



Job Description for IEEE Section officer
**AWARDS & RECOGNITION COMMITTEE
CHAIR**

IEEE Awards and Recognition programs recognize professional and technical achievement and contributions by IEEE members to the community. For the Section, awards are an important motivational tool and a key to volunteer recruitment and retention. They can also provide visibility in the community and enhance motivation, retention and recruitment of members.

The usual term of office for the position of Awards and Recognition 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 approximately 2-4 hours per month.

Types of awards and recognitions:

- Section officer recognition: field awards, certificate of office, pins, etc.
- Various IEEE entity awards: IEEE Awards (www.ieee.org/awards), RAB Awards, Region and Council Awards, etc.
- Elevation of various member grades (www.ieee.org/grades) to Senior Member and Fellow.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. If you plan to have a committee, you will need to identify members willing to volunteer (your Section or Membership Chair may have some suggestions). Members with past experience would be very valuable.
 - Contact committee members to set up a convenient time to meet
 - Plan for several meetings in advance
 - Determine goals for the year
 - Delegate assignments to committee members
2. For background information, review IEEE documents as they relate to Awards & Recognition, including [IEEE Bylaws](#), [Policy Manual](#), and [RAB \(Regional Activities Board\) Operations Manual \(By 31 January\)](#). You can find links for these documents at www.ieee.org/officers.
3. Preside at meetings of this Committee. Have an agenda prepared to make sure everyone is doing what you expect of them. Send the agenda at least a week in advance so committee members can be prepared.
4. Attend Section Executive Committee meetings regularly for information and/or action. Use your committee agenda and the reports from your committee members as basis for your report to the Section. If you need help or have problems, report it for action.
5. Become familiar with IEEE recognition products - pins, plaques, certificates, etc. - and process for ordering (visit the IEEE web site at:

www.ieee.org/scsproducts).

6. Review deadlines and information for various awards (IEEE, Region, Council, etc.). Build a calendar of activities and meetings; this is important to keep you up to date!
7. Recommend candidates to the Section Executive Committee for regular and special awards:
 - Make sure that last year's Section volunteers who have been of notable service are recognized (with pin, plaque, certificate, mention in newsletter, etc.)
 - Recommend candidates for various IEEE entities' awards.
 - Facilitate the process of elevation to Senior or Fellow grades. This can be worked on with the Section Membership Development Chair.
 - Draft a letter for recognition of newly elevated Senior Members and Fellows for signature of Section Chair, and distribution by Section Secretary (see sample letters on web: www.ieee.org/sampleletters). This can be worked on with the Section Membership Development Chair.
8. As appropriate, submit awards to the RAB Awards and Recognition Committee for approval, www.ieee.org/organizations/rab/rab/Awards/RABAWARDS.html.
9. Contact your Region Awards Chair for any interesting or additional awards, events or programs that the Region or other Sections may offer.
10. Maintain records
 - Maintain historical records of Section awards distributed.
 - Pass on to successor all relevant records at the end of your term.
 - Keep a list of activities that went well when sending out nomination announcements, collecting nominations, and distributing awards and recognition.
11. 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.

For additional information on officer training, go to www.ieee.org/officers.