

IEEE Governance Committee Position Description

OVERVIEW:

The IEEE Governance Committee is a committee of the IEEE that reports to the IEEE Board of Directors.

It assists the IEEE Board of Directors on governance matters related to the effectiveness and efficiency of IEEE. Such matters shall include, but are not limited to, the review of proposed amendments to IEEE's governing documents, including those of major operating units, to assure clarity and consistency; leadership training and orientation for new Board members; and providing guidance on organizational structure.

The IEEE Secretary serves as chair.

MEMBERSHIP:

The IEEE Governance Committee shall consist of up to ten voting members, including the IEEE Secretary who shall be Chair, the Immediate Past Secretary and up to eight additional members who shall be appointed by the Board of Directors.

ELIGIBILITY:

- Must be an IEEE member in good standing;
- Must be of Graduate Student Member grade or higher.

TERMS OF OFFICE:

- Two year staggered-terms for members. Members may be reappointed up to the term limit of three consecutive years of service;
- The Chair is the IEEE Secretary and is elected by the IEEE Assembly for a one-year term. The IEEE Secretary may be re-elected for additional one-year terms.

RESPONSIBILITIES OF THE CHAIR:

Please see the IEEE Secretary Position Description.

RESPONSIBILITIES OF COMMITTEE MEMBERS:

- IEEE Code of Conduct and IEEE Code of Ethics
- Become familiar with the committee Charter and related sections of IEEE's Bylaws, Policies and governing documents.
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These may typically include:
 - Attend committee orientation;
 - Review committee agendas and minutes prior to each meeting;
 - Contribute to the development of the annual schedule of activities;
 - Chair and serve on ad hoc committees as appointed by the Chair;
 - Chair or be a member of a Committee Review Working Group and be an active participant in reviewing the Committees of IEEE.
- Complete compliance training, as required by IEEE.

IEEE Governance Committee Position Description

QUALIFICATIONS AND SKILLS:

Knowledge

- Basic knowledge of good governance principles;
- Detailed knowledge of the mandates and operations of the IEEE Board of Directors and IEEE Major Boards;
- Detailed knowledge of the IEEE Constitution, Bylaws, Policies and processes under which the governance mandates and operations are formed;
- Detailed knowledge of the IEEE organizational structure.

Experience

- Experience at senior levels of IEEE or equivalent governing structures in academia or industry;
- Experience on the IEEE Board of Directors is desirable, but not mandatory;
- Experience relevant to the mission of the Committee, acquired either through volunteer activities in IEEE or in similar roles in other organizations;
- Experience in working within IEEE’s operating culture of volunteer/staff partnerships or experience in other organizations that should provide good preparation for working in the IEEE culture.

Personal Characteristics

- Ability to think critically;
- Detail oriented;
- Evidence of a high level of professionalism in prior IEEE volunteer roles;
- Strong communications and consensus-building skills;
- Ability to act with discretion and preserve the confidentiality of confidential information;
- Honesty, integrity, and adherence to high ethical standards.

Additional Qualifications for Chair

- Excellent leadership skills including, but not limited to, the ability to motivate others, negotiate compromise, and resolve differences;
- Ability to maintain positive working relationships;
- Ability to set direction;
- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures.

ESTIMATED TIME REQUIREMENTS:

Item	Total Estimated Time Required
Material and Agenda Review	12 hours/meeting (typically 3 per year)
In-Person Meetings (not including travel time)	1 day (2-3 times per year)
Teleconferences (typically 2 to 4 per year)	As needed (approximately 3 hours per meeting)
Correspondence (emails, drafting of items, etc.)	4 hours/month

**IEEE Governance Committee
Position Description**

Travel (does not include meeting time) *Travel time depends on meeting venue and location of Committee members.	1-2 days/meeting (typically 2-3 per year)*
Compliance Training (as required)	4-6 Hours

Note: Time Requirements for the Chair (IEEE Secretary) are specified in the job description for IEEE Secretary.

REIMBURSED EXPENSES:

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE Policies.

STAFF CONTACT:

Name: Silvia Lattoz
Telephone: +1 732 562-6849
Email: s.lattoz@ieee.org