



Job Description for IEEE Section officer:
SECTION CHAIR

The job of an IEEE Section Chair is to manage the operations of the Section in the best interest of the local members and to provide leadership, guidance and a sense of purpose for other Section volunteers.

The usual term of office for the position of Section Chair is one year. Term of office begins in January and continues through until the end of December. The time needed to fulfill this volunteer position is estimated at approximately 10 hours per month.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Within the first month or so of taking office, the following should be done:

1. Review IEEE and Section documents as they relate to Section and Chapter operations. These include the [IEEE Constitution](#), [IEEE Bylaws](#), [IEEE Policy Manual](#), [Regional Activities Board Operations Manual](#), (you can find links for these IEEE governance documents at www.ieee.org/officers.) and, if there is one, the Section Operations manual.
2. Identify appropriate volunteers for the Section's non-elected positions and present their appointments to the Executive Committee for review.
3. Establish annual Section goals, with the approval of the Executive Committee.
4. Ensure that all Section Officers, Committee Chairs, Chapter Chairs and Affinity Group Chairs are properly trained for their jobs (see www.ieee.org/officers).
5. Appoint a Nominating Committee. See Section Operations Manual or Section calendar for approximate date.

Ongoing tasks:

1. Preside at meetings of the Section and the Section Executive Committee (have an agenda and, if applicable, reports from your committee members).
2. Lead the Section to the attainment of goals established early in the year.
3. Operate the Section to maximize satisfaction of Section member needs with the resources available.
 - a. Develop and present plans for meeting members' needs to the Section Executive Committee for review.
 - b. Establish and support Chapters for Technical Societies having 12 or more interested members residing in the Section.
 - c. Establish and support Affinity Groups for those approved groups with 6 or more interested members residing in the Section.
4. Work with other Section Officers and the Section Committee Chairs to insure satisfactory performance.
5. Represent the Section at all IEEE gatherings.

Near or at the end of your term:

1. At end of year, sign the Section's financial (L-50) report and confirm that all reporting is accurate and submitted in a timely manner.
2. If required, prepare an annual report of Section Activities for submission to the Region.
3. Transfer Section records to the new Section Chair at the end of the year.

Share your successes and communicate with other IEEE volunteers around the world. Join the Section/Chapter Volunteer Forum Virtual Community at https://www.ieeecommunities.org/section-chapter_vol

Important web sites and contacts for Section Chairs:

www.ieee.org/new-officer - information for new officers

www.ieee.org/officers - officer training

www.ieee.org/scsreports - information about required annual reports

www.ieee.org/rabopsman - the Regional Activities Board Operations Manual (see Section 9)

www.ieee.org/rosters - officer rosters (password protected – must have IEEE password and be listed in the roster as an officer)

www.ieee.org/samieeee - Section access to membership information (password protected – must have IEEE password and be listed in the roster as an officer)

www.ieee.org/rabawards - RAB awards and recognition homepage

www.ieee.org/scoop - monthly newsletter to Section Officers

www.ieee.org/ra/scs/prg - Program Resources Guide

www.ieee.org/prtoolkit - Public relations toolkit

www.ieee.org/scsproducts - recognition product homepage

www.ieee.org/vol-recruit - Volunteer Recruitment Toolkit homepage

sec-rebate@ieee.org – contact for questions about meeting reports or the Section rebate.

sec-chap-support@ieee.org – contact for general Section/Chapter Support inquiries