



## **Job Description for IEEE officer PROFESSIONAL/CAREER ACTIVITIES CHAIR**

The Professional Activities Committees for Engineers (PACE) is a grassroots network of IEEE volunteers and committees organized at the Section level. The PACE Network promotes the professional status of the electrical engineering profession and of IEEE membership and provides a mechanism for communication of members' views on their professional needs.

The usual term of office for the position of PACE 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.
  - a. Contact committee members to set up a convenient time to meet
  - b. Plan for several meetings in advance
  - c. Determine goals for the year
  - d. Delegate assignments to committee members
2. For background information, review IEEE documents including [IEEE Bylaws](#), [Policy Manual](#), and [RAB \(Regional Activities Board\) Operations Manual](#), as they relate to professional or career activities especially to legal activities such as political advocacy (lobbying) (*By 31 January*). You can find links for these documents at [www.ieee.org/officers](http://www.ieee.org/officers).
3. Review the Section's demographics with relation to membership employed by academia, industry, and government.
4. With the approval of the Section Executive Committee, plan and execute programs to address the career development of the membership
5. Where appropriate, maintain information about career activities through the IEEE-USA Professional Development programs ([www.ieeeusa.org/PACE/](http://www.ieeeusa.org/PACE/)).
6. Where appropriate, maintain information about national society(ies) and their career development activities. ([www.ieee.org/organizations/tab/society.html](http://www.ieee.org/organizations/tab/society.html))
7. Keep abreast of latest IEEE member benefits relating to careers, including monitoring the IEEE Career & Employment Opportunities web page ([www.ieee.org/careers](http://www.ieee.org/careers)).
8. Maintain information about area job fairs and career expositions and promote these to the IEEE membership.

9. Submit regular reports to Section Executive Committee on status of Section's Professional/Career-related activities.
10. Communicate regularly with Regional Professional/Career Activities contact.
11. Pass on to successor all relevant records of office at the end of term.
12. 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).

**For additional information on officer training, go to [www.ieee.org/officers](http://www.ieee.org/officers)**