

POSITION DESCRIPTION IEEE INDUSTRY ENGAGEMENT COMMITTEE

OVERVIEW:

The IEEE Industry Engagement Committee reports to the IEEE Board of Directors.

It shall advise the IEEE Board of Directors on activities and programs focused on increasing IEEE's connection with industry, government and industry professionals. The Committee shall assist in the development of IEEE's strategic direction as it relates to industry engagement. The Committee shall coordinate and facilitate IEEE industry engagement activities and provide opportunities for the development of products and services that meet the needs of industry, government and industry professionals.

MEMBERSHIP:

No more than thirteen voting members, including the Chair, Vice Chair, and the most recent Past Chair willing to serve, all of whom shall be appointed by the IEEE Board of Directors.

ELIGIBILITY:

- Must be an IEEE member in good standing;
- Must be of Graduate Student Member grade or higher.

TERMS OF OFFICE:

- Members shall serve two-year staggered terms with reappointment permissible for one additional term;
- The Chair and the Vice Chair shall serve a one-year term in those positions with reappointment permissible for one additional term.
- The Past Chair shall serve until replaced.
- Have at least one member who obtained his or her first collegiate degree within the last fifteen years at the time of appointment and who is at Graduate Student Member, Member grade or higher

RESPONSIBILITIES OF THE CHAIR:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Call and preside at meetings of the committee;
- Facilitate committee discussions;
- Collaborate with staff in the following areas:
 - Setting of meeting agendas;
 - Ensuring that minutes of the meetings are recorded and distributed to committee members;
 - Reviewing and acknowledging proposals and inquiries to the committee;
 - Monitoring projects and goals for the committee;
 - Preparing reports on committee activities and relevant issues for distribution to the IEEE Board of Directors, as needed, and submitting its year-end report;
- Work with staff to adhere to the approved annual budget;
- Act as the public face of the committee;
- Act as the point of contact with external entities;
- Provide leadership to assure that the committee charge it met and collaborate with the committee to ensure successful completion of activities;

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- Provide a thorough and timely orientation for members of the Committee;
- Selected participation in industry outreach meetings;
- Mentor committee members to ensure continuity of the programs and activities for the next year;
- Submit recommendations to the IEEE Nominations and Appointments Committee for next year's committee members, and potential future members.
- Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF COMMITTEE MEMBERS:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Become familiar with the committee charter and related sections of IEEE's Bylaws, Policies and governing documents.
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner.

These may typically include:

- Participation in such orientation activities as requested by the Chair;
- Review committee agendas and minutes prior to each meeting;
- Contribute for the development of the annual schedule of activities;
- Selected participation in industry outreach meetings; and
- Chair and work in sub-committees on portfolio activities, as appointed by the Chair.
- Avoid and where necessary declare any conflict of interest to the Chair;
- Complete compliance training, as required by IEEE.

QUALIFICATIONS AND SKILLS:

Knowledge:

- General familiarity with the IEEE's fields of interests, activities, mission, goals, needs, and direction;
- General familiarity with the functions of IEEE's Major Organizational Units.
- Working knowledge of IEEE and its fields of interests, activities, vision and mission, structure, and strategic direction;
- Ability to manage the activities of the committee within the scope of its charter;

Experience:

- Experience relevant to the mission of the Committee, acquired either through volunteer activities in IEEE or in similar roles in other organizations; Prior recent experience working in or with industry at senior leadership position;
- Experience in working within IEEE's operating culture of volunteer/staff partnerships or experience in other organizations that should provide good preparation for working in the IEEE culture.

Personal Characteristics:

- Ability to act with discretion, tact and handle confidential matters;
- Honesty, integrity, and adherence to high ethical standards;
- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, and community-building skills;

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- 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;
- Sound decision making skills to make timely decisions based on knowledge, analysis and judgment; and
- Ability to meet deadlines and respond to communications in a timely fashion;

ADDITIONAL QUALIFICATIONS FOR THE CHAIR:

- Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction;
- Prior experience working in or with industry at senior leadership position;
- Promoting transparency and accountability
- Ability to clearly and comfortably delegate and broadly share both responsibility and accountability; and
- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures.

ESTIMATED TIME REQUIREMENTS:

Item	Total Estimated Time Required
Material and Agenda Review	8 hours/meeting (typically 2 per year)
In-Person Meetings (not including travel time)	1-2 days/meeting (typically 2 per year)
Portfolio work	Minimum of 2-4 hours or more/month
Teleconferences	As needed
Correspondence (emails, drafting of items, etc.)	4 hours/month
Travel (does not include meeting time) *Travel time depends on meeting venue and location of Committee members.	1-2 days/meeting (typically 2 per year)*
Compliance Training (as required)	4-6 Hours

REIMBURSED EXPENSES:

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

STAFF CONTACT:

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