

IEEE COUNCIL CHAIR AND VICE CHAIR POSITION DESCRIPTION

POSITION TITLE:

IEEE COUNCIL CHAIR AND VICE CHAIR (Medals, Recognitions, Technical Field Awards)

OVERVIEW:

The IEEE Medals, Recognitions, and Technical Field Awards Councils report to the IEEE Awards Board (AB), a standing committee of the IEEE Board of Directors.

It is responsible for administering the awards specified in the IEEE Policies; for monitoring all other awards, and formal recognitions excluding Fellow grade elections; for recommending candidates for IEEE Honorary Membership; and for developing an awards structure for recognizing excellence in activities within the fields of interest to the IEEE. It recommends policies to the IEEE Board of Directors for awards, and formal recognitions of the IEEE other than Fellow awards, under its administrative purview.

Term of Office: One year, with eligibility for reappointment up to two total consecutive terms.

ROLES:

CHAIR

- Serves as member of the Awards Board;
- Serves as member of the Awards Board Operating Committee

VICE CHAIR

- Serves as a member of the Awards Policy and Portfolio Review Committee (APPRC)

DESCRIPTION OF RESPONSIBILITIES:

CHAIR

- Collaborate with staff to develop teleconference agenda;
- Review committee reports prior to each teleconference;
- Maintain [confidentiality per IEEE Policies](#) and as may be further outlined in Committee charter and or/Operations Manuals;
- Schedule the IEEE council meeting(s) with the IEEE Awards Activities Staff;
- Serve as a member of the IEEE AB, and advise of any recommendations from the councils to be considered by the Board;
- Stimulate nominations for qualified candidates;
- Participate in all meetings as an active and engaged member of AB, AB Operating Committee, and Council;
- Submit recommendations to the AB Nominations and Appointments Committee for future Council Chair and Vice Chair.

VICE CHAIR

- In the absence or incapacity of the Chair, the Vice Chair shall assume the duties of the Chair;
- Actively participate in all committee meetings and discussions;
- Assist in implementing committee tasks and projects;

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- Maintain [confidentiality per IEEE Policies](#) and as may be further outlined in Committee charter and or/Operations Manuals;
- Participate in all meetings as an active and engaged member of APPRC and the Council;
- Submit recommendations to the AB Nominations and Appointments Committee for future Council Chair and Vice Chair.

ELIGIBILITY:

- Must be an IEEE member in good standing;
- Must hold IEEE Senior Member Grade or higher (Chair);
- Preferred prior service on a selection committee within that respective Council.

QUALIFICATIONS AND SKILLS:

- Knowledge of the IEEE-level awards structure;
- Prior involvement in awards activities preferred;
- Knowledge of IEEE-bylaws and policies;
- Knowledge of one or more of the IEEE technical activities;
- Knowledge of the workings of the Awards Board;
- Working knowledge of the IEEE and its fields of interests, activities, mission, structure, goals, needs, and direction;
- Honesty, integrity, and adherence to high ethical standards;
- Excellent people skills including the willingness to build on other's ideas; negotiate compromise and resolve differences; and to maintain positive working relationships;
- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, and community-building skills;
- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;
- Capability to focus on strategic issues and make effectiveness a top priority;
- Excellent communication skills;
- Sound decision making skills to make timely decisions based on knowledge, analysis and judgment;
- Ability to meet deadlines and respond to communications in a timely fashion;
- Ability to share accountability and responsibility with other committee members;
- Familiarity with parliamentary procedures such as the basics of Robert's Rules of Order; and
- Respect for the confidentiality of committee discussions.

ESTIMATED TIME REQUIREMENTS:

Item (Chair)	Estimated Time Required
Material and/or Agenda review <ul style="list-style-type: none"> • IEEE Awards Board • IEEE Awards Boards Operating Committee • IEEE Council (Medals, Recognitions, or TFAs) 	2 hours/meeting; 2 per year 1 hour/meeting; 2 per year 5 hours/meeting; 1 per year
In-Person meetings (excluding travel time) <ul style="list-style-type: none"> • IEEE Awards Board Planning Meeting (approx. every other year) 	2 days, in scheduled years

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Teleconferences	
<ul style="list-style-type: none"> • IEEE Awards Board • IEEE Awards Boards Operating Committee • IEEE AB Awards Policy and Portfolio Review Committee • IEEE Council (Medals, Recognitions, or TFAs) 	2 hours/meeting; 2 per year 1 hour/meeting; 2 per year 1 hour/meeting; 3 per year 2 hours/meeting; 1 per year
Correspondence (emails, drafting of items, etc)	1 hours/month
Travel (excluding meeting time) *Travel time depends on meeting venue and location of committee members. Alternate methods of participation may be arranged for those unable to travel.	1-2 days, in years scheduled for AB Planning Meeting

Item (Vice Chair)	Estimated Time Required
Material and/or Agenda review <ul style="list-style-type: none"> • IEEE Awards Policy & Portfolio Review Committee • IEEE Council 	1 hour/meeting; 3 per year 5 hours/meeting; 1 per year
In-Person meetings (excluding travel time) <ul style="list-style-type: none"> • None 	None
Teleconferences <ul style="list-style-type: none"> • IEEE Awards Policy & Portfolio Review Committee • IEEE Council 	1 hour each; 3 per year 2 hours; 1 per year
Correspondence (emails, drafting of items, etc)	Total: .5 hour/month
Travel (excluding meeting time) <ul style="list-style-type: none"> • None 	None

REIMBURSED EXPENSES:

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

STAFF CONTACT:

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