 - Ability to recruit members and volunteers, and mentor them;
 - Ability to understand possible conflicting interests of the various constituencies of the IEEE and to act in the interests of all members and the general public;
 - Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills.
- 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.
- Ability to meet deadlines and to respond to communications in a timely fashion.
- Prior volunteer experience.
- Willingness to check email messages on a regular basis.

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

Contact: For further questions regarding the duties for this position, please contact IEEE Member & Geographic Activities department (mga@ieee.org).