



Job Description for IEEE Section officer EDUCATIONAL ACTIVITIES CHAIR

IEEE Educational Activities volunteers and staff are responsible for coordinating the educational activities of the IEEE by developing educational programs to ensure (1) The technological literacy of pre-college students, (2) the continuous maintenance and improvement of engineering education programs through active participation in accreditation activities, and (3) the development of continuing education products and services that serve the professional development and lifelong learning needs of electro-technology professionals worldwide.

The Section Educational Activities Chair assists in these efforts by coordinating local educational activities programs for IEEE members and developing educational programs to encourage the technological literacy of pre-college students.

The usual term of office for the position of Educational Activities 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 6 hours per month.

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 Educational Activities, 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. Provide a regular report to the Section Executive Committee about status of

educational activities programs in the Section and in the geographic area.

6. Be aware of Section's demographics with relation to membership employed by academia, industry, and government for development of programs.
7. With the approval of the Section Executive Committee, plan and execute training programs to address the technical and professional development of the membership. For information on continuing educational programs, see www.ieee.org/organizations/eab/edresources.htm . For activities in the IEEE PACE Network, see www.ieeeusa.org/pace/ .
8. Maintain information about Educational Activities through the IEEE Educational Activities Department (www.ieee.org/eab).
9. Where appropriate, maintain information about national society(ies) and their educational activities (www.ieee.org/organizations/tab/society.html) .
10. Maintain information about area educational and training opportunities and promote these programs to the IEEE membership. Visit the education site for information on continuing education programs at www.ieee.org/organizations/eab/edresources.htm.
11. The Teacher In-Service Program features IEEE Section engineers developing and presenting technologically oriented subject matter to local pre-college educators in an in-service or professional development setting. Visit the site for more information and details on how the program is organized at www.ieee.org/organizations/eab/precollege/tispt/index.htm.
12. Maintain communications with Regional Educational Activities contact.
13. Pass on to successor all relevant records of office at the end of term.
14. 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.