

IEEE EUROPEAN PUBLIC POLICY COMMITTEE Position Description

OVERVIEW:

The IEEE European Public Policy Committee is a committee of the IEEE responsible to and appointed by the IEEE Board of Directors for the coordination of public policy activities relevant to the interests of IEEE members in European Union (EU) and European Free Trade Association (EFTA) countries, and in the United Kingdom (UK).

The Committee shall advise the IEEE Board of Directors on activities and programs focused on shaping public policy in the EU and EFTA countries, and in the UK, to benefit IEEE members, engineering professionals and the general public. The Committee shall oversee and provide opportunities and activities for IEEE members in Europe to engage in policy initiatives that include, but are not limited to:

- the development of public policy documents in accordance with IEEE Bylaws and IEEE Policy 15;;
- organizing and attending meetings and events with the participation of policy makers;
- participation in policy working groups;
- interaction with regional governmental bodies and agencies, such as those of the EU;
- collaboration with other IEEE Organizational Units (OUs) entities on initiatives, events or activities on public policy issues of mutual interest;
- and other activities that aim to advance technology through public policy.

MEMBERSHIP:

Not more than 13 members including a Chair.

ELIGIBILITY:

- Must be an IEEE member in good standing;
- Must be of Graduate Student Member grade or higher;
- Must reside in an EU/EFTA country or in the UK;
- At least one member shall have obtained his or her first collegiate degree within the last fifteen years at the time of appointment.

TERM OF OFFICE:

- Members serve two-year terms, with reappointment permissible for a second two-year term;
- The Chair shall be selected from among the members and shall serve a one-year term in that position, with reappointment permissible.

RESPONSIBILITIES OF THE CHAIR:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Collaborate with staff in the following areas:
 - Prepare meeting agendas;

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- Ensure that minutes of the meetings are recorded and distributed to committee members;
- Review and acknowledge proposals and inquiries to the committee;
- Monitor projects and goals for the committee;
- Prepare reports on committee activities and relevant issues for distribution to the IEEE Board of Directors, as needed, and submit its year-end report;
- Give final approval to the adoption, publication and dissemination of EPPC policy documents;
- Work with staff to adhere to the approved annual budget;
- Act as the main point of contact for and public face of the committee;
- Provide leadership and assume ultimate responsibility for the timely fulfillment of all responsibilities of the Committee defined and required by IEEE Governing Documents, as follows: The IEEE Certificate of Incorporation under New York State Not for Profit Corporation Law; the IEEE Constitution; IEEE Bylaws, notably Bylaws I-304, I-305; IEEE Policies; IEEE European Public Policy Committee Charter;
- Provide a thorough and timely orientation for members of the Committee.
- Mentor committee members to ensure continuity of the programs and activities for the next year;
- Submit recommendations to the IEEE Nominations and Appointments Committee for next year's committee members,;
- Develop a list of nominees and appoint members to the Working Groups;
- Represents the Committee before the IEEE Board of Directors, and submit its year-end report;
- Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF COMMITTEE MEMBERS:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner, including:
 - Participate in such orientation activities as requested by the Chair;
 - Review committee agendas and minutes prior to each meeting;
 - Contribute for the development of the annual schedule of activities;
 - Contribute to the development, dissemination and discussion of EPPC policy documents;
 - Review and vote on draft position statements put up for approval by the EPPC.
 - Organize and attend meetings and events with policy makers and other policy stakeholders;
 - Build relationships, collaborating and establishing partnerships with new audiences and external entities, including regulatory bodies,

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- industry and industry associations and national organizations interested in science, engineering and technology policy;
- Enhance public awareness and understanding among policymakers and the European public of the social implications of technology;
- Collaborate with other IEEE OUs on public policy issues of mutual interest; and
- Chair and serve in ad hoc committees and working groups as appointed by the Chair;
- Serve as liaisons between the EPPC and the working groups.
- Become familiar with the committee charter and related sections of IEEE's Bylaws, Policies and governing documents;
- Complete compliance training, as required by IEEE.

QUALIFICATIONS AND SKILLS:

Experience:

- **Have** experience directly relating to the mission of the Committee and to the responsibilities of Committee members;
- Have a demonstrated track record of experience in working within the IEEE's operating culture of volunteer/staff partnerships.

Knowledge:

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- Familiarity with IEEE Bylaws and IEEE Policies, specifically as they relate to public policy activities;
- Have an understanding of effective and appropriate methods of engaging in public policy initiatives and discussions;
- Knowledge of major public policy dossiers at the EU and/or national levels, or familiarity with topical technology policy issues.
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Personal Characteristics:

- Ability to act with discretion, tact and handle confidential matters;
- Honesty, integrity, and adherence to high ethical standards;
- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, and community-building skills;
- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;
- Capability to focus on strategic issues and make effectiveness a top priority;
- Excellent communication skills;
- Sound decision making skills to make timely decisions based on knowledge, analysis and judgment;
- Ability to meet deadlines and respond to communications in a timely fashion;

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Additional Qualifications for Chair:

- Working knowledge of IEEE and its fields of interests, activities, vision and mission, structure, and strategic direction;
- Ability to manage the activities of the committee within the scope of its charter;
- Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction;
- Ability to clearly and comfortably delegate and broadly share both responsibility and accountability; and
- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures such as the basics of Robert's Rules of Order.

ESTIMATED TIME REQUIREMENTS:

Item	Total Estimated Time Required
Material Review (e.g., policy documents, presentation materials for meetings/events, etc.)	8 hours/per month
In-Person Meetings of the Committee, or in-person meetings and events with policy makers and other stakeholders (not including travel time)	1 day/meeting (typically 1-2per year)
Teleconferences with Committee members, professional staff, or with policy makers/stakeholders	3 hours/month
Correspondence (emails, drafting of items, etc.)	3 hours/month
Travel (does not include meeting time) *Travel time depends on meeting venue and location of Committee members.	1-2 days/meeting (typically 1-2per year)*
Compliance Training (as required)	0.5 hour/month
Note: The Chair's time requirements will be larger, and will include preparation of meeting agendas and coordination of activities working with the Professional Staff in the Vienna Office.	

REIMBURSED EXPENSES:

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

STAFF CONTACT:

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