

# IEEE AWARDS BOARD NOMINATIONS AND APPOINTMENTS COMMITTEE MEMBER-AT-LARGE POSITION DESCRIPTION

## POSITION TITLE:

**IEEE AWARDS BOARD NOMINATIONS AND APPOINTMENTS COMMITTEE MEMBER-AT-LARGE**

## OVERVIEW:

The IEEE Awards Board Nominations and Appointments Committee (AB N&A) reports to the IEEE Awards Board (AB), a standing committee of the IEEE Board of Directors.

The AB N&A Committee shall be responsible to seek out and recommend to the AB candidates for AB positions, chairs of AB Councils and Standing Committees. This Committee shall also propose for concurrence by the AB Chair, candidates for AB appointive offices to be recommended for consideration by the IEEE Nominations and Appointments Committee.

**Term of Office:** One year with a maximum of three consecutive terms.

## DESCRIPTION OF RESPONSIBILITIES:

- Issue a call for nominations for AB positions;
- Review nominations from AB and other sources;
- Recommend to IEEE appointments for Awards Board Chair, Awards Board Vice-Chair, Awards Board Members-at-large, and alternates for these AB positions;
- Recommend to the Awards Board appointments for Chairs and Vice Chairs of the councils, Chairs of standing committees, and members-at-large of AB ARC, AB JANSOC, AB P&P and APPC;
- Monitor extension of terms of service beyond three years on AB committees.

## ELIGIBILITY:

- Must be an IEEE member in good standing;
- Preferred prior service on an IEEE Award selection committee.

## 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 leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction;
- 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;
- Ability to manage the activities of the committee within the scope of its charter;
- Ability to clearly and comfortably delegate and broadly share both responsibility and

**IEEE AWARDS BOARD NOMINATIONS AND APPOINTMENTS COMMITTEE  
MEMBER-AT-LARGE POSITION DESCRIPTION**

- |  |
|--|
| <p>accountability;</p> <ul style="list-style-type: none"> <li>• Excellent communication skills;</li> <li>• Sound decision making skills to make timely decisions based on knowledge, analysis and judgment;</li> <li>• Ability to meet deadlines and respond to communications in a timely fashion;</li> <li>• Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures such as the basics of Robert's Rules of Order; and</li> <li>• Prior relevant volunteer experience.</li> </ul> |
|--|

**ESTIMATED TIME REQUIREMENTS:**

<b>Item</b>	<b>Estimated Time Required</b>
<b>Material and/or Agenda review</b>	2 hours/meeting; 5 per year
<b>In-Person meetings</b> (excluding travel time) <ul style="list-style-type: none"> <li>• None</li> </ul>	None
<b>Teleconferences</b>	1.5 hour each; 5 per year
<b>Correspondence</b> (emails, drafting of items, etc.)	.5 hour/month
<b>Travel</b> (excluding meeting time) <ul style="list-style-type: none"> <li>• None</li> </ul>	None

**STAFF CONTACT:**

Name:	Kerry Ann Ward
Telephone:	+1 732 562 3841
Email:	<a href="mailto:k.ward@ieee.org">k.ward@ieee.org</a>