

# IEEE Vice President – Member and Geographic Activities Position Description

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## **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:

Item	Estimated Time Required: 135 Days
<b>Agenda/Minutes Review</b> <ul style="list-style-type: none"> <li>• MGA</li> <li>• MGA OpCom</li> </ul>	<b>TOTAL: 4 DAYS (30 HOURS)</b> 6 hours / MGA meeting (3/year) 6 hours 2/year
<b>In-Person Meetings: (does not include travel time)</b> <ul style="list-style-type: none"> <li>• MGA Meetings</li> <li>• MGA Retreat</li> <li>• Region Meetings</li> </ul>	<b>TOTAL 15 DAYS</b> 1 day (3 /year held during Board Meeting Series 1-2 days (once/year) 2 days average (5/year)
<b>Teleconferences:</b> <ul style="list-style-type: none"> <li>• MGA, Committee &amp; other Governance</li> <li>• MGA Staff Discussions</li> </ul>	<b>TOTAL: 13 DAYS</b> 26 per year (2 hours each) and as needed 26 per year (2 hours each) and as needed
<b>Correspondence</b>	<b>TOTAL 91 DAYS (Flextime)</b> 2 hrs/day/year (flex time)
<b>Travel</b> <ul style="list-style-type: none"> <li>• MGA Meetings</li> <li>• MGA Retreat</li> <li>• Region Meetings</li> </ul>	<b>TOTAL: 12 DAYS*</b> Held during Meeting Series 2 days (once/year) 2 days (5/year)
	*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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