

## **IEEE-USA President Position Description**

### **OVERVIEW:**

The IEEE-USA President is elected by the eligible US voting members residing in the US, serves as the Chair of IEEE-USA and is a member of the IEEE Board of Directors. The IEEE-USA President is responsible for advancing policies and implementing programs designed to serve and benefit the members, STEM professionals, and general public in the United States and for representing the professional interests of IEEE before US governmental bodies. In this role, the IEEE-USA President works with IEEE-USA volunteers and staff to advance the public good and promote the careers and public-policy interests of the technology professionals who are US members of the IEEE.

The IEEE-USA President also serves as a member of the IEEE Board of Directors. For more details about serving as a Board member please see [Member, IEEE Board of Directors](#) Position Description.

### **TERM:**

- This is a three-year commitment: one year as IEEE-USA President-Elect, one year as IEEE USA-President and one year as IEEE-USA Past President.

### **ROLES:**

- Serves as a Corporate Officer of IEEE;
- Serves as member of the IEEE Board of Directors;
- Presiding officer of the IEEE-USA Board of Directors, IEEE-USA Operating Committee and IEEE-USA Assembly;
- Serves as an ex-officio member of all IEEE-USA committees and councils.

### **DESCRIPTION OF RESPONSIBILITIES:**

#### **IEEE-USA President**

- Provides strategic direction and operational oversight to IEEE-USA Board of Directors, IEEE-USA staff, volunteers, budget and programs;
- Calls and presides over all meetings of the IEEE-USA Board of Directors, IEEE-USA Operating Committee and the IEEE-USA Assembly, setting the meeting agendas and ensuring that all participants are able to contribute through meaningful and respectful dialogue;
- Serves as the primary point of contact for IEEE-USA Board members on board issues;
- Serves as IEEE-USA's principal spokesperson for media interactions and representative in official communications with US governmental bodies at all levels;

- Reviews and confirms the appointment of IEEE-USA committee chairs;
- Appoints IEEE-USA representatives to external organizations and to other IEEE boards and committees, as requested, or if required by IEEE Bylaws;
- Identifies, encourages, nominates, and mentors candidates for higher volunteer positions within IEEE;
- Represent the IEEE US members as an elected official;
- Provide guidance to the Managing Director on priorities to facilitate planning and operations;
- Work with the Treasurer and Managing Director, IEEE-USA, as appropriate to oversee the financial operation of IEEE-USA;
- Serve as ex-officio member to all IEEE-USA Committees;
- Serve on other IEEE Boards or Committees, as requested, or if required by IEEE Bylaw, and inform the IEEE-USA Board of appropriate matters.

See also the Description of Responsibilities section of the [Member, IEEE Board of Directors Position](#) Description.

### **IEEE-USA President Elect**

- Report to and assist the IEEE-USA President as a representative of the IEEE US membership.
- Serve as Vice Chair of IEEE-USA Board of Directors, IEEE-USA Operating Committee and the IEEE-USA Assembly.
- Serve on IEEE-USA Board of Directors, IEEE-USA Operating Committee, the IEEE-USA Finance Committee and the IEEE-USA Assembly.
- Preside over the meetings of IEEE-USA Board of Directors and IEEE-USA Operating Committee, in the absence of the IEEE-USA Board of Directors Chair,
- Assist the IEEE-USA Board of Directors by carrying out additional ad-hoc assignments.

### **IEEE-USA Past President**

- Supports the IEEE-USA President and Board by serving as a member of the Board and its Operating Committee and Assembly, and by accepting such assignments and responsibilities as delegated by the IEEE-USA President or Board;
- Supports the IEEE-USA Board of Directors and Assembly by serving as Chair-elect of the IEEE-USA Nominations and Appointments Committee.

### **ELIGIBILITY:**

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

### **QUALIFICATIONS AND SKILLS:**

- Strong verbal and written communication skills, including public speaking and interactions with the media;
- Working knowledge of IEEE-USA and its mission, organization, structure, goals, needs and direction;

- Appreciation for IEEE Bylaws, Policies and the processes under which these are formed, especially those relevant to IEEE-USA;
- Ability to convene and run effective meetings as a presiding officer;
- Ability to view & discuss issues objectively;
- Knowledge of US public policy issues and processes is desirable (including ability to discuss them publicly as IEEE-USA’s representative);
- Willingness to work closely with staff professionals in implementing IEEE-USA strategies and operational plans.

**ESTIMATED TIME REQUIREMENTS:**

Time is based on an eight-hour day; cumulative hours are rounded up to the 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.

| <b>IEEE-USA President</b>   | <b>Estimated Time Required: 40+ Days per Year</b>   |
|---|---|
| <b>Material/Agenda Review</b> <ul style="list-style-type: none"> <li>• IEEE-USA Board of Directors meetings</li> <li>• IEEE Board of Directors Meetings</li> <li>• IEEE Financial reports including budgets</li> <li>• May serve on additional committees</li> </ul>  | <b>TOTAL: 6+ Days</b><br>6 hours (5/year)<br>3+ hours (5/year)<br>1 hour (5/year)<br>Varies   |
| <b>Program Participation/Management Coordination/Oversight</b>  | <b>TOTAL: 10+ Days</b><br>2 hours/week  |
| <b>In-Person Meetings</b> <ul style="list-style-type: none"> <li>• IEEE-USA Board of Directors Meetings</li> <li>• IEEE-USA Operations/Planning Meetings (stand-alone)</li> <li>• Region Meeting Attendance</li> <li>• Policy/Advocacy Meetings</li> <li>• IEEE-USA Committees</li> <li>• May serve on additional committees</li> </ul> | <b>TOTAL: 16+ Days</b><br>1 day (3/year)<br><br>1 day (3/year)<br><br>3-5 days (3-5/year)<br>1 day (1/year)<br>½ day (1/year)<br>Varies |
| <b>Web Conferences</b> <ul style="list-style-type: none"> <li>• IEEE-USA Committees</li> <li>• May serve on additional committees</li> </ul>  | <b>TOTAL: 1+ Days</b><br>Varies<br>Varies   |
| <b>Correspondence</b>   | <b>TOTAL: 12+ Days</b>  |

**ESTIMATED TIME REQUIREMENTS:**

Time is based on an eight-hour day, cumulative hours are rounded up to the 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.

| <b><u>IEEE-USA President-Elect</u></b>  | <b><u>Estimated Time Required: 25+ Days per Year</u></b>   |
|---|--|
| <b>Material/Agenda Review</b> <ul style="list-style-type: none"> <li>• IEEE USA Board of Directors Meetings</li> <li>• May serve on additional committees</li> </ul>  | <b>TOTAL: 3+ Days</b><br>6 hours (5/year)<br>Varies  |
| <b>In-Person Meetings</b> <ul style="list-style-type: none"> <li>• IEEE-USA Board of Directors Meetings</li> <li>• IEEE-USA Operations Meetings (stand-alone)</li> <li>• IEEE-USA Organized Conference</li> <li>• Region Meeting Attendance</li> <li>• IEEE-USA Committees</li> <li>• May serve on additional committees</li> </ul> | <b>TOTAL: 10+ Days</b><br>1 day (3/year) and as needed<br>1 day (3/year)<br>3 days (1/year)<br>2 days (1/year)<br>½ day (1/year)<br>Varies |
| <b>Web Conferences</b> <ul style="list-style-type: none"> <li>• IEEE-USA Committees</li> <li>• May serve on additional committees</li> </ul>  | <b>TOTAL: 1+ Days</b><br>Varies<br>Varies  |
| <b>Correspondence</b>   | <b>TOTAL: 12+ Days</b><br>2 hours/week   |

**ESTIMATED TIME REQUIREMENTS:**

Time is based on an eight-hour day; cumulative hours are rounded up to the 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.

| <b><u>IEEE-USA Past President</u></b>  | <b><u>Estimated Time Required: 25+ Days per Year</u></b>   |
|--|--|
| <b>Material/Agenda Review</b> <ul style="list-style-type: none"> <li>• IEEE USA Board of Directors Meetings</li> <li>• May serve on additional committees</li> </ul>   | <b>TOTAL: 3+ Days</b><br>6 hours (5/year)<br>Varies  |
| <b>In-Person Meetings</b> <ul style="list-style-type: none"> <li>• IEEE-USA Board of Directors Meetings</li> <li>• IEEE-USA Operations Meetings (stand-alone)</li> <li>• IEEE-USA Organized Conferences</li> <li>• IEEE-USA N&amp;A Committee</li> <li>• May serve on additional committees</li> </ul> | <b>TOTAL: 10+ Days</b><br>1 day (3/year) and as needed<br>1 day (3/year)<br>2 days (1/year)<br>2 days (1/year) and as needed<br>Varies |

|   |  |
|---|--|
| <b>Web Conferences</b> <ul style="list-style-type: none"> <li>• May serve on additional committees</li> </ul> | <b>TOTAL: 1+ Days</b><br>Varies        |
| <b>Correspondence</b>   | <b>TOTAL: 12+ Days</b><br>2 hours/week |

**REIMBURSED EXPENSES:**

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

**STAFF CONTACT:**

Name: Russell Harrison, Managing Director, IEEE-USA

Telephone: +1 202 530 8362

Email: [r.t.harrison@ieee.org](mailto:r.t.harrison@ieee.org)