

# **IEEE Strategy and Alignment Committee Charter**

## **General**

The IEEE Strategy and Alignment Committee is a Committee of IEEE, responsible to the IEEE Board of Directors for the coordination of activities related to the IEEE Strategic Plan and the alignment of such activities across the organization.

## **Purposes**

To responsibly sustain the IEEE as the world's leading technology organization with a forward looking strategic view, the Strategy and Alignment Committee shall support the IEEE Board by:

- Assisting with the continued development of the IEEE Strategic Plan to be approved by the IEEE Board of Directors.
- Reviewing and recommending revisions to the Strategic Plan, goals, and objectives, when appropriate, and improving the correlation of resource planning with the Strategic Plan.
- Reviewing on a continual basis IEEE's mission, vision, value statements, and governing principles for currency and relevance.
- Advising the Board on strategic matters and priorities to be considered relative to IEEE's core purposes and the global landscape.
- Reviewing and providing guidance on the alignment of strategic documents and processes across the organization.
- Coordinating linkages between the organizational unit projects, programs, and activities, and the alignment of those activities with the IEEE Strategic Plan.

## **Functions**

The functions of the Strategy and Alignment Committee shall include, but are not limited to:

- Working in consultation with the IEEE Board of Directors, and collaborating with volunteers across the organization and the Professional Staff leadership, to assist the Board of Directors in the continued development of the IEEE Strategic Plan, that includes priorities and overarching goals, and to ascertain that such Plan is aligned with activities and strategic directions across the organization. The Plan shall have a forward looking view of five or more years, with a critical review conducted at least once every five years.

This work would include:

- Evaluating the effectiveness of the strategies and measuring progress towards the objectives and goals as stated in the Plan, providing an assessment to the IEEE Board at least annually.
- Collaborating with the Organizational Units and the Executive Director to create and coordinate initiatives, as approved by the Board. Such initiatives could span a period of one to five years.

- Developing and annually assessing objectives and key performance indicators (KPIs) in collaboration with Organizational Units and the IEEE Executive Director and informing the Board of Directors of the resources required.
- Developing a systematic approach to communicating IEEE's Strategic Plan, related goals, and activities across the organization.
- Providing environmental scans that update the Board of Directors on trends and matters that should be considered, when appropriate.
- Reviewing strategic issues that represent challenges for the organization, generating or coordinating presentations and background materials that will inform the Board of Directors on the issues, and identifying alternatives for Board of Directors consideration.
- Developing a plan of operations for the Committee each year and effectively managing it to achieve desired goals and functions as described in this charter.

## **Membership**

In accordance with the IEEE Bylaws, the Strategy and Alignment Committee shall be comprised of the following members:

- IEEE Past President, who shall serve as Chair
- IEEE Secretary
- IEEE Treasurer
- New Initiatives Committee Chair
- One member-at-large, appointed by the IEEE Board as recommended by the IEEE Nominations and Appointments Committee
- One member appointed by each of the Chairs of the Major Boards (EAB, IEEE-SA BOG, IEEE-USAB, MGAB, PSPB, and TAB)
- One member appointed by the Chair of the IEEE Foundation Board
- IEEE Executive Director (non-voting)

The member-at-large, and other appointees shall serve two-year staggered terms, with re-appointment permissible for one additional two-year term.

Members should have core competencies such as strategic planning and program assessment or experience whenever possible. The appointees from the Organizational Units should be actively engaged in strategic planning for the Organizational Unit and have the ability and desire to provide alignment and linkage to their Organizational Unit's strategy. The Chair shall work with the Major Board Chairs to ensure the committee membership shall reflect the diverse, global nature of IEEE's membership and activities.

Each year the Committee shall select one member to serve as its Vice-Chair. The Vice Chair shall become the acting Chair should the Chair become unable to serve temporarily, or until the position is filled if the Chair position becomes vacant.

## **Meetings**

The Committee shall meet as required, with the expectation that at least one in-person meeting will be held each year.

The Committee may also meet and act upon the vote of its members via telecommunications equipment, where, in accordance with IEEE Bylaws, all parties participating in the meeting can hear each other at the same time.

## **Operations**

Administrative support for the Committee shall be provided by the Corporate Staff, as designated by the IEEE Executive Director.

## **Budget**

The annual budget to support the activities of the Committee shall be developed through the normal IEEE budget process.

## **Reports**

The Committee shall provide an annual report each year to the IEEE Board of Directors, and such other reports as may be requested or as are provided for in this charter.

Approved by the IEEE Board of Directors, November 2018