

IEEE History Committee Position Description

OVERVIEW:

The IEEE History Committee reports to the IEEE Board of Directors.

It is responsible for promoting the collection, writing, and dissemination of historical information in the fields covered by IEEE technical and professional activities, as well as historical information about the IEEE and its predecessor organizations. It provides assistance to all major Boards, works with institutions of a public nature, and provides information and recommendations to the IEEE Board of Directors when appropriate. The History Committee increases public visibility of IEEE by educating general public in history of fields of interest to IEEE through its flagship IEEE Milestones, ETHW, REACH and other programs together with History Center.

The IEEE History Center has been established to carry out many of the functions of the History Committee, which has primary responsibility for providing direction, guidance, and oversight for the programs of the Center. IEEE's historical activities are an important part of IEEE's public visibility technological literacy initiatives as well as of its public mandate as a 501(c) (3) organization.

MEMBERSHIP:

- The History Committee shall consist of not more than 15 members, including chair, appointed by the Board of Directors.
- In view of the special expertise required, non-members of the IEEE shall be eligible for appointment as voting members of this Committee.
- Have at least one member who obtained his or her first collegiate degree within the last fifteen years at the time of appointment and who is at Graduate Student Member, Member grade or higher.
- The Chair shall be an IEEE member.

ELIGIBILITY:

Members:

- IEEE members and non-members are both eligible;
- Participation by professional historians of technology is strongly encouraged.

Chair:

- Must be an IEEE member in good standing;
- Must hold IEEE Senior Member Grade or higher.

TERMS OF OFFICE:

- Member: Two years with reappointment permissible for a second two-year term;
- Chair: One-year term with reappointment permissible for one additional term.

RESPONSIBILITIES OF THE CHAIR:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Serve as the Liaison to the IEEE Foundation Board of Directors, which funds the activities of the History Center through a Memorandum of Understanding between IEEE and the IEEE Foundation;
- Provide leadership and assume ultimate responsibility for the timely fulfillment of all responsibilities of the Committee defined and required by IEEE's Governing

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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 and I-305; IEEE Policies; and the IEEE History Committee Operations Manual;

- 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 before the IEEE Board of Directors, and submit the Committee's 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 committee members and potential future members;
- Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF THE VICE-CHAIR:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Become familiar with the committee Operations Manual and related sections of IEEE's Bylaws, Policies and governing documents.
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These may typically include:
 - Participation 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 meeting;
- Act on behalf of the Chair in the event of his/her incapacity;

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 committee Operations Manual and related sections of IEEE's Bylaws, Policies, and governing documents;
- Actively participate in all committee meetings and discussions;
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These typically include:
 - Participation in such orientation activities as requested by the Chair;
 - Review committee agendas prior to each meeting;
 - Contribute for the development of the annual schedule of activities;
 - Chair and serve in AdHoc committees as appointed by the Chair;
 - Serve as an Advocate for at least two Milestones per year;

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- Read and rank books submitted for IEEE Middleton Award;
- Read and rank applications for IEEE LMC Fellowship
- Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF TREASURER:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Work with the Staff Director of the IEEE History Center to oversee History Center budget, and reports on budget status to the History Committee;
- Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF MILESTONES SUBCOMMITTEE CHAIR:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Work with staff Milestone Administrator to oversee Milestone process;
- Screen Milestones proposals;
- Designate Advocates for individual Milestones;
- Report on progress of Milestones program to History Committee;
- Assist with Milestones submissions to the IEEE Board of Directors;
- Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF AWARDS SUBCOMMITTEE CHAIR:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Work with staff Administrator to select books for the IEEE Middleton Award and to oversee the process, including designation of books for reviews to History Committee members;
- Oversee reviews of LMC Fellowship applications;
- Report on progress of the Middleton book prize and the LMC Fellowship to the History Committee;
- Complete compliance training, as required by IEEE.

NECESSARY 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;
- Strong interest in the history of IEEE-related sciences and technologies;
- Interest and ability in the area of public outreach;
- Knowledge of the history of IEEE-related sciences and technologies and knowledge of IEEE institutional history and function;
- Knowledge of the workings of the History Committee.

Experience

- Experience relevant to the mission of the Committee: acquired either through volunteer activities in IEEE or in similar roles in other organizations, especially previous engagement in history related activities;
- 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.

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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 the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships, capability to set directions and goals, develop strategies and implement change;
- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures.

ESTIMATED TIME REQUIREMENTS:

Item	Total Estimated Time Required
Material and Agenda Review	Chair: 16h/HC meeting, typically: 2 in-person + 2-4 virtual + 6h/Foundation meeting (typically 3) + 6 h/BoD meeting (typically 3), all per year Member: 6h/meeting (typically 2-6/year)
In-Person Meetings (not including travel time)	Chair: 1.5 day/HC meeting (typically 2 per year), 2 days/Foundation meeting (usually 1 out of 3) 2 days/BoD meeting Member: 1.5 day/HC meeting (typically 2 per year)
Teleconferences	2 hours/call (typically 2-4 calls per year)
Correspondence (emails, drafting of items, etc.)	Chair: 14-20 hours/month Member: 4-8 hours/month
Travel (does not include meeting time) Virtual participation may be arranged.	1-3 days per meeting, (typically 2 meetings per year), depending on meeting venue and members residence
Compliance Training (as required)	4-5 Hours

REIMBURSED EXPENSES:

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

STAFF CONTACT:

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