

IEEE MGA Geographic Unit Officer Position Description
POSITION TITLE: [Technical Chapter Chair](#)

Overview

The Technical Society or Technical Council Chapter Chair (herein after “Chair”) is the Chief Operating Officer of a Chapter of an IEEE Technical Society or Council (S/C). The Chair is responsible for ensuring that the Chapter is engaging the members and supplementing their technical knowledge by conducting informative technical meetings and events at the local level. The Chair learns and practices all aspects of leadership. He/she is responsible for all the functions of the chapter and ensures that all operations are in compliance with the IEEE Policies and regulations pertaining to chapters. The Chair manages all operations of the chapter in the interests of the member of the chapter. The Chair also provides leadership, guidance and encouragement to chapter volunteers to ensure the smooth operation of the chapter and to maintain focus on increasing member engagement and satisfaction. Together with the Chapter treasurer and the other members of the Chapter Executive Committee (ExCom) the Chapter Chair makes decisions about the financial activities of the chapter. Most importantly, the experience and organizational skills gained in chapter management stay with the Chair forever beyond IEEE and are easily transferable to professional life as well as other activities.

Term

All officers shall be elected annually by the Chapter membership of Graduate Student Member grade or higher. The term of office for all officers shall normally be one or two years, in accordance with the term of office as defined by the parent geographical unit (usually a Section), and will date from 1 January through 31 December. The term of office may continue until a successor has been duly elected and takes office. The consecutive period of service in any one office shall normally not exceed four years. All officers shall not serve in any one position, in any single organizational unit, more than six years in total. Exceptions to this rule require approval by the Chair of the parent geographical unit, who will annually report such exceptions to the Region Director.

Roles

- Serves as the Chief Operating Officer of the Chapter
- Presides over Chapter meetings, including Chapter ExCom meetings

Responsibilities

1. Manage the chapter to the benefit of the chapter members, the corresponding section and the responsible society. This includes overseeing all chapter activities, including both internal meetings and external events.

2. Lead all Chapter Excom meetings by preparing the agenda and completing all items listed. Be responsible for making assignments both to the Excom and to chapter members and for following up to see that these assignments are fulfilled.
3. Act as signer on the Chapter Bank Account and be ultimately responsible for the financial health of the chapter.
4. Ensure that all chapter officers are aware of their duties and responsibilities and follow up to make sure they fulfill them. If a chapter officer is unable to fulfill his/her responsibilities the chair is responsible to find a suitable replacement to get the task completed.
5. Ensure that the chapter holds regular (recommended monthly; no fewer than two annually) meetings and/or events and that those responsible for the meetings fulfill their responsibilities.
6. Ensure that the required L31 reports are written and submitted to IEEE for each chapter meeting and activity/event in a timely manner.
7. Be familiar with the policies and practices of both the MGA Operations Manual and S/C Chapter Operations guidelines (if any), and ensure that chapter operations are consistent with these policies.
8. Be aware of the IEEE and its business, including its mission, services, policies and programs.
9. Disclose any real or perceived personal conflict of interest which might conflict with the chair's fiduciary duties.
10. Act as a mentor to chapter members and be ready to train the next Chapter Chair.

Eligibility

- Must be an IEEE member in good standing and a member of the sponsoring Society or Technical Council. For Joint Chapters, must be a member of at least one of the sponsoring Societies.
- Must be an IEEE Graduate Student Member, Member, Senior Member, or Fellow.

Qualifications and Skills

- Excellent leadership skills including the ability to motivate others, to delegate responsibility, to negotiate compromise and resolve differences, and set the direction for the chapter.
- Passion for the IEEE as an organization and a desire to promote the chapter as a subset of a S/C and a member of a Section.
- A willingness to manage the chapter activities and finances in conjunction with the chapter ExCom members.

- Excellent communication skills
- Ability to cultivate, mentor and recruit chapter members and to encourage their participation in chapter activities.
- Willingness to adhere to IEEE policies and to fulfill the reporting responsibilities to the section and to the S/C.
- Honesty, integrity, and adherence to high ethical standards.
- Ability to meet deadlines and to respond to requests in a timely fashion.
- Prefer prior volunteer experience. Sensitivity to and tolerance of differing views
- A friendly, responsive, and patient approach, along with community-building skills.
- Ability to handle sensitive and confidential situations.

Estimated Time Requirements

Correspondence

- As the Chapter Chair it is important that you check the related email on a regular basis to keep up to date. This is expected to take between 1 and 3 hours/week.
- The Chair has the ultimate responsibility for the chapter's finances and will likely be required to co-sign disbursement checks by the treasurer. Time required is minimal.

In Person Meetings

- Chapter Excom meetings (varies depending on the size and activity level of the chapter; may range from monthly to semi-annually))
- Chapter meetings and/or events (from monthly to semi-annual, depending on Chapter)
- Section Excom monthly meetings
 - For some S/Cs, attend annual Chapters Summit (may be virtual)

Reimbursed Expenses

- Ordinary and necessary meeting and travel expenses are reimbursed by the chapter in accordance with IEEE policies.