

**IEEE AWARDS BOARD  
AWARDS POLICY AND PORTFOLIO REVIEW COMMITTEE  
MEMBER-AT-LARGE POSITION DESCRIPTION**

**POSITION TITLE:**

**AWARDS BOARD AWARDS POLICY AND PORTFOLIO (AB APPRC) MEMBER-AT-LARGE**

**OVERVIEW:**

The IEEE Awards Board Awards Policy and Portfolio Review Committee (AB APPRC) reports to the IEEE Awards Board (AB), a standing committee of the IEEE Board of Directors.

The AB APPRC is responsible for reviewing all procedures and policies contained in the IEEE Awards Board Operations Manual and the IEEE Policies related to awards.

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

**DESCRIPTION OF RESPONSIBILITIES:**

- Participate in all meetings as an active and engaged member of AB APPRC;
- Policy supervision of all awards administered by the IEEE Awards Board and other awards, including those of Boards, Technical Societies, Sections, Councils, Regions, Conferences and Committees, but excluding those administered by the Fellow grade elections;
- Ensure policies and procedures of the Awards Board and its committees are noted in the Awards Board Operations Manual
- Review policy revisions requested by AB and its committees including changes to the Awards Board Operations Manual;
- Submit recommendations to the AB Nominations and Appointments Committee for potential future AB APPRC members.

**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;

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- 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 accountability;
- 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 facilitate and run meetings efficiently, including familiarity with parliamentary procedures such as the basics of Robert's Rules of Order; and
- Prior relevant volunteer experience.

**ESTIMATED TIME REQUIREMENTS:**

Item	Estimated Time Required
<b>Material and/or Agenda review</b>	1-2 hours/meeting (3-4 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 hour each; 3-4 teleconferences per year
<b>Correspondence</b> (emails, drafting of items, etc.)	1 hour/month
<b>Travel</b> (excluding meeting time) <ul style="list-style-type: none"> <li>• None</li> </ul>	None

**STAFF CONTACT:**

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