



## **Job Description for IEEE Section officer ELECTRONIC COMMUNICATIONS CHAIR**

This position is intended to support the IEEE policy of encouraging and promoting the responsible use of electronic communications in the administrative, business, and technical operations of the IEEE. For the Section, electronic communications are more important than ever for carrying out administrative tasks and communicating with members. For information on the IEEE electronic mail services, visit <http://eleccomm.ieee.org/email-services.shtml>.

The usual term of office for the position of Electronics Communications 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 electronic communications, 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](http://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. Be familiar with, or coordinate the maintenance of:
  - a. Section access to membership data (The IEEE SAMIEEE program, [www.ieee.org/samieee](http://www.ieee.org/samieee))
  - b. Section email distribution list (IEEE e-Notice, [www.ieee.org/e-notice](http://www.ieee.org/e-notice))
  - c. IEEE Internet conferencing ([www.ieee.org/portal/index.jsp?pageID=corp\\_level1&path=web/webconf&file=index.xml&xsl=generic.xsl](http://www.ieee.org/portal/index.jsp?pageID=corp_level1&path=web/webconf&file=index.xml&xsl=generic.xsl))
  - d. Section web page (IEEE Entity web hosting: <http://ewh.ieee.org/>)
5. Ensure that Section officers, Chapter Chairs, and Affinity Group Chairs are

aware that they can obtain member contact data (from SAMIEEE).

6. Attend Section Executive Committee meetings regularly for information and/or action. If you need help or have problems, report it for action.
7. Communicate regularly with Regional Electronic Communications Coordinator.
8. Pass on to successor all relevant records of office at the end of term.
9. 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](https://www.ieeecommunities.org/section-chapter_vol).