

# **MGA Vice Chair-Geographic Unit Operations**

## **Position Time Commitments and Responsibilities**

---

The MGA Vice Chair-Geographic Unit Operations is appointed by the MGA Assembly and serves on the MGA Board. The term of office shall be for one year. Having served one term, he/she shall be eligible to be re-appointed for up to two additional one-year terms, not to exceed 3 consecutive years of total service in this position.

### **Acceptance of Position Obligations**

Please note that appointment of a volunteer to this position implies that there is an expectation that that the person will be willing and able to undertake assigned duties and, if appropriate, to attend the meetings of the organizational unit. Accepting a position also requires that the volunteer is adequately prepared for the meetings, that agenda papers are read beforehand, and any items from the previous meeting requiring action are properly followed up. If a person is unable to perform these or other assigned duties, the expected result is a resignation from the position.

### **Qualifications and Skills**

- Understanding of remote / electronic working environments and associated tools (willingness to learn)
- Familiarity with Geographic Unit Operations (Regions, Sections, Chapters, Affinity Groups)
- The ability to recognize and cultivate the diversity of member and member needs, varying member lifecycles, cultures, collaborative spirit
- Demonstrated strong interpersonal skills with sensitivity to cross-cultural and transnational issues
- Demonstrated superior written and oral communication skills and organizational ability
- Demonstrated relationship and consensus building in a collaborative working environment
- Ability to think creatively
- Familiarity with MGA Vision and Goals
- Must possess a willingness to develop an understanding of the Strategic Vision of MGA and commit to its implementation and operating principles
- Should have three to five years of increasingly responsible management experience and excellent leadership qualities
- Should have experience in translating strategic vision into tactical action and providing direction and guidance to the design and implementation teams that carry out the mission
- Must possess an understanding of the role of technology in enabling MGA functions
- Demonstrated tactical management experience in a design and operations environment
- Experience in organizational development is a plus
- Demonstrated management skills in a volunteer led organization that operates by consensus. Negotiating skill, a definite plus

### **Roles and Responsibilities**

- Serves as member of the Member and Geographic Activities Board;
- Serves as Member of the MGA Operations Committee;
- Serves as Chair-MGA Geographic Unit Operations Support Committee;
- Responsible for design, development, and implementation of the support model for the Geographic Units;
- Recommend policy for effective operation of the Geographic Units;
- Oversight of Geographic Unit operations and the support structures;
- The development of parameters to be included in the funding model for supporting the Geographic Units (for the MGA Finance Committee to use in allocating resources);
- The monitoring and promotion of Geographic Unit activities related to MGA objectives (Member Engagement, Professional Development, Public Imperatives, etc.);

# **MGA Vice Chair-Geographic Unit Operations Position Time Commitments and Responsibilities**

---

## **Time Commitment / Requirements**

**5 face to face meetings, at least 7 teleconference meetings, regular communications with VP-MGA/MGA Staff.**

### **MGA Board Meetings**

- Face to face meetings: 3 per year
  - Held with IEEE meeting series; 2019 meeting dates and locations:
    - 16 February - Tampa, FL, USA
    - 22 June - Atlanta, GA, USA
    - 23 November - Boston, MA, USA
- Teleconferences: 1 per year (possible)

### **MGA Operations Committee Meeting**

- Face to face meetings: 1 per year
  - Typically over a weekend (all day Saturday/half day Sunday)
- Teleconferences: 1-2 per year
  - 1-2 hours in length

### **MGA Geographic Unit Operations Support Committee Meetings (Serve as Chair)**

- Face to face meetings: 1 per year
  - Typically over a weekend (all day Saturday/half day Sunday)
- Teleconferences: 3-4 per year
  - 2-3 hours in length
- The specific dates/times are determined by the Chair

### **Conference Calls with MGA VP/MGA Board Chair and MGA Staff**

- Regular conference calls with MGA Staff and/or volunteers to discuss the current status of MGA projects and review financial performance
- These conference calls are typically held monthly, or as necessary
- Participate on MGA VTools Ad Hoc Committee, ensuring that the needs of the Geographic Units are being addressed

### **Email**

- Should be able to review and respond to email inquiries within a reasonable time (within 1 to 2 days)
- If the individual will be out of email contact for a significant amount of time (e.g., vacation or traveling), individual should inform MGA Board Chair and MGA Staff

# **MGA Vice Chair-Information Management Position Time Commitments and Responsibilities**

---

The MGA Vice Chair-Information Management is appointed by the MGA Assembly and serves on the MGA Board. The term of office shall be for one year. Having served one term, he/she shall be eligible to be re-appointed for up to two additional one-year terms, not to exceed 3 consecutive years of total service in this position.

## **Acceptance of Position Obligations**

Please note that appointment of a volunteer to this position implies that there is an expectation that that the person will be willing and able to undertake assigned duties and, if appropriate, to attend the meetings of the organizational unit. Accepting a position also requires that the volunteer is adequately prepared for the meetings, that agenda papers are read beforehand, and any items from the previous meeting requiring action are properly followed up. If a person is unable to perform these or other assigned duties, the expected result is a resignation from the position.

## **Qualifications and Skills**

- Must possess a willingness to develop an understanding of the Strategic Vision of MGA and commit to its implementation and operating principles
- Should have three to five years of increasingly responsible management experience and excellent leadership qualities
- Should have experience in translating strategic vision into tactical action and providing direction and guidance to the design and implementation teams that carry out the mission
- Must possess an understanding of the role of technology in enabling MGA functions
- Demonstrated tactical management experience in a design and operations environment
- Experience in organizational development is a plus
- Demonstrated management skills in a volunteer led organization that operates by consensus. Negotiating skill a definite plus
- Demonstrated strong interpersonal skills with sensitivity to cross-cultural and transnational issues
- Demonstrated superior written and oral communication skills and organizational ability
- Demonstrated relationship and consensus building in a collaborative working environment
- Understanding of remote / electronic working environments and associated tools (willingness to learn)
- Ability to derive requirements from expressions of need
- Ability to interface with other MGA leaders to ensure that MGA information and IT needs are identified, prioritized, and whenever possible, met

## **Roles and Responsibilities**

- Serves as member of the Member and Geographic Activities Board
- Serves as Member of the MGA Operations Committee
- Serves as Chair of the MGA IT Coordination and Oversight Committee
- Serves as Member of the IEEE IT Committee (to be formalized by IEEE Board of Directors in November 2009)
- Prepares for, attends, and actively participates in all meetings of the MGA Board and MGA Operations Committee meetings. Exercises business judgment to act in what is reasonably believed to be in the best interest of the IEEE, its members, and the general public, and not on behalf of any individual, entity, or interest group
- Works with MGA and IEEE IT Staff in coordinating the architecture, development, timeline, and other issues relative to electronic communication, information collection, and automation for areas related to the MGA
- Provide MGA input into IEEE IT Committee activities

# MGA Vice Chair-Information Management Position Time Commitments and Responsibilities

---

## Time Commitment / Requirements

**5 face to face meetings, at least 7 teleconference meetings, regular communications with VP-MGA/MGA Staff.**

### **MGA Board Meetings**

- Face to face meetings: 3 per year
  - Held with IEEE meeting series; 2010 meeting dates and locations:
    - 16 February - Tampa, FL, USA
    - 22 June - Atlanta, GA, USA
    - 23 November - Boston, MA, USA
- Teleconferences: 1 per year (possible)

### **MGA Operations Committee Meeting**

- Face to face meetings: 1 per year
  - Typically over a weekend (all day Saturday/half day Sunday)
- Teleconferences: 1-2 per year
  - 1-2 hours in length

### **MGA Information Management Committee Meetings (Serve as Chair)**

- Face to face meetings: 1 per year
  - Typically over a weekend (all day Saturday/half day Sunday)
- Teleconferences: 3-4 per year
  - 2-3 hours in length
- The specific dates/times are determined by the Chair

### **IEEE IT Transition Ad Hoc Committee Meetings**

- Regular teleconferences with this Committee and IEEE MGA/IT Staff
- Provide input from MGA in regards to the development of new data system
- It is expected that this Committee will be changed to the IEEE IT Committee, and this individual will serve on this Committee; representing the interest of MGA on the Committee will be a major responsibility

### **Conference Calls with MGA VP/MGA Board Chair and MGA Staff**

- Regular conference calls with MGA Staff and/or volunteers to discuss the current status of MGA projects and review financial performance
- These conference calls are typically held monthly, or as necessary

### **MGA VTools Ad Hoc Committee**

- Participate on the Committee regarding the MGA VTools project
- Weekly conference calls are conducted, but Vice Chair does not need to participate on every call

### **Email**

- Should be able to review and respond to email inquiries within a reasonable time (within 1 to 2 days)
- If the individual will be out of email contact for a significant amount of time (e.g., vacation or traveling), individual should inform MGA Board Chair and MGA Staff

## **MGA Vice Chair-Member Development Position Time Commitments and Responsibilities**

---

The MGA Vice Chair-Member Development is appointed by the MGA Assembly and serves on the MGA Board. The term of office shall be for one year. Having served one term, he/she shall be eligible to be re-appointed for up to two additional one-year terms, not to exceed 3 consecutive years of total service in this position.

### **Acceptance of Position Obligations**

Please note that appointment of a volunteer to this position implies that there is an expectation that the person will be willing and able to undertake assigned duties and, if appropriate, to attend the meetings of the organizational unit. Accepting a position also requires that the volunteer is adequately prepared for the meetings, that agenda papers are read beforehand, and any items from the previous meeting requiring action are properly followed up. If a person is unable to perform these or other assigned duties, the expected result is a resignation from the position.

### **Qualifications and Skills**

- Must possess a willingness to develop an understanding of the Strategic Vision of MGA and commit to its implementation and operating principles
- Should have three to five years of increasingly responsible management experience and excellent leadership qualities
- Should have experience in translating strategic vision into tactical action and providing direction and guidance to the design and implementation teams that carry out the mission
- Must possess an understanding of the role of technology in enabling MGA functions
- Demonstrated tactical management experience in a design and operations environment
- Experience in organizational development is a plus
- Demonstrated management skills in a volunteer led organization that operates by consensus. Negotiating skill, a definite plus
- Demonstrated strong interpersonal skills with sensitivity to cross-cultural and transnational issues
- Demonstrated superior written and oral communication skills and organizational ability
- Demonstrated relationship and consensus building in a collaborative working environment
- Proven success in a diverse team oriented environment
- Supports "engagement" model and understands how to relate it to other organization units
- Experience with Technical Activities is a plus
- The ability to recognize and cultivate the diversity of members and member needs, varying member lifecycles, and cultures; and have a collaborative spirit

# **MGA Vice Chair-Member Development Position Time Commitments and Responsibilities**

---

## **Roles and Responsibilities**

- Serves as Member of the Member and Geographic Activities Board
- Serves as Member of the MGA Operations Committee
- Serves as Chair of the MGA Member Engagement and Lifecycle Committee
- Participates in activities of the MGA Individual Benefits and Services Committee
- Responsible for the coordination of policy involving all aspects of the member experience, member engagement, growth, and development throughout the member life cycle and throughout IEEE
- Coordinates the requirements that IEEE has of the member
- Responsible for the development, through shared responsibility, of supporting methodologies in the critical areas of member information, education, and training
- Become familiar and present items to the MGA Board on behalf of the following Committees: IEEE Admission & Advancement, MGA Awards & Recognition, GOLD, IEEE Life Members, Pre- University, and Student Activities.

## **Time Commitment / Requirements**

**5 face to face meetings, at least 7 teleconference meetings, regular communications with VP- MGA/MGA Staff.**

### **MGA Board Meetings**

- Face to face meetings: 3 per year
  - Held with IEEE meeting series; 2019 meeting dates and locations:
    - 16 February - Tampa, FL, USA
    - 22 June - Atlanta, GA, USA
    - 23 November - Boston, MA, USA
- Teleconferences: 1 per year (possible)

### **MGA Operations Committee Meetings**

- Face to face meetings: 1 per year
  - Typically, over a weekend (all day Saturday/half day Sunday)
- Teleconferences: 1-2 per year
  - 1-2 hours in length

### **MGA Member Engagement and Lifecycle Committee Meetings (Serve as Chair)**

- Face to face meetings: 1 per year
  - Typically, over a weekend (all day Saturday/half day Sunday)
- Teleconferences: 3-4 per year
  - 2-3 hours in length
- The specific dates/times are determined by the Chair

### **Conference Calls with MGA VP/MGA Board Chair and MGA Staff**

- Regular conference calls with MGA Staff and/or volunteers to discuss the current status of MGA projects and review financial performance
- These conference calls are typically held monthly, or as necessary

## **MGA Vice Chair-Member Development Position Time Commitments and Responsibilities**

---

### **Additional MGA Committees**

- As necessary, participate (via teleconference) and contribute to activities of the following committees:
  - IEEE Admission & Advancement
  - MGA Awards & Recognition
  - GOLD
  - IEEE Life Members
  - Pre-University
  - Student Activities

### **Email**

- Should be able to review and respond to email inquiries within a reasonable time (within 1 to 2 days)
- If the individual will be out of email contact for a significant amount of time (e.g., vacation or traveling), individual should inform MGA Board Chair and MGA Staff