

**IEEE AWARDS BOARD AWARDS PRESENTATION AND
PUBLICITY COMMITTEE (AB P&P) CHAIR AND MEMBERS
POSITION DESCRIPTION**

POSITION TITLE:

IEEE AWARDS BOARD AWARDS PRESENTATION AND PUBLICITY COMMITTEE (AB P&P) CHAIR AND MEMBERS

OVERVIEW:

The AB Presentation and Publicity Committee (AB P&P) reports to the IEEE Awards Board (AB), a standing committee of the IEEE Board of Directors.

AB P&P is responsible for proposing and reviewing policies and procedures related to the presentation and publicity of IEEE awards, scholarships, and formal recognitions under the aegis of the AB. The committee is not responsible for IEEE Fellow recognition.

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:

- Collaborate with staff liaison to develop agendas and meeting materials;
- Facilitate discussion on AB P&P teleconferences;
- Participate in all meetings as an active and engaged member of AB, AB Operating Committee, and AB P&P Committee;
- Review and recommend policies and procedures related to the presentation and publicity of all awards, scholarships, and formal recognitions under the aegis of the AB;
- Provide guidance on Honors Ceremony activities;
- Provide guidance on award presentation venues;
- Provide guidance on the content for the Awards Booklet and Awards Web site;
- Provide guidance to all IEEE Organizational Units on how to recognize recipients, including IEEE-level recipients;
- Attend the IEEE Honors Ceremony;
- Promote and publicize the IEEE-level award recipients and program at award exhibits, and at internal and external conferences in the fields of interest of IEEE
- Leverage contacts and assist in securing award sponsors and funding for IEEE-level awards as requested;
- Submit recommendations to the AB Nominations and Appointments Committee for the following year's AB P&P committee members and potential future members.

MEMBERS:

- Participate in all teleconferences as an active and engaged member of AB P&P Committee;
- Review and recommend policies and procedures related to the presentation and publicity of all awards, scholarships, and formal recognitions under the aegis of the AB;

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- Provide guidance on Honors Ceremony activities;
- Provide guidance on award presentation venues;
- Provide guidance on the content of the Awards Booklet and Awards Web site;
- Provide guidance to all IEEE Organizational Units on how to recognize recipients, including IEEE-level recipients;
- Attend the IEEE Honors Ceremony;
- Promote and publicize the IEEE-level award recipients and the program at award exhibits, and at internal and external conferences in the fields of interest of IEEE;
- Assist in securing award sponsors and funding for IEEE-level awards as requested.

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 and award presentation activities at any level;
- 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; creativity; 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, and 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 • AB P&P Committee 	2 hours/meeting (2 per year) 1 hour each; 2 per year 1.5 hours/meeting (4-5 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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<ul style="list-style-type: none"> Attendance at annual IEEE Honors Ceremony 	1 day, annually
Teleconferences <ul style="list-style-type: none"> IEEE Awards Board IEEE Awards Board Operating Committee AB P&P Committee 	2 hours each (2 per year) 1 hour each (2 per year) 1.5 hours each (6-8 per year)
Correspondence (emails, drafting of items, etc.)	1-2 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.	1-3 days, annually for Honors Ceremony 2 days, in years scheduled for AB Planning Meeting

Item (MEMBERS)	Estimated Time Required
Material and/or Agenda review <ul style="list-style-type: none"> AB P&P 	.5 hours each (4-5 per year)
In-Person meetings (not including travel time) <ul style="list-style-type: none"> Attendance at IEEE Honors Ceremony 	1 day, annually
Teleconferences <ul style="list-style-type: none"> AB P&P Committee 	1.5 hours each (4-5 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.	1-3 days, for Honors Ceremony

REIMBURSED EXPENSES:

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

STAFF CONTACT:

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