

POSITION DESCRIPTION IEEE STRATEGY AND ALIGNMENT COMMITTEE

OVERVIEW:

The IEEE Strategy and Alignment Committee reports to the IEEE Board of Directors and shall be responsible to the Board with respect to matters involving the development and maintenance of an IEEE Strategic Plan. It shall coordinate strategic planning activities and the alignment of such activities across the organization. The Committee shall examine IEEE's mission, vision, value statements, and governing principles for currency and relevance, and advise the Board of Directors on strategic matters and priorities to be considered relative to IEEE's core purposes.

MEMBERSHIP:

No more than twelve voting members, including the IEEE Past President, who shall serve as Chair, IEEE Secretary, IEEE Treasurer, Chair of the IEEE New Initiatives Committee, one member-at-large, one member appointed by each of Chairs of the Major Boards (EAB, IEEE-SA BOG, IEEE-USAB, MGAB, PSPB, and TAB), and one member appointed by the Chair of the IEEE Foundation Board.

The IEEE Executive Director shall be a non-voting member of the Committee.

ELIGIBILITY:

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

TERMS OF OFFICE:

- The member-at-large, and other appointees shall serve two-year staggered terms, with re-appointment permissible for one additional two-year term.

RESPONSIBILITIES OF THE CHAIR:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Call and preside at meetings of the committee;
- Facilitate committee discussions;
- Collaborate with staff in the following areas:
 - Setting of meeting agendas;
 - Ensuring that minutes of the meetings are recorded and distributed to committee members;
 - Reviewing and acknowledging proposals and inquiries to the committee;
 - Monitoring projects and goals for the committee;
 - Preparing reports on committee activities and relevant issues for distribution to the IEEE Board of Directors, as needed, and submitting its year-end report;
- Work with staff to adhere to the approved annual budget;
- Act as the public face of the committee;
- Act as the point of contact with external entities;
- Provide leadership to assure that the committee charge is met and collaborate with the committee to ensure successful completion of activities;

- Provide a thorough and timely orientation for members of the Committee;
- Selected participation in industry outreach meetings;
- Mentor committee members to ensure continuity of the programs and activities for the next year;
- Submit recommendations to the IEEE Nominations and Appointments Committee for the appointment of the Member-at-Large position, and potential future appointments;
- Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF COMMITTEE MEMBERS:

- Abide by the 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:
 - Participation in such orientation activities as requested by the Chair;
 - Review committee agendas and minutes prior to each meeting;
 - Contribute for the development of the annual schedule of activities;
 - Selected participation in industry outreach meetings; and
 - Chair and work on ad hoc assignments, as appointed by the Chair.
- Avoid and where necessary declare any conflict of interest to the Chair;
- Complete compliance training, as required by IEEE.

QUALIFICATIONS AND SKILLS:

Knowledge:

- Clear understanding of IEEE' Strategic Plan and direction;
- Working knowledge of IEEE and its fields of interests, activities, vision and mission, structure;
- General familiarity with the functions of IEEE's Major Organizational Units;
- Ability to manage the activities of the committee within the scope of its charter.

Experience:

- Strategic planning and program assessment experience is desired;
- Organizational Unit appointees should be actively engaged in strategic planning for that Organizational Unit;
- 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 to enable the alignment and linkage of IEEE strategic direction across the organization;
- Experience relevant to the mission of the Committee, acquired either through volunteer activities in IEEE or in similar roles in other organizations.

Personal Characteristics:

- Ability to act with discretion, tact and handle confidential matters;
- Honesty, integrity, and adherence to high ethical standards;

- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, and community-building skills;
- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;
- Capability to focus on strategic issues and make effectiveness a top priority;
- Excellent communication skills;
- Sound decision making skills to make timely decisions based on knowledge, analysis and judgment; and
- Ability to meet deadlines and respond to communications in a timely fashion.

ADDITIONAL QUALIFICATIONS FOR THE CHAIR:

- Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction;
- Ability to communicate and serve as a liaison between the Committee and the Organizational Units, promoting transparency and accountability;
- Ability to clearly and comfortably delegate and broadly share both responsibility and accountability; and
- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures.

ESTIMATED TIME REQUIREMENTS:

Item	Total Estimated Time Required
Material and Agenda Review	8 hours/meeting (typically 1 per year)
In-Person Meetings (not including travel time)	1-2 days/meeting (typically 1 per year)
Teleconferences	As needed
Correspondence (emails, drafting of items, etc.)	4 hours/month
Travel (does not include meeting time) *Travel time depends on meeting venue and location of Committee members.	1-2 days/meeting (typically 1 per year)*
Compliance Training (as required)	4-6 Hours

REIMBURSED EXPENSES:

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