

IEEE Vice President, Technical Activities Position Description

OVERVIEW:

The IEEE Vice President – Technical Activities (VP TA) is elected by the IEEE membership (IEEE members who belong to one or more Societies) and shall serve as the Chair of the Technical Activities Board.

The IEEE Vice President, Technical Activities 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:

- Three-year commitment: One year as VP-Elect TA, one year as VP TA, and one year as Past VP TA.

ROLES:

- Serves as a Corporate Officer of IEEE;
- Serves as member of the IEEE Board of Directors;
- Chairs the Technical Activities Board;
- Presiding officer of the TAB, TAB Management Committee and Division Directors' Forum;
- Serves as voting member of the TAB Strategic Planning Committee;
- Serves as the chief liaison for communication of TA to other boards (EA, MGA, IEEE-USA, IEEE-SA, and PSP) of the IEEE.

Vice President-Elect TAB:

- Serves as Chair of the TAB Nominations and Appointments Committee.

DESCRIPTION OF RESPONSIBILITIES:

- Serves as the coordinator for all technical units of IEEE;
- Attends all meetings of TAB, the Division Directors' Forum, the TAB Management Committee and the TAB Strategic Planning Committee;
- Makes appointments to TAB related Committees, other OU Committees and OUs as appropriate;
- Recommends administrative changes to Society/Council (S/C) Constitutions and Bylaws to be reported on the TAB agenda;
- Initiates TAB procedures, as needed, to ensure the health of TAB organizational units and mediates disputes among TAB OUs;
- Informs TAB of important IEEE Board of Directors matters;
- Identifies, encourages, nominates, and mentors candidates for higher volunteer positions within IEEE.

See also the Description of Responsibilities section of 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;
- Must have served as a S/C President or Division Director;
- Must be a member of at least one society.

QUALIFICATIONS AND SKILLS:

- Should have knowledge of the workings of the IEEE Technical Activities Board;
- Must possess a willingness to develop an understanding of the directions of IEEE Technical Activities Board and commit to its implementation and operating principles;
- Should have three to five years of increasingly responsible management experience and excellent leadership qualities;
- Should have experience in implementing and operationalizing a strategic vision and providing direction and guidance to the design and implementation of teams that carry out the mission;
- Must possess an understanding of the role of technology in enabling member activities;
- Should have solid understanding of Societies, Technical Councils and IEEE organization as related to these organizational units;
- Ability to travel frequently including internationally.

CORE COMPETENCIES:

- Demonstrated management experience including financial responsibility for an operating unit and strategic planning. Experience in organizational development is a plus;
- Demonstrated management skills in a volunteer led organization that operates by consensus and the ability to conduct effective negotiations involving financial and policy matters;
- Demonstrated strong interpersonal skills with sensitivity to cross-cultural and transnational issues;
- Demonstrated superior written and oral communication skills and organizational ability;
- Demonstrated relationship and consensus building among diverse constituencies.

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.

| Item | Estimated Time Required: 40+ Days per Year |
|---|---|
| Material/Agenda Review <ul style="list-style-type: none">TAB MeetingsTAB Special Chair initiativesTAB Management Committee (TMC)TAB Finance CommitteeTAB Strategic Planning Committee (SPC)May serve on additional committees | TOTAL: 13+ Days 2 days (3/year) and 4 hours post meeting to review minutes/actions (3/year) Varies, dependent on the VP TA 6 hours (3/year) 4 hours (6/year) 2 hours (3/year) Varies |
| In-Person Meetings <ul style="list-style-type: none">Technical Activities BoardTAB Mini-Meeting Series (TAB Strategic Planning Committee, TAB Finance, TAB Management Committee)TAB Finance Committee Meeting (stand-alone meeting)TAB Management Committee Meeting (stand-alone meeting)May serve on additional committeesSociety meetingsRegion meetings | TOTAL: 29+ Days 2 days (3/year) 3 days (3/year) 1 day (3/year) 1 day (3/year) Varies optional: 1-3 days (3-4/year) optional: 1-2 days (2-3/year) |
| Web Conferences <ul style="list-style-type: none">Society, Special Chair initiatives, strategic discussion planning, TAB Management Committee, and Governance related matters | TOTAL: 1+ Days Variable, dependent on VP-TA |

REIMBURSED EXPENSES:

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

STAFF CONTACT:

Name: Jayne Cerone, Senior Director, Technical Activities
Telephone: +1 732 562 3908
Email: j.cerone@ieee.org