

IEEE Employee Benefits and Compensation Committee Position Description

OVERVIEW:

The IEEE Employee Benefits and Compensation Committee (EBCC) is a Committee of the IEEE responsible to the IEEE Board of Directors.

The EBCC ensures the compensation, benefits and perquisites provided to the members of the IEEE professional staff, and any other "disqualified persons" (as defined in its Charter) are consistent with and support the business and financial objectives of the IEEE.

MEMBERSHIP:

- Six members including a Chair

ELIGIBILITY:

Members:

- Up to two members-at-large may be non-members of the IEEE who shall be professionals in the field of human resources, compensation, organizational development and employee benefits;
- One member must be a member of the IEEE Board of Directors;
- The remainder of the Committee shall be comprised of IEEE members;
- Chair: Shall be an IEEE member and shall normally be serving in their second or subsequent year on EBCC.

The following conditions apply to all members including the Chair:

- Must be free from conflict of interest per Section 4958 of the Internal Revenue Code;
- The following individuals may not serve on the Employee Benefits and Compensation Committee due to application of Section 4958 of the U.S. Internal Revenue Code:
 - The IEEE President
 - The IEEE Past-President
 - The IEEE President-Elect
 - The Executive Director
 - The Treasurer
 - The Chief Financial Officer
 - Any other "disqualified persons"

TERMS OF OFFICE:

- Member: Three years (staggered terms). May be reappointed for one additional term.
- Chair: One year term. May be reappointed.

RESPONSIBILITIES OF THE CHAIR:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- 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 and I-306; IEEE Policies, notably

IEEE Employee Benefits and Compensation Committee Position Description

Section 9.24; IEEE Employee Benefits and Compensation Committee Charter;

- Assure the timely fulfillment of ad hoc responsibilities that may be assigned to the Committee by the President or Board of Directors;
- Identify and address needed improvements in the Committee's processes and operations;
- Work closely and effectively with members of the IEEE Professional Staff in fulfilling the above-identified responsibilities;
- Represent the Committee to the IEEE Board of Directors, and submit its year-end report;
- Provide a thorough and timely orientation for Members of the Committee;
- Serve as a mentor to Members, especially new Members of the Committee;
- Preside over all meetings of the Committee, assuring that appropriate and fair processes are followed, and that appropriate records are maintained;
- Demonstrate and foster a culture of professionalism, open discussion, and confidentiality;
- Submit recommendations to the IEEE Nominations and Appointments Committee for next year's committee members and potential future members;
- Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF COMMITTEE MEMBERS:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Become familiar with the EBCC Charter and any related IEEE Bylaws and Policies.
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These may typically include:
 - 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;
 - Chair and serve on ad hoc committees as appointed by the Chair;
 - Actively participate in all committee discussions and meetings;
- Complete compliance training, as required by IEEE.

QUALIFICATIONS AND SKILLS:

Knowledge

- General familiarity with the IEEE's fields of interests, activities, mission, goals, needs, and direction;
- General familiarity with the functions of IEEE's Major Organizational Units;
- Understanding of the charter of the Employee Benefits & Compensation Committee;
- Experience in employee management;
- Previous experience with employee benefit environments other than those in the IEEE;
- Understanding of personally managed 401(k) programs;
- Understanding of employer sponsored benefit programs requiring employee selection of personal benefits.

IEEE Employee Benefits and Compensation Committee Position Description

Experience

- Experience relevant to the mission of the Committee, acquired either through volunteer activities in IEEE or in similar roles in other organizations;
- Experience in working within IEEE’s operating culture of volunteer/staff partnerships or experience in other organizations that provide appropriate preparation for working in the IEEE culture.

Personal Characteristics

- Evidence of a high level of professionalism in prior IEEE volunteer roles;
- Strong communications and consensus-building skills;
- Ability to act with discretion and preserve the confidentiality of confidential information;
- Honesty, integrity, and adherence to high ethical standards;

Additional Qualifications for Chair

- Excellent leadership skills including, but not limited to, the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships, and capability to set direction;
- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures.

ESTIMATED TIME REQUIREMENTS:

Item	Total Estimated Time Required
Material and Agenda Review	1-2 hours/meeting
In-Person Meetings (not including travel time) <ul style="list-style-type: none"> • March, June, & November 	1 day/meeting (3 per year) held day before Board Series (usually Wednesday prior to the Sunday-Monday board meeting timeframe)
Teleconferences	Up to 3 teleconferences per calendar year (90 minutes in length)
Correspondence (emails, drafting of items, etc.)	1-2 hours/month
Travel (does not include meeting time) *Travel time depends on meeting venue and location of Committee members. Alternate methods of participation may be arranged for those unable to travel.	1-3 days/ meeting (3 per year)*
Compliance Training (as required)	4 to 6 hours

REIMBURSED EXPENSES:

**IEEE Employee Benefits and Compensation Committee
Position Description**

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

STAFF CONTACT:

Name: Liesel Bell, Senior Director, Human Resources/EBCC Staff Secretary
Telephone: +1-732-562-6347
Email: l.bell@ieee.org