IEEE President
Position Description

OVERVIEW:
As the Chief Executive Officer, the President works with the IEEE Board of Directors, the Executive Director and staff to guide IEEE in fulfilling its mission and adhering to the IEEE Strategic Plan and to otherwise carry out the duties and responsibilities assigned by the Board of Directors.

The IEEE President, President-Elect and Past President provide leadership and serve as members of the IEEE Board of Directors. For more details about serving as a Board member please see *Member, IEEE Board of Directors* Position Description.

By tradition, the President is the senior public spokesperson for IEEE, representing IEEE in both ceremonial and substantive roles in public forums and in interactions with other organizations.

TERM:
- This position is a three-year commitment; one year as President-Elect; one year as President; and one year as Past President.

ROLES:
President-Elect
- Serves as a Corporate Officer of the IEEE;

- Serves as a member the of the IEEE Board of Directors and the IEEE Assembly;

- Serves on Investment Business Continuity Plan Advisory Committee;

- Serves as Master of Ceremonies for the IEEE Honors Ceremony;

- Serves on the IEEE New Initiatives Committee;

- Serves on the Executive Performance and Compensation Committee;

- In the absence of the President, the President-Elect shall preside and shall perform such tasks as are delegated by the President or as may be specified in the Bylaws. which includes serving as the presiding officer of the IEEE Board of Directors, IEEE Assembly, MGA Assembly, and other meetings or events as may be prescribed in the IEEE Constitution or Bylaws or as may be necessary.

President
- Serves as a Corporate Officer of the IEEE;

- Chair of the IEEE Board of Directors;

- Serves as presiding officer of the IEEE Board of Directors, IEEE Assembly, Member and Geographic Activities (MGA) Assembly and other meetings or events as may be prescribed in the IEEE Constitution or Bylaws or as may be necessary;

- Serves as ex-officio member of all Boards and Committees;

- Represents IEEE to other organizations and in public forums;

- Serves on Investment Business Continuity Plan Advisory Committee;

- Serves as Master of Ceremonies for the IEEE Honors Ceremony;

- Chair of the Executive Performance and Compensation Committee.

Past President
- Serves as a member of the IEEE Board of Directors and the IEEE Assembly;

- Serves on the Investment Business Continuity Plan Advisory Committee;

- Serves as Chair-Elect of the IEEE Nominations and Appointments Committee;

- Serves on the Executive Performance and Compensation Committee;

- Serves as Chair of the Strategy Alignment Committee.

DESCRIPTION OF RESPONSIBILITIES:
President-Elect
- Performs such tasks as are assigned by the Board of Directors;

- In the absence of the President, presides and performs such tasks as are assigned by the IEEE Board of Directors or as may be specified in the Bylaws;

- Assumes the duties of the President should the Presidential office become vacated;

- Considers appointment of ad hoc committees for the coming year to address a specific issue or activity that is not appropriate to be addressed by an ongoing Committee of IEEE.

President
- In consultation with the IEEE Board of Directors and IEEE Corporate Staff, provides leadership and sets direction for Board engagement:
  - Assists in conducting Board member orientation;
  - Prepares agenda for board meetings;
  - Calls special meetings if necessary;
  - Appoints members to Board committees and ad hocs;
  - Promotes outstanding Board development and governance practices; and encourages every board member to carry out the roles and responsibilities of board service;
  - Appoints hearing boards when needed for IEEE Ethics and Member Conduct Committee processes.

- Signatory for National Society Agreements;

- Represents the IEEE Board of Directors in setting of Executive Director's annual goals and conducts the annual Performance Review of Executive Director;

- Serves as point of contact for Board members on board issues, promotes meaningful dialogue at Board meetings, respect others' right to speak and give every board member an opportunity to contribute;

- Meets with any director who is not adequately performing their duties as a member of the Board or any committee;

- Facilitates communication between other members of the Board and the Executive Director, however, each director is free to communicate directly with the Executive Director;

- Oversees the Board assessment process;

- Recommends appointments for the IEEE Investment Committee (1 member) and the IEEE New Initiatives Committee (1 member);

- Considers appointment of ad hoc committees as needed to address a specific issue or activity that is not appropriate to be addressed by an ongoing Committee of IEEE.

See also the Description of Responsibilities section in the *Member, IEEE Board of Directors* Position Description.

ELIGIBILITY:
- Must be an IEEE member in good standing;

- Must be of IEEE Senior Member grade or higher.

QUALIFICATIONS AND SKILLS:
- Possesses a very high degree of leadership skills in order to meet the demands and duties of the position;

- Is committed to advancing the mission of IEEE through volunteer/staff partnerships;

- Has a global perspective;

- Is a good communicator in both formal and informal settings;

- Is outward looking and able to be a respected spokesperson on the large global governmental and business stage;

- Is socially adept in all types of settings;

- Is able to work effectively with others;

- Has a long-term vision for IEEE and is able to lead in endeavors that will reach fruition beyond the President's term.

ESTIMATED TIME REQUIREMENTS: Time is based on an eight-hour day; cumulative hours are rounded up to next whole day. The times given below are estimates only and do not reflect additional time spent preparing, traveling, or participating in other IEEE activities. Actual time for these additional activities varies significantly depending on the activity and is subject to the interests and availability of the individual.

President-Elect	Estimated Time Required: 14+ Days per year
Material/Agenda Review • IEEE New Initiatives Committee • Strategic Planning • IEEE Executive Performance and Compensation Committee • IEEE Governance Committee Meetings (OPTIONAL)	**Total: 2+ Days** 1+ hours (12/year) 2+ hours (3/year) As required 1+ hours (3/year)
In-Person Meetings • IEEE New Initiatives Committee • Strategic Planning • IEEE Honors Ceremony • IEEE Executive Performance and Compensation Committee • IEEE Technical Field Awards (Event) • IEEE Board of Directors Agenda Review • IEEE Governance Committee Meetings (OPTIONAL)	**Total: 11+ days** 1 day (1/year) 1+ days (2-3/year) 5+ hours (1/year) 1 day (1/year) and as required 2+ days/year 1 hour (3/year) 10 hours (2/year)
Web Conferences • IEEE New Initiatives Committee • Strategic Planning • IEEE Honors Ceremony and Planning Meetings • IEEE Executive Performance and Compensation Committee • IEEE Board of Directors Agenda Review • IEEE Governance Committee Meetings (OPTIONAL)	**Total: 4+ Days** 2 hours (10/year) 1+ hours (3/year) 1+ hours (1/year) As required 1 hour (7/year) 2-4 hours (2-4/year)

President	Estimated Time Required: 65+Days per Year
Material/Agenda Review • IEEE Executive Performance and Compensation Committee • MGA Assembly • IEEE Governance Committee Meetings (OPTIONAL)	**Total: 1+ Days** As required As required (3/year) 1+ hours (3/year)
In-Person Meetings • IEEE Honors Ceremony and Planning Meetings • IEEE Executive Performance and Compensation Committee • IEEE Technical Field Awards • IEEE Assembly Meeting • MGA Assembly • IEEE Board of Directors Agenda Review • IEEE Governance Committee Meetings (OPTIONAL)	**Total: 17+ Days** 10 hours 1 day (1/year) and As required 10+ days/year ½ day (1/year) ½ day (3/year) 1 hour (3/year) 10 hours (2/year)
Web Conferences • Weekly Teleconferences with Staff (including Executive Director) • IEEE Board of Directors Agenda Review • IEEE Executive Performance and Compensation Committee • IEEE Honors Ceremony and Planning Meetings • IEEE Governance Committee Meetings (OPTIONAL)	**TOTAL: 14+ DAYS** 2+ hours per week 1 hours (12/year) As required 1+ hours (1/year) 2-4 hours (2-4/year)
Administrative Communications	**TOTAL: 26 DAYS** .5 day per week (spread out through the week)

Past-President	Estimated Time Required: 20+ Days per Year
Material/Agenda Review • IEEE Nominations & Appointments Committee • IEEE Executive Performance and Compensation Committee • IEEE Strategy and Alignment Committee • IEEE Governance Committee Meetings (OPTIONAL)	**TOTAL: 3+ Days** 5+ hours/meeting (3/year) As required 8 hour (1/year) 1+ hours (3/year)
In-Person Meetings • IEEE Nominations & Appointments Committee • IEEE Executive Performance and Compensation Committee • IEEE Strategy and Alignment Committee • IEEE Technical Field Awards (Event) • IEEE Assembly Meetings • IEEE Governance Committee Meetings (OPTIONAL)	**TOTAL: 13+ Days** 2 days (3/year) 1 day (1/year) and as required 1+ days (1/year) 2+ days (1/year) ½ day (3/year) 10 hours (2/year)
Web Conferences • IEEE Nominations & Appointments Committee • IEEE Strategy and Alignment Committee • IEEE Board of Directors Agenda Review Meetings • IEEE Executive Performance and Compensation Committee • IEEE Governance Committee Meetings (OPTIONAL)	**TOTAL: 3+ Days/year** 1+ hours each (as required) As required 9 hours (3/year) As required 2-4 hours (2-4/year)

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

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