

**IEEE AWARDS BOARD JOINT AWARDS WITH NATIONAL SOCIETIES
CHAIR AND MEMBER-AT-LARGE
POSITION DESCRIPTION**

POSITION TITLE:

**AWARDS BOARD JOINT AWARDS WITH NATIONAL SOCIETIES CHAIR
AWARDS BOARD JOINT AWARDS WITH NATIONAL SOCIETIES MEMBER-AT-LARGE**

OVERVIEW:

The Joint Awards with National Societies (JANS) committee reports to the IEEE Awards Board (AB), a standing committee of the IEEE Board of Directors.

The AB Joint Awards with National Societies Committee (AB JANSC) shall be responsible for overseeing the JANS process, including but not limited to policies and procedures, approving the establishment of new joint awards, approving JANS recipients, on behalf of the IEEE Awards Board.

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

ROLES:

CHAIR:

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

DESCRIPTION OF RESPONSIBILITIES:

CHAIR:

- Oversee AB JANSC task force activities with National Societies;
- Manage the JANS recipient approval process and develop appropriate policies and procedures, as needed;
- Serve as member of the Awards Board, and serve as direct line of communication between AB and AB JANS task force committee;
- Submit reports to the AB Chair on AB JANSC activities to be included on the agendas for the AB meetings
- Participate in all meetings as an active and engaged member of AB, AB Operating Committee, and JANS Committee;
- Recommend JANS recipients for other IEEE-level Awards;
- Submit recommendations to the AB Nominations and Appointments Committee for future Chair and members.

MEMBER-AT-LARGE

- Participate in the JANS recipient approval process;
- Recommend appropriate policies and procedures, as needed;
- Participate in all meetings as an active and engaged member of the JANS Committee;
- Recommend JANS recipients for other IEEE-level Awards;
- Submit recommendations to the AB Nominations and Appointments Committee for potential future AB JANS members.

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ELIGIBILITY:

- Must be an IEEE member in good standing;
- Must hold IEEE Senior Member Grade or higher (Chair only).

QUALIFICATIONS AND SKILLS:

- Knowledge of the IEEE-level awards structure;
- Prior involvement in awards activities preferred;
- Knowledge of one or more of the IEEE technical activities;
- Knowledge of the workings of the Awards Board;
- Have sound judgment;
- 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;
- Ability to meet deadlines and respond to communications in a timely fashion;
- Familiarity with the basics of Robert's Rules of Order; and
- Prior relevant volunteer experience.

ESTIMATED TIME REQUIREMENTS:

Item (Chair)	Estimated Time Required
Material and/or Agenda review <ul style="list-style-type: none"> • IEEE Awards Board • IEEE Awards Board Operating Committee • JANS Candidate review 	2 hours/meeting; 2 per year 1 hour each; 2 per year 1-2 hour/per award; no more than 6 awards presented each 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
Teleconferences <ul style="list-style-type: none"> • IEEE Awards Board • IEEE Awards Board Operating Committee 	2 hours each (2 per year) 1 hour each (2 per year)
Correspondence (emails, drafting of items, etc)	1-2 hours/month
Travel (excluding meeting time) *Travel time depends on meeting venue and location	1-3 days in years scheduled for AB Planning Meeting

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of committee members. Alternate methods of participation may be arranged for those unable to travel.	
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Item (Member-at-Large)	Estimated Time Required
Material /Candidate Review	1 hour/per award; no more than 6 awards presented each year
In-Person meetings (excluding travel time)	None
Teleconferences	1
Correspondence (emails, drafting of items, etc)	1-2 hours/month
Travel (excluding meeting time)	None

REIMBURSED EXPENSES:

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