OVERVIEW:
The IEEE Vice President – Member and Geographic Activities serves as the Chair of the Member and Geographic Activities Board. The IEEE Assembly elects the Vice President-Elect, who serves for one year prior to becoming Vice President.

The IEEE Vice President – Member and Geographic Activities also serves as a member of the IEEE Board of Directors, the governing body of IEEE. See Member, IEEE Board of Directors Position Description for more detail of this position including responsibilities and additional time requirements.

Note: For information related to the roles and responsibilities as Chair, Chair-Elect and Past Chair of the Member and Geographic Activities Board, see the Member and Geographic Activities Operations Manual.

Term
• This is a three year commitment: one year as VP-Elect MGA, one year as VP MGA, and one year as Past VP MGA.

ROLES
• Serves as a Corporate Officer of the IEEE;
• Serves as member of the IEEE Board of Directors;
• Serves as Chair of the Member and Geographic Activities Board;
• Serves as Member of the MGA Operations Committee;
• Serves ex officio on all MGA committees except N&A, and participates as required.

DESCRIPTION OF RESPONSIBILITIES:
• Works with the Managing Director of the MGA Department and MGA staff to provide advice and support on all regional and geographic unit operations and projects; member and customer services; membership development; member application, admission, and advancement; and young professional and student activities, etc. Be informed about matters of concern for the effective operation of the Department;
• Provides advice and guidance for MGA committees. Be informed about internal and external matters of concern with respect to these committees;
• Provide a review of policy and other matters brought by other organizational units to the IEEE Board with respect to MGA areas of interest;
• In conjunction with the Managing Director, Member and Geographic Activities, VP-Elect, and Past-VP, develop a long range strategy for MGA;
• In conjunction with the Managing Director, Member and Geographic Activities, VP-Elect, and Past-VP, develop a project priorities list to implement the MGA strategy;
• Works with Regional Directors and geographic organizational units on behalf of the IEEE, where necessary or appropriate;
IEEE Vice President – Member and Geographic Activities
Position Description

- Oversees MGA financial operations. Works with the Managing Director, Member and Geographic Activities, where appropriate to coordinate the financial operation of the department;
- Assists in the development of agendas for MGA Board and MGA Operations Committee meetings;
- Identifies, encourages, nominates, and mentors candidates for higher volunteer positions within IEEE;
- Makes such appointments to MGA committees as may be appropriate, such as ad hoc committees, MGA representatives to other Boards and Committees, etc.
- Must be able to commit a significant amount of time to the position.

ELIGIBILITY:
- Must be an IEEE member in good standing;
- Must be of IEEE Senior Member grade or higher.

QUALIFICATIONS AND SKILLS:
- See “Qualifications and Skills for Member, Board of Directors“. In addition,
- Knowledge of the workings of the IEEE Member and Geographic Activities Board;
- Must possess a willingness to develop an understanding of the vision, mission, principles and goals of MGA and commit to its implementation and operating principles;
- Should have three to five years of increasingly responsible management experience and excellent leadership abilities;
- Should have experience in implementing and operationalizing a strategic vision 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 member activities;
- Should have solid understanding of Sections, Chapters, and a broad understanding of all IEEE organizational units as related to the geographic units;
- A significant commitment of time and the ability to travel frequently including internationally are characteristics of the position;
- Should have the support of that person’s employer in meeting the obligations of the position.
IEEE Vice President – Member and Geographic Activities
Position Description

Core Competencies:
- Demonstrated management experience including financial responsibility for an operating unit and strategic planning. Experience in organizational development is a plus;
- Demonstrated management skills in a volunteer led organization that operates by consensus and the ability to conduct effective negotiations involving financial and policy matters;
- 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 among diverse constituencies.

ESTIMATED TIME REQUIREMENTS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Time Required: 135 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda/Minutes Review</td>
<td>TOTAL: 4 DAYS (30 HOURS)</td>
</tr>
<tr>
<td>- MGA</td>
<td>6 hours / MGA meeting</td>
</tr>
<tr>
<td>- MGA OpCom</td>
<td>(3/year) 6 hours 2/year</td>
</tr>
<tr>
<td>In-Person Meetings: (does not include travel time)</td>
<td>TOTAL 15 DAYS</td>
</tr>
<tr>
<td>- MGA Meetings</td>
<td>1 day (3 /year held during Board Meeting Series</td>
</tr>
<tr>
<td>- MGA Retreat</td>
<td>1-2 days (once/year)</td>
</tr>
<tr>
<td>- Region Meetings</td>
<td>2 days average (5/year)</td>
</tr>
<tr>
<td>Teleconferences:</td>
<td>TOTAL: 13 DAYS</td>
</tr>
<tr>
<td>- MGA, Committee &amp; other Governance</td>
<td>26 per year (2 hours each) and as needed</td>
</tr>
<tr>
<td>- MGA Staff Discussions</td>
<td>26 per year (2 hours each) and as needed</td>
</tr>
<tr>
<td>Correspondence</td>
<td>TOTAL 91 DAYS (Flextime)</td>
</tr>
<tr>
<td>Travel</td>
<td>2 hrs/day/year (flex time)</td>
</tr>
<tr>
<td>- MGA Meetings</td>
<td>TOTAL: 12 DAYS*</td>
</tr>
<tr>
<td>- MGA Retreat</td>
<td>Held during Meeting Series</td>
</tr>
<tr>
<td>- Region Meetings</td>
<td>2 days (once/year)</td>
</tr>
<tr>
<td></td>
<td>2 days (5/year)</td>
</tr>
</tbody>
</table>

*travel time depends on meeting venue and location of VP.
*Does not include time requirements for responsibilities as a member of the IEEE Board of Directors. See *Member, IEEE Board of Directors* Position Description.

**REIMBURSED EXPENSES:**
Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies.

**STAFF CONTACT:**
Name: Cecelia Jankowski, Managing Director, Member and Geographic Activities and Staff Secretary to MGA
Telephone: +1 732 562 5504
Email: c.jankowski@ieee.org
MGA Board Treasurer
Position Time Commitments and Responsibilities

The MGA Treasurer is appointed by the MGA Assembly and serves as the Chief Financial Officer of MGA. 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

- Understands financial accounting for nonprofit organizations
- Ability to clearly present complex financial issues in an informative and unbiased manner
- Employs collaboration, leader service, and negotiation skills to effectively work with fellow Committee and Board members
- Possesses financial experience relative to budgets and operations. Prior experience in IEEE finances (i.e. Region, Section) is helpful
- Is financially literate in the areas of accounting, finance, and tax principles
- Knows basic investment principles
- Past service on the MGA Board and/or past association with multiple IEEE Organizational Units is helpful
- 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
- 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

Roles and Responsibilities

- Serves as Member of the Member and Geographic Activities Board
- Serves as Chair of the MGA Finance Committee
- Serves as Member of the MGA Operations Committee
- Serves as Member of the IEEE Finance Committee
MGA Board Treasurer
Position Time Commitments and Responsibilities

- Responsible for reporting MGA Individual Benefits and Services Committee activities to the MGA Board
- Responsible for ensuring that the Regional Treasurers are informed of IEEE financial activities, and that they are able to provide feedback on current financial issues within Geographic Units
- Manages, with the MGA Finance Committee, the MGA Board’s review of and action related to the MGA financial responsibilities
- Works with the Staff Director-MGA Finance to ensure that appropriate financial reports are made available to the MGA Board and/or IEEE Finance Committee on a timely basis
- Presents the annual budget to the MGA Board and the IEEE Finance Committee for endorsement
- Understands current important issues and their complexities and provides sound counsel to the MGA Board Chair and other MGA Board members
- Ensures compliance with IEEE policies and procedures in all financial matters relating to the MGA Board and MGA Standing Committees

**Time Commitment / Requirements:**

12 face to face meetings, at least 11 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 Finance Committee Meeting (Serve as Chair)**
- Face to face meetings: 1 per year (dates determined by Chair)
  - Typically, over a weekend (all day Saturday/half day Sunday)
  - Teleconferences: 1-2 per year
  - 1-2 hours in length
  - The specific dates/times are determined by the Chair

**MGA Individual Benefits and Services Committee (ISBC)**
- Responsible for reporting IBSC activities to the MGA Board, which may require participation in teleconferences with the Committee Chair and/or appropriate MGA Staff
- If the Committee charter is modified, it is possible that the MGA Treasurer or past Treasurer could be requested to attend Committee meetings (typically 2 face to face meetings and multiple teleconferences during the year)
IEEE Finance Committee Meetings
- Face to face meetings: 7 per year
  o Typically held as follows:
    • January - usually in New Jersey, but can be another location
    • February - with IEEE meeting series
    • May - in New Jersey
    • June - with IEEE meeting series
    • August - in New Jersey
    • September - in New Jersey
    • November - with IEEE meeting series
- Teleconferences: 3 per year
  o Held April, May, and October
  o 1-2 hours in length
- Depending on Committee activities, the MGA Treasurer may also be involved in additional teleconferences with specific members of the IEEE Finance Committee

Region Treasurer Conference Calls (Serve as Chair)
- Teleconferences: 2-3 per year
  o To inform the Region Treasurers on IEEE financial activities and solicit feedback on current financial activities within the Regions and Sections
  o 1-2 hours in length
  o The specific dates/times are determined by the Chair

Conference Calls with MGA VP/MGA Board Chair and MGA Staff
- Regular conference calls with the MGA VP/MGA Board Chair and MGA Staff to discuss current MGA financial status and development of the MGA Budget
- These conference calls are typically held before and/or after the IEEE Finance Committee meetings

Email
- The MGA Treasurer 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
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 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.);

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
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 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

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

MGA Member Engagement and Lifecycle Committee Meetings (Serve as Chair)
- Face to face meetings: 1 per year
  o Typically, over a weekend (all day Saturday/half day Sunday)
- Teleconferences: 3-4 per year
  o 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