IEEE Division Delegate/Director
Position Description

POSITION TITLE:

IEEE DIVISION DELEGATE/DIRECTOR

OVERVIEW:
The voting members of each Division elect a Delegate to the Assembly, designated as its Divisional Delegate, who shall also by virtue of such election be a Director, designated as its Divisional Director.

Division Delegate/Directors represent the membership of his/her Division in the IEEE Assembly (Section I-400 of IEEE Bylaws) as a voting delegate. Division Delegate/Directors are also members of the IEEE Board of Directors, the governing body in the IEEE. See Member, IEEE Board of Directors, for more generic detail of this position, which is held concurrently with the position of Division Delegate/Director.

IN ADDITION, Division Delegate/Directors are voting members of the Technical Activities Board, and are encouraged to actively participate on TAB and its standing committees. They are encouraged, in their elect-year(s), to volunteer to serve on committees or Boards outside of Technical Activities, in order to gain a broader perspective of IEEE.

Term
- This is a three-year commitment: One-year term as Director-elect, and a two-year term as Division Director

ROLES:
- Serves as member of the IEEE Assembly;
- Serves as a member of the Technical Activities Board;
- Serves as a member of the TAB New Technology Directions Committee (NTDC);
- Serves as a member of the Division Directors’ Forum;
- May chair the Division Nominating Committee of his/her Division.

DESCRIPTION OF RESPONSIBILITIES:
- See Description of responsibilities, Member, Board of Directors. In addition:
  - Is familiar with TAB governing documents;
  - Attends all TAB Meetings, TAB Caucuses, Division Directors’ Forums, and other meetings as required;
  - Assists the TAB Chair and the IEEE Board of Directors by carrying out additional

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ad-hoc assignments;

- Helps the TAB NTDC identify relevant new technologies and develop them within TAB;

- Forms and participates on (or chair) the Division Nominating Committee, in consultation with the constituent Societies & Councils (S/Cs), and ensure that the nomination process, as specified in Section 8 of the TAB Operations Manual, is followed. Inform potential Divisions Director candidates of the functions, duties and qualifications of a Division Director;

- Helps recruit candidates for Division Delegate/Director-Elect for respective Division;

- As member of the Division Directors’ Forum, appoints Division representatives to TAB Standing Committees and Committees of other Organizational Units (OUs) as required, in a timely manner;

- Engages with the S/Cs of his/her Division:
  1. Attend at least one Administrative Committee (AdCom) Board of Governors (BoG) meeting of each S/C during his/her term of office.
  2. Facilitate communication and cooperation among the S/Cs in his/her own Division and help resolve any conflicts.
  3. Determine Division S/C needs and help them to develop strategic plans which are consistent with IEEE and TAB policies; ensure they receive due consideration in TAB.
  4. Reinforce and facilitate compliance of the S/Cs with the IEEE Policies and TAB policies. Ensure matters of importance to successful S/C operation are carried out in an effective and timely manner, such as reports, conference closures, publication activities, etc.

- Facilitate communication, cooperation and problem resolution across IEEE:
  1. Communicate needs, concerns, and actions between TAB and the IEEE Board of Directors.
  2. Promote communication and cooperation among S/Cs across TAB. Cooperate with other Division Delegate/Directors to resolve conflicts across Divisions.
  3. Expedite problem resolution involving S/Cs and TAB across IEEE.
  4. Promote cooperation among S/Cs in his/her Division and the Regions.
  5. Promote technical activities at the regional level of the S/Cs in his/her Division.

- Must be able to commit a significant amount of time to the position;

- Should have the support of that person’s employer in meeting the obligations of the position.

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ELIGIBILITY:
- Must be an IEEE member in good standing;
- Must be of IEEE Senior Member grade or higher;
- Must be a member of at least one Society in his/her Division.

QUALIFICATIONS AND SKILLS:
- See Qualifications and Skills for Member, Board of Directors. In addition,
  - Normally, should have had experience as a S/C President.

ESTIMATED TIME REQUIREMENTS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Time Required: 30–112 Days</th>
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<tbody>
<tr>
<td>Material Review: (Ex: Agendas, Correspondence, reports, minutes, email, mail, web postings, reports, ad hoc meetings)</td>
<td>TOTAL: 12 – 54 Days</td>
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<tr>
<td>- Technical Activities Board meetings</td>
<td>2 days/3 per year</td>
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<tr>
<td>- Society Meetings</td>
<td>½ - 4 days/month (flex time)</td>
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<tr>
<td>In-Person Meetings: (no travel time)</td>
<td>TOTAL: 15 – 36 Days</td>
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<tr>
<td>- TAB Meetings (Mini-Series)</td>
<td>3 days/3 per year</td>
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<tr>
<td>- Society Meetings</td>
<td>1.5 – 5 days/3-5 per year, depending on Division)</td>
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<tr>
<td>- Region Meetings (optional)</td>
<td>1-2 days (1/per year)</td>
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<tr>
<td>Teleconferences:</td>
<td>TOTAL: 1-3 Days</td>
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<tr>
<td>- Society and other Governance related</td>
<td>Up to 10 per year, and as needed (1-2 hours each)</td>
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<tr>
<td>Other Travel: (does not include meeting time)</td>
<td>TOTAL: 3 – 19 Days*</td>
</tr>
<tr>
<td>- Region Meetings (optional)</td>
<td>2-4 days (1/year)</td>
</tr>
<tr>
<td>- Society Meetings</td>
<td>1-3 days (3-5/year)</td>
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<td>*depends on meeting venue &amp; location of Director</td>
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<tr>
<th>REIMBURSED EXPENSES:</th>
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<tr>
<td>Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies.</td>
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<tr>
<th>STAFF CONTACT:</th>
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<tbody>
<tr>
<td>Name: Jayne Cerone</td>
</tr>
<tr>
<td>Telephone: 732 562 3908</td>
</tr>
<tr>
<td>Email: <a href="mailto:j.cerone@ieee.org">j.cerone@ieee.org</a></td>
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