

## IEEE Section Educational Activities Committee Chair

### POSITION TITLE:

IEEE Section Educational Activities Committee Chair

### OVERVIEW:

IEEE Educational Activities volunteers and staff are responsible for coordinating the educational activities of the IEEE by developing educational programs to ensure (1) The technological literacy of pre-university students, (2) the continuous maintenance and improvement of engineering education programs through active participation in accreditation activities, and (3) the development of continuing education products and services that serve the professional development and lifelong learning needs of electro-technology professionals worldwide.

The Section Educational Activities Chair assists in these efforts by coordinating local educational activities programs for IEEE members and developing educational programs to encourage the technological literacy of pre-university students.

The usual term of office for the position of Educational Activities Chair is one year. Term of office begins in January until the end of December. The time needed to fulfill this volunteer position is approximately X hours per week/month. [Note to Section: before distributing this document, please replace the 'X' with an approximation that you think is correct for your Unit]

### ROLES:

- Serves as a Chair of the IEEE Section Educational Activities
- Preside in all educational activities matters at section meetings
- Represent the Section at IEEE gatherings, particularly relating to educational activities
- Upon request, represent the Section at Regional Committee Meetings and vote on educational activities related issues on the basis of the best interest of IEEE

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### DESCRIPTION OF RESPONSIBILITIES:

1. If you plan to have a committee, you will need to identify members willing to volunteer (your Section or Member development Chair may have some suggestions). Members with past experience would be very valuable.
  - Contact committee members to set up a convenient time to meet
  - Plan for several meetings in advance
  - Determine goals for the year
  - Delegate assignments to committee members
2. For background information, review IEEE documents as they relate to Educational Activities, including [IEEE Bylaws](#), [Policy Manual](#), [MGA \(Member and Geographic Activities Board\) Operations Manual](#) (*By 31 January*) and most importantly, the EAB Operations Manual and Planning document, see:  
[http://www.ieee.org/education\\_careers/education/eab/planning\\_governance.html](http://www.ieee.org/education_careers/education/eab/planning_governance.html)
3. Preside at meetings of this Committee. Have an agenda prepared to make sure everyone is doing what you expect of them. Send the agenda at least a week in advance so committee members can be prepared.
4. Attend Section Executive Committee (ExCom) meetings regularly for information and/or action. Use your committee agenda and the minutes/reports from your committee members as basis for your report to the Section. If you need help or have problems, report it for action.
5. Provide a regular report to the Section Executive Committee about status of educational activities programs in the Section and in the geographic area.
6. Be aware of Section's demographics with relation to membership employed by academia, industry, and government for development of programs. For instance, this could assist you to prioritize towards university educational versus continuing education needs in your area.
7. With the approval of the Section Executive Committee, plan and execute training programs to address the technical and professional development of the membership.

For information on continuing education programs, see  
[http://www.ieee.org/education\\_careers/index.html#sect2](http://www.ieee.org/education_careers/index.html#sect2).

For activities in the IEEE PACE Network, see  
<http://www.ieeeusa.org/volunteers/pace/default.asp> (PACE could be expanded outside the IEEE-USA)

Ahead of an event, planning could entail development of a concise business plan, including a budget for approval by the Section ExCom. Following an event, a summary of expenses/revenues should be provided to the Section ExCom. Financial requirements and related procedures may differ from IEEE section to section.

8. Maintain information about Educational Activities through the IEEE Educational Activities Department (<http://www.ieee.org/education>)
9. Communicate with neighboring IEEE Section Educational Activities Committee Chairs in your Region to identify joint needs and programs.

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10. Assist sections with educational issues and activities at a national/section level, and establishing better contacts with National Societies in educational activities.

<http://www.ieee.org/about/corporate/agreements/regional.html>

11. Where appropriate, maintain information about national society(ies) and their educational activities (<http://www.ieee.org/about/corporate/agreements/regional.html>)

12. Maintain information about area educational and training opportunities and promote these programs to the IEEE membership. Visit the education site for information on continuing education programs at [www.ieee.org/organizations/eab/edresources.htm](http://www.ieee.org/organizations/eab/edresources.htm)

13. The Teacher In-Service Program (TISP) features IEEE Section engineers developing and presenting technologically oriented subject matter to local pre-university educators in an in-service or professional development setting. Visit the site for more information and details on how the program is organized at [http://www.ieee.org/education\\_careers/education/preuniversity/tispt/DF\\_IEEE\\_MIG\\_MCT\\_29516](http://www.ieee.org/education_careers/education/preuniversity/tispt/DF_IEEE_MIG_MCT_29516)

14. Educational Activities is developing the Engineering Projects in Community Service (EPICS) program in IEEE. EPICS which was conceived and championed by IEEE 2007 President Leah Jamieson, is a program that organizes university and high-school students to work on engineering-related projects for local area humanitarian organizations.

[http://www.ieee.org/education\\_careers/education/preuniversity/epics\\_high.html](http://www.ieee.org/education_careers/education/preuniversity/epics_high.html)

15. Maintain communications with Regional Educational Activities contact. Download: [http://www.ieee.org.za/EA/SEOC/SEOC\\_roster2010\\_v2.docx](http://www.ieee.org.za/EA/SEOC/SEOC_roster2010_v2.docx)

16. Pass on to successor all relevant records of office at the end of term.

17. Share your successes and communicate with other IEEE volunteers around the world. Join the Section/Chapter Volunteer Forum Virtual Community at [https://www.ieeecommunities.org/section-chapter\\_vol](https://www.ieeecommunities.org/section-chapter_vol).

### ELIGIBILITY:

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

### QUALIFICATIONS & SKILLS:

- Demonstrated business acumen, experience and ability to exercise sound judgments in matters that relate to the current and long-term objectives of IEEE Educational Activities Board and the Section 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 engage Section members and other volunteers in IEEE educational activities products and services;
- Interest and ability to understand the sometimes conflicting interests of the various constituencies of the IEEE and to act in the interest of all Section members and the general public;

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- 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, financial institutions, governmental agencies, and diverse communities – particularly those with interest in promoting or contribution towards products and services rendered by the IEEE EAB;
- Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction for educational activities matters within a 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
<b>Correspondence –</b> <ul style="list-style-type: none"><li>• As a Section officer, it is very important that these members check their email messages on a regular basis.<ul style="list-style-type: none"><li>○ <b>2 – 4 hours per week</b> - this number may vary depending on the number of members and/or activities within the Section</li></ul></li></ul>
<b>In-Person meetings -</b> <ul style="list-style-type: none"><li>• Section and/or Section Executive Committee meetings<ul style="list-style-type: none"><li>○ 1 face to face and 2-3 conference call meetings per year (typical schedule)</li></ul></li></ul>






### REIMBURSED EXPENSES:

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies or the budget of a given IEEE Section.

### CONTACT:

## IEEE Section Educational Activities Committee Chair

If you have specific questions regarding the duties noted for this position, please contact IEEE SEOC Chair and/or IEEE Educational Activities department (eab-seoc-current@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 members' growth and development throughout their life cycle
- Providing a professional home

### **Section Goals**

- Increase member engagement
- Improve relationships with and among members
- Increase operational efficiency 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