

## **IEEE Women in Engineering Committee – Chair-Elect /Chair/Past Chair Position Description**

This is a five-year commitment: one year as Chair-Elect, two years as Chair, and two years as Past Chair.

The **Chair-Elect** shall be elected by eligible voting members of IEEE who are also WIE members in good standing. The Chair-Elect is normally elected in odd-numbered years, and serves as Chair-Elect in even-numbered years. In odd-numbered years, the position is vacant. The Chair-Elect serves a one-year term.

The term of the **Chair** begins after serving a one-year term as Chair-Elect.

The term of the **Past Chair** begins after serving a two-year term as Chair. The Past Chair normally serves as Chair of the WIE Nominations and Appointments (N&A) Committee.

### **ELIGIBILITY:**

- Must be of IEEE Senior Member or Fellow grade;
- Must be an IEEE WIE Member in good standing.

### **TERMS OF OFFICE:**

- Chair-Elect shall serve a one-year term.
- Chair shall serve a two-year term.
- Past Chair shall serve a two-year term.

### **RESPONSIBILITIES:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Become familiar with the IEEE WIEC Program Manual;
- Participate in WIEC meetings and teleconferences;
- Review agenda material prior to each meeting;
- Participate in ad-hoc committee and subcommittee activities;
- Provide information for WIE communications (newsletter, magazine, social media, etc);
- Facilitate the establishment, support, and sustainability of WIE Affinity Groups/WIE Student Branch Affinity Groups;
- Administer and support WIE outreach programs and scholarships;
- Provide support for WIE membership growth and membership elevation;
- Help to find sponsorship for WIE programs, projects, and events;
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- Complete compliance training, as required by IEEE.

### **ADDITIONAL RESPONSIBILITIES AS CHAIR:**

- Provide leadership and assume ultimate responsibility for the timely fulfillment of all responsibilities of the WIEC as defined and required by the IEEE MGA Operations Manual and IEEE WIEC Program Manual, and related sections of the IEEE Constitution and Bylaws and IEEE Policies.
- Preside over all meetings of the WIEC, assuring that appropriate and fair processes are followed, and that appropriate records are maintained;
- Assist in the development of agendas for WIEC meetings;
- Provide for the recording and distribution of minutes for the meetings in accordance with the WIEC charter;
- Provide a thorough and timely orientation for WIEC members and serve as a mentor to members, especially new members of the WIEC;
- Establish subcommittees and ad hoc committees as needed and make appointments;

- Represent the WIEC and report the status of WIE activities to the MGA Board, MGA committees, and other IEEE boards and committees;
- Carry out other tasks assigned to the WIEC by the appropriate organizational unit, VP, or responsible MGA Vice Chair;
- Bring appropriate WIEC items to the attention of the MGA Board or the responsible MGA Vice Chair;
- Demonstrate and foster a culture of professionalism, open discussion, and confidentiality;
- Identify and address needed improvements in the WIEC's processes and operations;
- In consultation with the Treasurer and Senior Manager, WIE Program, prepare and present WIEC budgets to the MGA Board or the responsible MGA Vice Chair as appropriate;
- Work closely and effectively with members of the WIE Staff in fulfilling the above-identified responsibilities;
- Must be able to commit a significant amount of time to the position.

**ADDITIONAL RESPONSIBILITIES AS CHAIR-ELECT:**

- Serve as Chair-Elect of the WIEC;
- Report administratively to the WIEC Chair. Act for WIEC Chair in the absence of, or at the request of, the WIEC Chair;
- Carry out other tasks as assigned by the WIEC Chair as appropriate.

**ADDITIONAL RESPONSIBILITIES AS PAST CHAIR:**

- Serve as Past Chair of the WIEC;
- Report administratively to the WIEC Chair. Act for WIEC Chair in the absence of, or at the request of, the WIEC Chair;
- Serve as Chair of the WIE N&A Committee;
- Fulfill the role of WIEC chair in the event of the incapacity of the Chair;
- Carry out other tasks as assigned by the WIEC Chair as appropriate.

**QUALIFICATIONS AND SKILLS:**

**Knowledge**

- Knowledge of IEEE Women in Engineering's mission, vision, and goals;
- Knowledge of the workings of the Women in Engineering Committee;
- General familiarity with the IEEE and its mission, structure, goals, needs, and direction.

**Experience**

- Excellent leadership skills including the ability to motivate others; negotiate, compromise, and resolve differences; maintain positive working relationships and capability to set direction;
- Capability to focus on strategic issues and make effectiveness a top priority;
- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures;
- Experience working within the IEEE operating culture of volunteer/staff partnerships;
- Previous experience as a member of the WIE Committee is preferable;
- Proven record as a volunteer project leader;
- History of active participation in women's activities, such as mentoring, forming a WIE Affinity Group/WIE Student Branch Affinity Group, etc;
- Willingness to write proposals, project descriptions, project plans, articles;
- Willingness to work on projects between meetings;
- Ability to represent the point of view and needs of members from around the world, particularly in those areas with large WIE growth and where women are facing important challenges;
- Ability to share accountability and responsibility with other committee members;

- Ability to meet deadlines;
- Ability to respond to communications in a timely fashion;
- Prior relevant volunteer experience.

**Personal Characteristics**

- Evidence of a high level of professionalism in prior IEEE and WIE volunteer roles;
- Strong communications and consensus-building skills;
- Ability to act with discretion and preserve the confidentiality of confidential information;
- Sound decision making skills to make timely decisions based on knowledge, analysis and judgment;
- Honesty, integrity, and adherence to ethical standards.

**ESTIMATED TIME REQUIREMENTS:**

Item	Estimated Time Required
<b>Orientation</b> (telephone/web conference)	1 hour
<b>Teleconferences</b> (7-10 per year) Preparation (materials and/or agenda review) Meeting time	½ hour per meeting 1-2 hours per meeting
<b>In-Person Meeting</b> (does not include travel time) Meeting time	8-12 hours
<b>Correspondence</b> (emails, outreach, drafting of items)	1 hour per month
<b>Compliance Training</b> (as required)	4-6 hours
<b>TOTAL HOURS:</b>	<b>36 - 56 hours/year</b>

The WIEC Chair’s time requirements will be substantially larger, and will include preparation for the above-listed activities and general leadership activities, typically including at least one conference call with WIE Staff each week.

**REIMBURSED EXPENSES**

- IEEE WIE shall reimburse ordinary and necessary IEEE travel expenses, in accordance with IEEE policies, incurred by the Chair, Past Chair, and Chair-Elect to attend the WIEC in-person meeting.

**WIE STAFF CONTACT(S):** Email: [wie-staff@ieee.org](mailto:wie-staff@ieee.org); +1 732 981 0060

- Alicia Tomaszewski, Senior Program Manager, IEEE WIE, MGA
- Faith Wright, Program Coordinator, IEEE WIE, MGA
- Prachi Jain, Senior Marketing Specialist, IEEE WIE, MGA

## **IEEE Women in Engineering Committee**

### **Position Description**

#### **OVERVIEW:**

The IEEE Women in Engineering Committee (WIEC) reports to the Member and Geographic Activities (MGA) Board through the MGA Member Engagement and Life Cycle Committee (MELCC).

#### **SCOPE:**

- WIE Mission: To facilitate the recruitment and retention of women in technical disciplines globally.
- WIE Vision: A vibrant community of IEEE women and men collectively using their diverse talents to innovate for the benefit of humanity.

#### **FUNCTIONS/OBJECTIVES:**

1. Recognize women's outstanding achievements in IEEE Fields of Interest through IEEE Awards nominations and other national/international award nominations.
2. Organize receptions workshops and forums at major technical conferences to enhance networking and to promote membership in WIE.
3. Advocate women in leadership roles in IEEE governance and career advancement for women in the profession.
4. Provide assistance with the formation of new WIE Affinity Groups and support ongoing activities.
5. Administer the IEEE Student-Teacher and Research Engineer/Scientist (STAR) Program to mentor young women in junior high school and high school.
6. Promote member grade advancement for women to the grades of Senior Member and Fellow.
7. Facilitate the development of programs and activities that promote the entry into and retention of women in engineering programs.

#### **MEMBERSHIP:**

- Voting Members:
  - Up to eleven (11) voting members (Chair, Past Chair, Chair-Elect, Treasurer, three (3) Members-at-Large, Young Professional Representative, Technical Activities Representative, WIE Affinity Group Representative, WIE Student Branch Affinity Group Representative)
- Non-Voting Members:
  - Region Coordinators from Regions 1 through 10, appointed by the individual Region Director
  - Society Coordinators, appointed by the individual Society/Council President
  - IEEE Major Boards other than Technical Activities and MGA may appoint one (1) liaison each to the WIEC
  - Additional IEEE organizational units, with interest in coordinating joint activities and facilitating programs that align with WIEC's purpose, and other professional organizations with similar interests and programs, may appoint a liaison.