

President, IEEE Standards Association Position Description

OVERVIEW:

Duties of the IEEE Standards Association (IEEE-SA) President shall include but not be limited to:

- Providing overall leadership to IEEE standards activities and to activities involving related products and services;
- Working with IEEE-SA volunteers and staff to set strategic direction, goals and objectives;
- Leading the efficient organization of committees and work programs to ensure achievement of IEEE-SA objectives;
- Committing to IEEE's goals and strategic directions, and ensuring alignment of IEEE-SA with IEEE strategy;
- Ensuring fulfillment of IEEE-SA's fiduciary responsibility to IEEE;
- Nurturing relationships with government, industry and other organization leaders around the world to ensure IEEE-SA responsiveness to their needs that lie within the scope of the IEEE-SA.

The President of the IEEE Standards Association also serves as a member of the IEEE Board of Directors. For more details about serving as a Board member please see [Member, IEEE Board of Directors](#) Position Description.

TERM:

- This position is a four-year commitment: One year as IEEE-SA President-Elect, two years as IEEE-SA President, and one year as Past IEEE-SA President.

ROLES:

- Serves as member of the IEEE Board of Directors;
- Chairs the IEEE-SA Board of Governors (BOG);
- Leads the IEEE-SA Strategic Planning Coordination Committee (SPCC).

DESCRIPTION OF RESPONSIBILITIES:

- Briefs IEEE officers, Boards and counsel on high-visibility SA matters;
- Organizes committees and work programs to ensure achievement of IEEE-SA objectives;
- Serves as the IEEE contact on standards;
- Establishes contacts with government and industry leaders to ensure IEEE-SA's responsiveness to standards needs;
- Appoints the IEEE-SA Vice Presidents that chair the Strategic Management and Delivery Committees (SMDC);

- Appoints members to IEEE-SA committees as specified in the IEEE Standards Association Operations Manual and as otherwise required;
- Appoints members, liaisons, and representatives to the boards, committees, and ad hoc groups of other IEEE OUs as necessitated by the mission of the IEEE Standards Association.

The IEEE-SA President, as a member of the IEEE Standards Board of Governors, has shared responsibility to:

- Develop and implement the IEEE-SA strategic plan;
- Approve policy additions/changes with significant financial/strategic implications for the IEEE-SA;
- Develop, pursue, and oversee programs to meet the global needs of standards developers and users; Monitor developments in government and industry that demonstrate the need for standards-related activities and propose appropriate action to the IEEE-SA Standards Board;
- Make recommendations to the IEEE Board of Directors on standards-related issues;
- Maintain and be familiar with the current IEEE Standards Association Operations Manual in concert with IEEE Bylaws and IEEE Policies;
- Establish, manage and disband committees, as appropriate, to perform the work of the IEEE-SA BOG;
- Strive to establish and maintain a constituency of IEEE-SA members representative of all basic interests:
 - 1) Technical societies and councils
 - 2) Regional organizational units
 - 3) Industry
 - 4) Government
 - 5) The general public
- Provide financial oversight for the overall operation of the IEEE-SA;
- Recommend candidates to be elected by the IEEE-SA constituency for IEEE-SA President-Elect in alternating years, and two members-at-large annually;
- Identifies, encourages, nominates, and mentors candidates for higher volunteer positions within IEEE;
- Approve membership of the IEEE-SA Standards Board;
- Approve IEEE-SA position statements;
- Hold and attend meetings to accomplish the work of the IEEE-SA BOG;
- Provide an awards program for recognition of exceptional service;
- Appoint the chair of the IEEE-SA Standards Board;
- Appoint two IEEE-SA BOG members-at-large annually.

See also the Description of Responsibilities section of the [Member, IEEE Board of Directors](#) Position Description.

ELIGIBILITY:

- Must be an IEEE member in good standing;
- Must be an IEEE Senior Member grade or higher;
- Must be an IEEE-SA member in good standing;
- Must have been a voting member of the IEEE-SA BOG.

QUALIFICATIONS AND SKILLS:

- Must have recent industry or government experience;
- Must have knowledge of, and involvement in, standards development activities;
- Must have proven leadership in his or her profession(s).
- Must be able to commit a significant amount of time to the position;
- Should have the support of their employer(s) in meeting the obligations of the position.

ESTIMATED TIME REQUIREMENTS:

Time is based on an eight-hour day; cumulative hours are rounded up to the next whole day. The times given below are estimates only and do not reflect additional time spent preparing, traveling, or participating in other IEEE activities. Actual time for these additional activities varies significantly depending on the activity and is subject to the interests and availability of the individual.

<u>Item</u>	<u>Estimated Time Required: 36+ Days per Year</u>
Material/Agenda Review <ul style="list-style-type: none"> • IEEE-SA Board of Governors and SPCC • May serve on additional committees 	TOTAL: 3+ Days 4 hours/meeting (8/year) Varies
In-Person Meetings <ul style="list-style-type: none"> • IEEE-SA Board of Governors • SPCC Meetings • Other Meetings (Outreaches, issues, etc.) • May serve on additional committees 	TOTAL: 22+ Days 13 days 4 days 5-15 days (as needed) Varies
Web Conferences <ul style="list-style-type: none"> • IEEE-SA Board of Governors • May serve on additional committees 	Total: 1+ Days 2 hours (at least 1/year) Varies
Correspondence	TOTAL: 10+ Days

REIMBURSED EXPENSES:

IEEE Standards Association related travel expenses are not typically reimbursed but exceptions may be made on a case by case basis.

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies, for expenses related to the IEEE Board of Directors.

STAFF CONTACT:

Name: Dave Ringle, Director, IEEE Standards Association

Telephone: +1 732 562 3806

Email: d.ringle@ieee.org