IEEE Vice President – Member and Geographic Activities
Position Description

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;
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- 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.
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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>
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<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>
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<tr>
<td>• MGA OpCom</td>
<td>(3/year) 6 hours 2/year</td>
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<tr>
<td>In-Person Meetings: (does not include travel time)</td>
<td>TOTAL 15 DAYS</td>
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<tr>
<td>• MGA Meetings</td>
<td>1 day (3/year held during Board Meeting Series</td>
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<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>
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<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>
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</tbody>
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*travel time depends on meeting venue and location of VP.
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*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:
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