

IEEE MGA Geographic Unit Officer Position Description

Section Secretary

POSITION TITLE:

Section Secretary

OVERVIEW:

The Section Secretary acts as the gateway between the Section members and the IEEE, having a leadership role in bringing the needs of members to the Executive Committee. Part of the role involves having accountability and ownership of the records and correspondence of the Section including meeting records, reporting officer changes and submitting reports of committee activities.

The Secretary's role is much more than record keeping – he/she is a steward of the Section's history and future, bringing critical data to enable decision making by the Executive Committee and deliver real value to members that keeps the Section engaged, relevant and sustainable in the long term.

The Section Secretary plays a key role in ensuring that the IEEE members within the Section are engaging in IEEE activities.

Term: One year

All officers shall be elected annually by the Section 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. 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 – 9.4.F.7)

ROLES:

- Serves as a Member of the IEEE Section Executive Committee

DESCRIPTION OF RESPONSIBILITIES:

- **Oversee Management of the Section:** The principal responsibility of a Section Executive Committee member is to oversee the management of the Section, and in so doing, serve the best interests of the IEEE, its Section members and the public;
- Prepare for, attend, and actively participate in all meetings of the Section 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;
- Assist Section Chair and other officers in planning a master calendar of activities and meetings;
- Maintain records of Section meetings. This includes recording the action/minutes of all Section meetings;
- Responsible for maintenance and/or storage of non financial Section documents (i.e. History officers, Section meeting minutes);
- Work with Section Chair in developing the Section Executive meeting agenda;
- Ensure that Section Executive Committee meeting notices are distributed to all IEEE Members within the Section and to the public, as appropriate;
- Maintain a roster of Section, Technical Chapter, Affinity Group Volunteers. Ensure that the listing of or any changes of officers are reported to IEEE MGA as soon as possible but no later than 31

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January;

- Ensure that all Section meetings/activities are reported to IEEE MGA;
- Ensure that the Section Executive Committee is aware of the Technical Chapter and/or Affinity Group activities by monitoring meeting reports;
- Responsible for maintaining and recommending revisions to the Section Operations manual, if applicable. Changes to the Section Operations Manual must be approved by the Section Executive Committee;
- Provide recommendations in regards to suggested meeting locations and/or technical topics which assist in increasing Member Engagement; This requires familiarity with the Section member demographics;
- Be informed of the IEEE and its business, including its mission, services, policies and programs;
- Spend sufficient time and energy to be familiar with matters requiring the Section's Executive Committee attention;
- Review IEEE documents as they relate to the position of Secretary, 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;
- 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 Nominating Committee who can make a significant contributions to the work of the Section and the IEEE;
- Identify potential individuals to serve in this position at completion of your term of office. Act as mentor to successor and transfer records to the incoming Secretary;
- Exhibit highest standards of collaboration and collegiality;

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 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 the IEEE 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 recruit Section 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 Section 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,

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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 – <ul style="list-style-type: none">• As a Section officer, it is very important that this individual check their email messages on a regular basis.<ul style="list-style-type: none">○ 2 – 4 hours per week - This number may vary depending on the number of members and/or activities within the Section
In-Person meetings - <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)• Sections Congress<ul style="list-style-type: none">○ If the Section Executive Committee authorizes travel, the Section chair may attend Sections Congress. This event is conducted every three years.• Additional local activities (i.e. IEEE Conference within the Section boundaries)<ul style="list-style-type: none">○ As a Section Officer, this individual may be asked to represent IEEE 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)

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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
- Enhance the membership-related information available to the member and the geographic units