

## IEEE MGA Geographic Unit Officer Position Description

POSITION TITLE: **Affinity Group Chair**

April 2017

### OVERVIEW:

The Affinity Group Chair is the senior executive of the Affinity Group and is responsible for ensuring that the Affinity Group is engaging members by conducting informative local activities and events which meets the needs of their members. The Affinity Group Chair ensures that the AG is in compliance with IEEE Policies and local regulations. **Your primary role as an Affinity Group Chair is to ensure the development, growth, management, sustainability, and ultimate success of your Affinity Group which you represent in alignment with your Parent Organizational Unit Mission.**

An affinity group has a Geographic Parent (i.e. Region, Section, and Geographic Council) and a “Parent Organizational unit”. The following groups have been acknowledged by the MGA Board as parent organizational units for IEEE Affinity Groups:

- Consultants Network (CN)
- Young Professionals (YP) Committee
- IEEE Life Members (LM) Committee
- IEEE Women in Engineering (WIE) Committee.

The Chair provides leadership; guidance to other Affinity Group volunteers (if any) and ensures that your activities are focused on increasing member engagement, satisfaction and compliance with your Parent Organizational Unit Mission. The Affinity Group Chair represents the needs of Affinity Group members they represent by providing feedback to Section Committee and to its Parent Organizational Unit.

### TERM:

The Affinity Group chair is appointed by the Section chair with the consent of the Section Executive committee. The term of office for all officers shall normally be one year, but may continue until a successor has been duly selected and takes office. The term of office will date from 1 January through 31 December. The consecutive period of service in this position shall normally not exceed two years. Such exceptions require approval by the Region Director who will annually report such exceptions to the MGA Board.

If the Section and/or Affinity Group prefers, the Affinity Group Chair may be elected by local members. The individual elected must reside within the geographic boundaries whom they represent. Such elections shall be held in accordance to IEEE election guidelines. (Source MGA Operations Manual – 9.9)

### DESCRIPTION OF RESPONSIBILITIES:

- **Oversee Management of the Affinity Group:** The principal responsibility of an Affinity Group Executive Committee member is to oversee the management of the Affinity Group, and in so doing, serve the best interests of the IEEE, its members, the Mission of its Parent Organizational Unit and the public;
- **Organize and conduct at least 2 Affinity Group activities annually** which engages the local members; work with a Technical Chapter and/or Affinity Groups and conduct joint events;
- **Ensure that the Affinity Groups activities are being reported to IEEE MGA and the parent IEEE organization on a regular basis;**

- It is preferred that all financial activity of the Affinity Group is coordinated through the parent Geographic Unit (i.e. Section, Geographic Council). If the Affinity Group has established a bank account, The Affinity Group Chair will serve as a signer on the Affinity Group bank account and authorize disbursements as approved by the Affinity Group Executive Committee. The Affinity Group Chair will ensure that all required Affinity Group financial reports are prepared and submitted to Section Treasurer at year end;
- Be informed of the mission, services, policies and programs of the Parent Organization (i.e. [Life Members](#), [Women in Engineering](#), [Young Professionals](#), [Consultants Network](#)).
- Review IEEE documents as they relate to the position of Affinity Group Chair, including IEEE Bylaws, IEEE Manual Policy, IEEE Financial Operations Manual and the MGA Operations Manual.
- Exhibit highest standards of collaboration and collegiality and work with organizations with similar Missions
- Identify potential individuals to serve in this position at completion of your term of office. Act as mentor to successor

#### **QUALIFICATIONS & SKILLS:**

- Demonstrated business acumen, experience and ability to exercise sound judgments in matters that relate to the current and long-term objectives of the IEEE and the Affinity Group Parent Organizational Unit and should be willing and able to contribute positively to the decision-making process of the IEEE, its Local Geographic Parent and its Parent Organizational Unit;
- Highly motivated IEEE member that shows honesty, integrity and adherence to high ethical standards
- Excellent relationship and communication skills and the ability to interact with the public to attract new members, other organizations and diverse communities;
- Ability to adhere to governance practices, meeting deadlines and to dedicate service to the IEEE while maintaining balance with professional and personal life;
- Prior volunteer experience (At least, 1 year as Volunteer).

#### **ELIGIBILITY:**

- Must be an IEEE member in good standing;
- Must be an IEEE Graduate Student Member, Member, Senior Member or Fellow Grade of the parent Organization;
- Must reside in the geographic boundaries of the geographic unit of which the Affinity Group is associated

#### **ESTIMATED TIME REQUIREMENTS:**

Approximately two hours per week plus attendance at all Section ExCom meetings.

#### **CONTACT:**

If you have specific questions regarding the duties noted for this position, please contact IEEE Member & Geographic Activities department ([mga@ieee.org](mailto:mga@ieee.org))