

# Job Descriptions for Volunteers and Staff of IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society (UFFC-S)

**Note 1:** Except for the tasks prescribed in the UFFC-S [Constitution](#) and [Bylaws](#), which must be followed, other tasks listed in this document are [intended](#) to serve as a [guide](#) to help volunteers and staff [to do a better job](#).

**Note 2:** This document [mainly](#) covers positions [referred](#) in the UFFC-S Constitution and Bylaws. Positions [within](#) a large number of UFFC-S [Committees](#) are [not](#) covered but they could be in [separate](#) documents.

*(Created: December 22, 2014; Latest Revision: [January 25, 2018](#))*

## Acknowledgements

This document has been sent out to [dozens](#) of people for review and comment. [So far](#), the following people (listed in a [random](#) order) and others have responded with suggestions, comments, corrections, additions, and/or edits. [Improvements](#) to this document have been made based on their inputs. Their [efforts](#) are greatly [appreciated](#):

(1) [Nazanin Bassiri-Gharb](#), (2) [Paul Reynolds](#), (3) [Clark T.-C. Nguyen](#), (4) [Sandy Cochran](#), (5) [Jacob L. Jones](#), (6) [Elizabeth Donley](#), (7) [Ayache Bouakaz](#), (8) [Mark Schafer](#), (9) [John Vig](#), (10) [Debra Coler](#), (11) [Dan Stevens](#), (12) [Jafar Saniie](#), (13) [Dragan Damjanovic](#), (14) [Aaron Partridge](#), (15) [Gerry Blessing](#), (16) [Brady Gibbons](#), (17) [David Howe](#), (18) [Pai-Chi Li](#), (19) [Zhen Xu](#), (20) [Alp Sehirlioglu](#), (21) [Barbara Malic](#), (22) [Shujun Zhang](#), (23) [Michael Tobar](#), (24) [Geoff Brennecka](#), (25) [James G. Miller](#), (26) [Jan Kuypers](#), (27) [Bernard R. Tittmann](#), (28) [Susan Trolier-McKinstry](#), (29) [Sidney Lang](#), (30) [Ronald G. Polcawich](#), (31) [Qifa Zhou](#), (32) [Lin Yi](#), (33) [Zuo-Guang Ye](#), (34) [Matteo Rinaldi](#), (35) [Steven Freear](#), (36) [Peter Lewin](#), (37) [Lori Bridal](#), (38) [Donald Malocha](#), (39) [Ahmad Safari](#), (40) [Cecile Floer](#), (41) [Torres Gabriela](#), (42) [Keith Wear](#), (43) [Ken-Ya Hashimoto](#), (44) [Clemens Ruppel](#), (45) [Takaaki Tsurumi](#), (46) [Paul Muralt](#), (47) [Lute Maleki](#), (48) [Jürgen Röedel](#), (49) [L. Scott Smith](#), (50) [Mingxi Wan](#), (51) [Kui Yao](#), (52) [Greg Weaver](#), (53) [Wan-Thai Hsu](#), (54) [Ashwin Seshia](#), (55) [Xiaoning Jiang](#), (56) [James B. Spicer](#), (57) [Yook-Kong Yong](#), (58) [Manfred Weihnacht](#), (59) [Joel Harley](#), (60) [Jamie Zink](#), (61) [Mehak Chopra](#), (62) [Dana Weinstein](#), (63) [Georg Schmitz](#), and others.

## Introduction

This “Job Descriptions” document was created on December 22, 2014 when I was the President of IEEE UFFC-S. Dr. [John Vig](#), a past UFFC-S President and IEEE President, and [others](#) have suggested me to write a Job Descriptions document. Finally, the first draft of the document was produced on August 9, 2017. I would like to [thank](#) John and others for their [suggestions](#).

This document [mainly](#) covers UFFC-S positions mentioned in the [UFFC-S Constitution](#) and [UFFC-S Bylaws](#). Positions within a large number of UFFC-S [Committees](#) could be covered in [separate](#) documents.

Many of the [requirements](#) for each position in this document are taken from the [UFFC-S Constitution](#) and [UFFC-S Bylaws](#). Efforts have been made to [convey](#) the information in the Constitution and Bylaws as [faithfully](#) as possible. However, in case there are any [ambiguities](#) in the document, the Constitution and Bylaws themselves should be [checked](#) and [followed](#).

The UFFC-S Constitution and UFFC-S Bylaws are [higher-level governing documents](#) that the UFFC-S, including the UFFC-S Administrative Committee ([AdCom](#)), should follow. Any [actions](#) or [motions](#) that are passed by the AdCom but are in [conflict](#) with the UFFC-S Constitution or Bylaws should be [invalid](#). Thus, it is important for us to be familiar with the UFFC-S Constitution and Bylaws.

Although UFFC-S AdCom could change the Constitution and Bylaws, it should follow the procedures prescribed in the Constitution and Bylaws for [amendments](#): (i) A [committee](#) such as the Constitution and Bylaws Review and Revision Committee would need to be formed; (ii) The amendments are then reviewed by AdCom for at least [30 days](#); (iii) [2/3](#) affirmative votes of [all](#) Voting Members of AdCom on the amendments are required; (iv) The AdCom-approved amendments need to be sent to the [IEEE Vice President for Technical Activities](#) for approval; (v) The IEEE-approved amendments then need to be [announced](#) to UFFC-S membership, and, in the case of changes to the [Constitution](#), the amendments also require a commenting period by the UFFC-S membership for at least [30 days](#).

Each section (one section per position) [starts off](#) with a subsection referred to as “[General Items](#)” that provides common requirements and/or information that may apply across multiple sections, making each section [self contained](#). As a result, this allows the reader to directly navigate to a section(s) of interest, i.e. by using a [search](#), or [bookmarks](#) on the left hand side or the [Table of Contents](#) of the PDF version of the document.

In addition, the AdCom and Committee meeting guidelines that are prescribed in the IEEE and UFFC-S governing documents and are very important for UFFC-S [leaders](#) and [volunteers](#) have been summarized in one place (right after the Table of Contents) at “[Common AdCom and Committee Meeting Guidelines](#)” (one can click on the underlined text to view the guidelines). These guidelines are also linked from relevant sections for easy access.

Notice that the tasks listed in the Subsection “[Responsibilities and Information from the UFFC-S Bylaws](#)” within each section are prescribed in the UFFC-S Constitution and Bylaws and thus must be followed. However, the tasks in Subsections “[Additional Responsibilities and Information Not in the UFFC-S Bylaws](#)”, “[Helpful Suggestion\(s\)](#)”, and others are [intended](#) to serve as a [guide](#) to help volunteers [to do a better job](#).

I hope that this document is much [easier](#) to read than the UFFC-S Constitution and Bylaws in terms of job descriptions of various positions, and hope that it clarifies [specific tasks](#) that the volunteers in each position are [expected](#) to perform and [save time](#) of our busy volunteers. This, in turn, could improve the governance of the UFFC-S.

--- Jian-yu Lu, Ph.D., IEEE Fellow, 2014-2015 President of IEEE UFFC-S, August 14, 2017.

Some useful documents are listed below:

**(1)** The UFFC-S [Constitution](#) ([August 16, 2017](#) version) and UFFC-S [Bylaws](#) ([May 23, 2017](#) version) referred in this document are accessible from the UFFC-S website at:

- (a)** <https://iee-uffc.org/about-us/governing-documents/uffc-constitution/>
- (b)** <https://iee-uffc.org/about-us/governing-documents/uffc-bylaws/>

(2) Many volunteers would like to learn more about [travel support](#) provided by the UFFC-S. The latest travel support policy is accessible via the UFFC-S website at:

(a) [http://ieee-uffc.org/wp-content/uploads/2016/11/UFFC-S\\_Travel\\_Reimbursement\\_Policy.pdf](http://ieee-uffc.org/wp-content/uploads/2016/11/UFFC-S_Travel_Reimbursement_Policy.pdf)

(3) For anyone who would like to learn more about UFFC-S, a [Wikipedia](#) page may be a good place to start:

(a) [http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/05\\_uffcs\\_on\\_wikipedia.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/05_uffcs_on_wikipedia.pdf) (PDF version)

(b) [http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/05\\_uffcs\\_on\\_wikipedia.doc](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/05_uffcs_on_wikipedia.doc) (DOC version)

(c) [https://en.wikipedia.org/wiki/IEEE\\_Ultrasonics,\\_Ferroelectrics,\\_and\\_Frequency\\_Control\\_Society](https://en.wikipedia.org/wiki/IEEE_Ultrasonics,_Ferroelectrics,_and_Frequency_Control_Society)

## Table of Contents

**ACKNOWLEDGEMENTS.....1**

**INTRODUCTION .....1**

**TABLE OF CONTENTS .....4**

**IMPORTANT: COMMON ADCOM AND COMMITTEE MEETING GUIDELINES.....8**

**1. PRESIDENT (VOTING MEMBER).....10**

1.1. GENERAL ITEMS .....10

1.2. RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....10

1.3. ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....13

1.4. HELPFUL SUGGESTION(S).....16

**2. PRESIDENT-ELECT (VOTING MEMBER) .....17**

2.1. GENERAL ITEMS .....17

2.2. RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....17

2.3. ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....18

2.4. HELPFUL SUGGESTION(S).....19

**3. JUNIOR PAST PRESIDENT (VOTING MEMBER).....20**

3.1. GENERAL ITEMS .....20

3.2. RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....20

3.3. ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....20

**4. SENIOR PAST PRESIDENT (VOTING MEMBER).....21**

4.1. GENERAL ITEMS .....21

4.2. RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....21

**5. UFFC-S SECRETARY (VOTING MEMBER) .....22**

5.1. GENERAL ITEMS .....22

5.2. RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....22

5.3. ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....23

**6. UFFC-S TREASURER (VOTING MEMBER) .....25**

6.1. GENERAL ITEMS .....25

6.2. RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....25

6.3. ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....25

**7. VICE PRESIDENT FOR ULTRASONICS (VOTING MEMBER).....27**

7.1. GENERAL ITEMS FOR STANDING COMMITTEES.....27

7.2. RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....27

7.3. ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....28

7.4. HELPFUL SUGGESTION(S).....29

**8. VICE PRESIDENT FOR FERROELECTRICS (VOTING MEMBER).....30**

8.1. GENERAL ITEMS FOR STANDING COMMITTEES.....30

8.2. RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....30

8.3. ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....31

8.4. HELPFUL SUGGESTION(S).....32

**9. VICE PRESIDENT FOR FREQUENCY CONTROL (VOTING MEMBER).....33**

9.1. GENERAL ITEMS FOR STANDING COMMITTEES.....33

9.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	33
9.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS .....	34
9.4.	HELPFUL SUGGESTION(S) .....	35
<b>10.</b>	<b>VICE PRESIDENT FOR SYMPOSIA (VOTING MEMBER) .....</b>	<b>36</b>
10.1.	GENERAL ITEMS FOR STANDING COMMITTEES .....	36
10.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	36
10.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS .....	37
<b>11.</b>	<b>VICE PRESIDENT FOR FINANCE (VOTING MEMBER) .....</b>	<b>38</b>
11.1.	GENERAL ITEMS FOR STANDING COMMITTEES .....	38
11.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	38
11.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS .....	39
<b>12.</b>	<b>VICE PRESIDENT FOR PUBLICATIONS (VOTING MEMBER) .....</b>	<b>41</b>
12.1.	GENERAL ITEMS FOR STANDING COMMITTEES .....	41
12.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	41
12.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS .....	42
<b>13.</b>	<b>UFFC-S NEWSLETTER EDITOR-IN-CHIEF (EIC) .....</b>	<b>43</b>
13.1.	GENERAL ITEMS .....	43
13.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	43
13.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS .....	43
<b>14.</b>	<b>UFFC-S WEB EDITOR-IN-CHIEF (EIC) .....</b>	<b>45</b>
14.1.	GENERAL ITEMS .....	45
14.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	45
14.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS .....	46
<b>15.</b>	<b>EDITOR-IN-CHIEF (EIC) OF IEEE TUFFC .....</b>	<b>47</b>
15.1.	GENERAL ITEMS .....	47
15.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	47
15.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS .....	48
15.4.	USEFUL RESOURCE(S) OR INFORMATION .....	48
<b>16.</b>	<b>EDITOR-IN-CHIEF-ELECT (EIC-ELECT) OF IEEE TUFFC .....</b>	<b>49</b>
16.1.	GENERAL ITEMS .....	49
16.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	49
16.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS .....	49
16.4.	USEFUL RESOURCE(S) OR INFORMATION .....	49
<b>17.</b>	<b>ASSOCIATE EDITORS AND EDITORIAL BOARD MEMBERS OF IEEE TUFFC .....</b>	<b>50</b>
17.1.	GENERAL ITEMS .....	50
17.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	50
<b>18.</b>	<b>GUEST EDITORS OF IEEE TUFFC .....</b>	<b>51</b>
18.1.	GENERAL ITEMS .....	51
18.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	51
<b>19.</b>	<b>SYMPOSIUM PROCEEDINGS EDITOR .....</b>	<b>52</b>
19.1.	GENERAL ITEMS .....	52
19.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	52
19.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS .....	52
19.4.	HELPFUL SUGGESTION(S) .....	52
<b>20.</b>	<b>UFFC-S AWARDS CHAIR .....</b>	<b>54</b>
20.1.	GENERAL ITEMS FOR STANDING COMMITTEES .....	54
20.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	54

20.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....	55
<b>21.</b>	<b>UFFC-S FELLOWS CHAIR.....</b>	<b>57</b>
21.1.	GENERAL ITEMS FOR STANDING COMMITTEES.....	57
21.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	57
21.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....	58
<b>22.</b>	<b>UFFC-S HISTORY CHAIR .....</b>	<b>59</b>
22.1.	GENERAL ITEMS FOR STANDING COMMITTEES.....	59
22.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	59
22.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....	60
<b>23.</b>	<b>UFFC-S MEMBER SERVICES CHAIR .....</b>	<b>61</b>
23.1.	GENERAL ITEMS FOR STANDING COMMITTEES.....	61
23.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	61
23.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....	62
<b>24.</b>	<b>UFFC-S CHAPTERS CHAIR.....</b>	<b>63</b>
24.1.	GENERAL ITEMS FOR STANDING COMMITTEES.....	63
24.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	63
24.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....	64
<b>25.</b>	<b>UFFC-S WOMEN-IN-ENGINEERING (WIE) CHAIR.....</b>	<b>65</b>
25.1.	GENERAL ITEMS FOR STANDING COMMITTEES.....	65
25.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	65
25.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....	66
<b>26.</b>	<b>UFFC-S EDUCATION CHAIR .....</b>	<b>67</b>
26.1.	GENERAL ITEMS FOR STANDING COMMITTEES.....	67
26.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	67
26.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....	68
<b>27.</b>	<b>UFFC-S NOMINATIONS CHAIR .....</b>	<b>69</b>
27.1.	GENERAL ITEMS FOR STANDING COMMITTEES.....	69
27.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	69
27.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....	71
27.4.	HELPFUL SUGGESTION(S).....	71
<b>28.</b>	<b>UFFC-S STANDARDS CHAIR .....</b>	<b>73</b>
28.1.	GENERAL ITEMS FOR STANDING COMMITTEES.....	73
28.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	73
28.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....	74
<b>29.</b>	<b>UFFC-S STRATEGIC PLANNING CHAIR.....</b>	<b>75</b>
29.1.	GENERAL ITEMS FOR STANDING COMMITTEES.....	75
29.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	75
29.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....	76
29.4.	HELPFUL SUGGESTION(S) AND INFORMATION .....	76
<b>30.</b>	<b>UFFC-S AD HOC COMMITTEE CHAIRS .....</b>	<b>77</b>
30.1.	GENERAL ITEMS .....	77
30.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	77
30.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....	77
<b>31.</b>	<b>ELECTED ADCOM MEMBERS (12 MEMBERS) (VOTING MEMBERS).....</b>	<b>78</b>
31.1.	GENERAL ITEMS .....	78
31.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	78
31.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....	78

31.4.	USEFUL RESOURCE(S) OR INFORMATION.....	78
<b>32.</b>	<b>ADCOM STUDENT REPRESENTATIVES .....</b>	<b>80</b>
32.1.	GENERAL ITEMS .....	80
32.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	80
32.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....	81
<b>33.</b>	<b>ADCOM EMERITI.....</b>	<b>82</b>
33.1.	GENERAL ITEMS .....	82
33.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	82
33.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....	82
<b>34.</b>	<b>UFFC-S REPRESENTATIVES .....</b>	<b>83</b>
34.1.	GENERAL ITEMS .....	83
34.2.	RESPONSIBILITIES NOT SPECIFIED IN THE UFFC-S BYLAWS.....	83
34.3.	HELPFUL SUGGESTION(S).....	84
<b>35.</b>	<b>GENERAL CHAIRS OF UFFC-S SYMPOSIA .....</b>	<b>85</b>
35.1.	GENERAL ITEMS .....	85
35.2.	RESPONSIBILITIES AND INFORMATION FROM THE UFFC-S BYLAWS .....	85
35.3.	ADDITIONAL RESPONSIBILITIES AND INFORMATION NOT IN THE UFFC-S BYLAWS.....	86
35.4.	USEFUL RESOURCE(S) OR INFORMATION.....	88
<b>36.</b>	<b>UFFC-S ADMINISTRATOR(S) .....</b>	<b>91</b>
36.1.	GENERAL ITEMS .....	91
36.2.	GENERAL RESPONSIBILITIES .....	91

## **IMPORTANT: Common AdCom and Committee Meeting Guidelines**

From Section 3.2 of UFFC-S Bylaws (the rules apply to both AdCom and any committee meetings):

- (1) Any member of AdCom (or a committee) can make or second a **motion**. Motions from a **committee** to AdCom do not need a second.
- (2) A **quorum** in an AdCom (or a committee) meeting is defined as a majority of **all** Voting Members of AdCom (or the committee). If the quorum in a meeting is not met, only **informal discussions** may be held.
- (3) Quorum shall be **determined** at the **beginning** of the meeting by the **presiding officer**. Any **Voting Member** can request to **verify** that a Quorum is present **at any point of time** during the meeting.
- (4) In a meeting (in-person, or by any means of telecommunication, or by a combination of the two methods) where the Quorum is met, **approval of an action** by AdCom (or a committee) means an affirmative vote of a majority of Voting Members who are **present** at the meeting when the vote is taken (the word “**present**” in this context means a **physical presence** in the **meeting room** or participation via **telecommunications** equipment allowing all persons participating in the meeting to **hear each other** at the **same time**), **except** for the following cases where more stringent voting requirements may be needed (see **UFFC-S Constitution: Sections 5.1.3, 5.3.2, 5.4, and 8**, and **UFFC-S Bylaws: Sections 3.2.3.2, 3.2.4, 3.3, 3.5, 3.6.3, 5.1, and 6** for specific voting requirements):
  - a. Ratifications of appointments of **Standing Committee Chairs**
  - b. Filling **vacancies** on **unexpired** terms
  - c. **Removal** of members
  - d. Election of **President-Elect**
  - e. **Email voting** (see below)
  - f. Call for **special meetings** (see below)
  - g. **Amendments** of Constitution and Bylaws
- (5) When participating via **telecommunication**, the **vote** of a Voting Member of AdCom (or a committee) shall be **counted only** if the telecommunications equipment allows all persons participating in the meeting to **hear each other** at the **same time**.
- (6) In **email voting**, the following procedures should be followed:
  - a. An affirmative vote of a majority of **all AdCom (or committee) members** eligible to vote shall be required to approve the action
  - b. The **action item(s)** shall be distributed to all AdCom (or committee) members for discussion along with **background** information of the item(s) at least **1 (one) week** before the discussion deadline
  - c. The results of the vote should be **announced** to the members of AdCom (or a committee) **as soon as** the voting is completed
  - d. The voting items(s) and the results shall be filed in the **meeting minutes**



- e. Should a Voting Member of AdCom (or a committee) feel that e-mail is an insufficient conduit for discussion, that Voting member may move to have the action considered via a **Special Meeting**. The Special Meeting can be held **only** when the **motion** is **approved**.
- (7) **Special Meetings** may be called by the UFFC-S President (or the Chair of a committee), or by an AdCom (or a committee) **motion** that is **approved** to call for such meetings.
- (8) An “**Abstain**” vote in a meeting or email voting means a “**No**” vote.
- (9) Meetings of AdCom (or a committee) shall be **governed** by rules in the following order (the one listed first takes the **precedent**):
  - a. **IEEE** governing documents such as (i) IEEE **Constitution**, (ii) IEEE **Bylaws**, (iii) IEEE **Policies**, and (iv) various IEEE **Operations Manuals**
  - b. **UFFC-S** governing documents such as (i) UFFC-S **Constitutions**, (ii) UFFC-S **Bylaws**, (iii) UFFC-S **Policies**, and (iv) various UFFC-S **Operations Manuals**, and (v) **miscellaneous** documents such as this **Job Descriptions** document
  - c. **Robert’s Rules of Order**

**From Section 6 of UFFC-S Constitution (the rules apply to both AdCom and any committee meetings):**

- (10) The **Presiding Officer** of AdCom (or a committee) shall have **no vote** on AdCom (or the committee) except:
  - a. If the vote is by **secret ballot**
  - b. Unless the Presiding Officer’s vote can **change the outcome** of the vote
  - c. Or, unless otherwise stipulated in the **UFFC-S Bylaws**
- (11) Individuals holding more than one position on AdCom (or a committee) shall be limited to **one vote** on each matter being considered by AdCom (or the committee).
- (12) **Proxy voting** is not allowed.
- (13) **Section 5 of UFFC-S Constitution**: “The **President** shall be an **ex-officio** member of **all** committees of the UFFC-S.” Thus, the UFFC-S President shall be **invited** to all committee **meetings**.

**From Section I.300 of IEEE Bylaws:**

- (14) **IEEE Bylaws**: “Meetings of the IEEE Board of Directors, Major Boards, and other **organizational units** shall be open for attendance by any **IEEE member** or **staff**.”
  - a. Thus, except in **executive sessions** where matters such as personal disciplinary actions are taking place, any IEEE member has the **right and privilege** to attend any of the UFFC-S AdCom meetings, UFFC-S committee meetings, as well as IEEE meetings.
  - b. However, attendees who are not invited may not be recognized to **speak** or take **food and beverage** provided by the meeting, **unless** specifically allowed by the **Presiding Officer** of the meeting.
  - c. **Note**: IEEE UFFC-S is one of the IEEE “**organizational units**”.

## 1. President (Voting Member)

### 1.1. General Items

**Term of Office:** [Two years](#) from January 1 of the first year in office until December 31 of the second year. (The retiring President shall not be eligible for election to the office of President-Elect for a period of [ten years](#) after completing the term of the office of President.)

**Method of Appointment:** By [succession](#) ([Section 3.5.1 of UFFC-S Bylaws](#): “The President-Elect assumes the Presidency at the conclusion of the outgoing President’s term.”)

**Attendance:** Regularly scheduled [AdCom meetings](#) (presides on the meetings) (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in [Section 3.3 of the UFFC-S Bylaws](#) and [Section 5.4 of the UFFC-S Constitution](#).)

**Report:** Make [oral](#) and [written](#) reports to AdCom in regularly scheduled AdCom meetings.

**Turn Over:** [Provide](#) a complete, comprehensive [turnover](#) to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the [beginning](#) (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The [requirements](#) below are [general](#) guidelines and serve only as [minimum](#) requirements.

### 1.2. Responsibilities and Information from the UFFC-S Bylaws

(The [duties](#) and [responsibilities](#) below are [compiled](#) from information spread in [multiple](#) sections of the [UFFC-S Constitution](#) and [UFFC-S Bylaws](#) --- **Note:** UFFC-S Constitution and UFFC-S Bylaws always take [precedent](#) over this document.)

- (1) [Lead](#) the [affairs](#) of the Society, as defined in [Article 5 of the UFFC-S Constitution](#).
- (2) [Speak](#) for the Society on all [matters](#) not specifically delegated to others.
- (3) [Promote](#) the [interest](#) of the Society and the IEEE where the President or designee is automatically a member of certain IEEE committees.
- (4) Be well informed of [activities](#) of all UFFC-S [committees](#). (Notice that in [Section 5.3.3 of the UFFC-S Constitution](#), the President shall be an [ex-officio](#) member of all committees of the UFFC-S.) (The Chairs of all Standing Committees and [Ad Hoc](#) Committees are tasked to copy to the President whenever they send out a meeting notice to their committee members since the President is an ex-officio member of all these committees. See the “General Items for Standing Committees” or “General Items” included in the Job Description of each committee.)
- (5) Hold AdCom meetings at least [twice](#) a year and [preside](#) all AdCom meetings during the term.
- (6) In [Section 3.8 of the UFFC-S Bylaws](#): “A minimum of two [AdCom Emeriti](#), not including those who are currently serving in other positions as AdCom Members, shall be [invited](#) by the President to attend [each](#) AdCom meeting.”

- (7) Organize [email discussions](#) and [voting](#).
- (8) Make sure that [actions](#) and [motions](#) passed by UFFC-S AdCom would **not** be in [conflict](#) with the [UFFC-S Bylaws and Constitution](#), which always take [precedent](#). (If AdCom does not like some rules and regulations prescribed in the UFFC-S Bylaws and Constitution, it could only suggest making [amendments](#) to these documents and then follow all of the procedures prescribed in [Article 8 of UFFC-S Constitution](#) for amendments.)
- (9) Make [appointments](#) (when contacting prospective candidates for appointments, a copy of this document may be included since the candidates may want to know first what they need to do if they are appointed):
- a. 16 [Standing Committee Chairs](#). (**Note** that in [Section 5 of the UFFC-S Bylaws](#): “(i) Standing Committee Chairs shall be [appointed](#) by the [President](#) (by the [President-Elect](#) in the year prior to beginning to serve as President for terms starting on January 1 of the following year) and (ii) [ratified](#) by an affirmative vote of a majority of [all Elected AdCom Members](#). (iii) While the terms of office shall be [one year](#), consecutive terms of office are [not limited](#) by these Bylaws.”) (Also **note** that: The [Nominations Chair](#) shall be the [Junior Past President](#). If the Junior Past President is not available, the most recent Past Chair of the Nominations Committee or an available Past President of the UFFC-S shall be the Chair. In extenuating circumstances, a different individual may be appointed to this position.)
  - b. Editor-in-Chief-Elect ([EIC-Elect](#)) of TUFFC as needed. (Note that in [Section 5 of the UFFC-S Bylaws](#): “The UFFC-S [President](#), with the review and approval of AdCom, shall [appoint](#) a Transactions EIC-Elect [at least](#) one year before the expiration of the last term of incumbent EIC or [as soon as possible](#) should the EIC-Elect position become vacant, with input from the Vice President for Publications, the incumbent EIC, and AdCom.”)
  - c. UFFC-S [Secretary](#) and UFFC-S [Treasurer](#). (Note that in [Section 3.6 of the UFFC-S Bylaws](#): Whether Secretary and Treasurer are separate positions or one combined position is left to the discretion of the individual making the appointment.)
  - d. 3 Junior AdCom [Student Representatives](#) per year, one from each of the 3 UFFC-S technical areas. (Note that: In [Section 3.7 of UFFC-S Bylaws](#): (i) “The Student Representatives shall be [appointed](#) by the [President](#) (by the [President-Elect](#) in the year prior to beginning to serve as President for terms starting on January 1 of the following year).” (ii) “It is desirable that Student Representatives [remain students](#) during their term of service. If a Student Representative cannot complete his or her term, a [replacement](#) shall be appointed by the [President](#) to serve the remainder of the term of the student.” (iii) “There shall be up to three Junior and three Senior Student Representatives to AdCom, [no more than two](#) from any of the three [Society technical areas](#).”)
  - e. [Ad Hoc Committee](#) Chairs. (In [Section 5.2 of the UFFC-S Bylaws](#): “The [President](#) shall define the [purpose](#) of the Committee and may provide [guidance](#) for how long the Committee shall be constituted, the number of members the Committee shall have, how the members are to be selected, and the [terms of office](#) of the Chair and the members. All Ad Hoc Committees should [disband](#) at the end of the calendar year or the end of the appointing [President's](#) term of office. The Ad Hoc Committee may be [reappointed](#) by the [President's](#) successor.”)
  - f. [UFFC-S Representatives](#) to other IEEE Societies, Councils, Committees, Journals, and entities outside of IEEE such as SPAWDA conference. (UFFC-S may pay [money](#) to

some IEEE Councils and Committees and may provide travel supports for some UFFC-S Representatives to attend meetings of the Councils, Committees, and others such as SPAWDA. Thus, it is important for UFFC-S to see some **benefits**. The President could request that the UFFC-S Representatives answer the following questions in their oral and/or written **reports**: (i) what **activities** have taken place in your representations areas; (ii) how these activities may be **related** to the UFFC-S; (iii) your suggestions and recommendations as to what could be done to have UFFC-S **benefit** more from the representation; (iv) anything else that you feel **worth** to report; and (v) if there are **no updates** from the last report, please state so in your written report to the UFFC-S AdCom meeting.) – Note: This appointment is not mentioned in the UFFC-S Bylaws but it is something that the President or President-Elect has to do and it is convenient to put it here together with other appointments.

- (10) Fill in **vacancies** of both elected and appointed members of AdCom on their **unexpired** terms. Such appointments shall be ratified by an affirmative vote of a majority of **all Elected AdCom Members**.
- (11) Preside on the **election** of **President-Elect** at the last AdCom meeting in an election year (see **Section 3.5 of UFFC-S Bylaws**):
  - a. The election shall be by **secret** ballot.
  - b. The incumbent President **shall not vote** unless there is a tie.
  - c. In the event that **fewer than two nominees** are available, **exemption** to proceed with one nominee shall be obtained from the IEEE Vice President for Technical Activities. An affirmative vote of **two-thirds** of all Voting Members of AdCom is required to elect the single nominee. (Asking for approval of the **IEEE Vice President for Technical Activities** is the job of the **UFFC-S Nominations Chair**.)
  - d. When there is **more than one nominee**, an affirmative vote of a **majority of all AdCom Members who are eligible to vote** shall determine the election. (Currently, there are 24 Voting Members of AdCom including the President. Since the President has no vote unless there is a tie, there will be 23 eligible voters. Thus, the President-Elect should be elected by at least **12** “Yes” votes, which is the majority of the 23 eligible voters.)
  - e. In the case that there are **more than two nominees**, and **no nominee receives the required number of votes**, which is **12** as explained above, the nominee who received the **least** votes shall be removed, and the voting repeated.
  - f. Candidates may be invited to make **brief statements** and answer questions from the floor at the discretion of the President, provided such opportunity is uniformly offered to all candidates under consideration prior to the AdCom meeting.
  - g. Conduct the **election process** with the assistance of the Society Secretary and appropriate administrator(s).
- (12) Prepare and arrange time for possible **travels** each year (although some of the travels are not specified in the UFFC-S Bylaws but they are listed below for convenience):
  - a. **2** scheduled **AdCom meetings** (usually collocated with annual UFFC-S symposia or Technical Standing Committee meetings)
  - b. **3** annual UFFC-S **symposia** (including up to 3 Technical **Standing Committee meetings** collocated with the symposia or collocated with the AdCom meetings)

- c. 3 IEEE Technical Activities Board (TAB) meetings
- d. Up to 3 Technical Standing Committee meetings that are not collocated with either the symposia or AdCom meetings if there are such meetings
- e. 1 optional IEEE Panel of Editors (POE) meeting
- f. 1 optional IEEE Panel of Conference Organizers (POCO) meeting
- g. Miscellaneous meetings that the President deems necessary

### **1.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) Check with the UFFC-S Secretary to make sure that he/she has notified IEEE whom the new UFFC-S President-Elect is before the start of the term of the new President-Elect so that the new President-Elect can get all important emails from IEEE right from the beginning of his/her term.
- (2) Notify all IEEE Council Presidents and Steering Committee Chairs of the Journals on the newly appointed UFFC-S Representatives before the start of their term in the following year. (If there are no changes of these appointments during the term of office of the President, this task may be omitted.)
- (3) Provide the following information for the IEEE Fellow Committee Chair, Vice-Chair, and Fellow Activities Staff to avoid UFFC-S Fellow nominations not being considered by the IEEE Fellows Committee (the deadline is January 31 at 11:59 p.m. US Eastern Time of each year according to Section 9.5.1 of the IEEE Fellow Committee Operations Manual at [https://www.ieee.org/membership\\_services/fellow-operations-manual-2017.pdf](https://www.ieee.org/membership_services/fellow-operations-manual-2017.pdf) or [https://www.ieee.org/membership\\_services/membership/fellows/about\\_fellows.html](https://www.ieee.org/membership_services/membership/fellows/about_fellows.html) where it states that the President is responsible for this task) (coordinate with the UFFC-S Fellows Committee Chair for this task):
  - a. The name of the UFFC-S Fellow (Evaluating) Committee Chair
  - b. The complete roster of the UFFC-S Fellow (Evaluating) Committee
- (4) Annually (around November) send out a Congratulation letter to newly elected AdCom members, including the following information so that they could be prepared and be active from Day 1 of their terms:
  - a. Information on Operations of IEEE UFFC-S AdCom:  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/02\\_info\\_on\\_adcom\\_operations.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/02_info_on_adcom_operations.pdf)
  - b. Job Descriptions for Volunteers and Staff of IEEE UFFC-S (this document):  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/03\\_uffcs\\_job\\_descriptions\\_lu.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/03_uffcs_job_descriptions_lu.pdf)
  - c. UFFC-S Travel and Reimbursement Policy:  
[http://ieee-uffc.org/wp-content/uploads/2016/11/UFFC-S\\_Travel\\_Reimbursement\\_Policy.pdf](http://ieee-uffc.org/wp-content/uploads/2016/11/UFFC-S_Travel_Reimbursement_Policy.pdf)
  - d. UFFC-S Bylaws:  
<https://ieee-uffc.org/about-us/governing-documents/uffc-bylaws/>
  - e. UFFC-S Constitution:  
<https://ieee-uffc.org/about-us/governing-documents/uffc-constitution/>

- (5) Assign tasks to the 12 [Elected AdCom Members](#) to increase their participations whenever possible. (One thought is: “To the extent possible, each Elected AdCom Member should come up with at least one [initiative](#) per year with a plan for execution.”)
- (6) Determine the [locations](#) and approximate [dates](#) of the next [two](#) AdCom meetings in the following year whenever possible. This helps AdCom members and UFFC-S Representatives to plan their busy schedules earlier. (If the locations and approximate dates of the AdCom meetings in your entire two-year presidency could be determined, it would be even better.)
- (7) Work with the UFFC-S Secretary to send out [details](#) of the [next](#) AdCom meeting to [AdCom members](#) and [UFFC-S Representatives](#) at least [3 months](#) before the meeting to help attendees to plan their trips and to possibly get lower airfares.
- (8) Send out a notice of any [Standing Committee meetings](#) and [Ad Hoc Committee meetings](#) collocated with the AdCom meetings to [AdCom Members](#) and [UFFC-S Representatives](#) so that they could also attend these meetings if they are available. (You should have this information since all committee Chairs are asked to copy their meeting notices to you as you are an ex-official member of their committees.)
- (9) Inform the [UFFC-S Treasurer](#) any motions passed that have [financial impact](#) to UFFC-S so that the Treasurer could prepare the contracts and payments.
- (10) Present updates from [IEEE Meetings Series](#) that may be relevant to UFFC-S during the AdCom meetings.
- (11) Preparation of [President's Reception](#).
  - a. [Invitation](#) (send out a notice at least [one month](#) before the date of the Reception). It is at the discretion of the President as to whom to invite, but for convenience and reference, some invitees in the past are listed below:
    - i. Symposium [Organizing Committee](#) members and [Chair](#) of the Standing Committee that is responsible for the symposium
    - ii. [Sponsors](#) of the symposium that the General Chair(s) and the Chair of the Standing Committee would like to invite
    - iii. Student Paper Competition [finalists](#)
    - iv. Symposium [TPC Group Chairs](#) and [TPC members](#)
    - v. [Members](#) of the [Standing Committee](#) that is responsible for the symposium
    - vi. [Plenary](#) speaker(s)
    - vii. UFFC-S as well as the respective Technical Standing Committee [award](#) recipients
    - viii. [AdCom members](#) and [UFFC-S Representatives](#) who are available for the reception
    - ix. [Guests](#) of the invitees above
  - b. [Logistics](#) (prepare it early, at least [3 months](#) in advance, with the conference organizing committee to avoid issues):
    - i. A [room](#) of adequate size
    - ii. Finger [food](#) and [drinks](#) (no need of too much food if a General Reception is to follow the President’s Reception)

- iii. A [microphone](#)
  - iv. Get [Certificates of Appreciations](#) to be handed out to, for example, (i) Organizing Committee, (ii) TPC Group Chairs, (iii) Sponsors, and (iv) Student Paper Competition finalists
  - c. [Consult](#) with the [General Chair\(s\)](#) on preparation and presentation of the [Certificates of Appreciations](#) for the symposium organizers (the [General Chair\(s\)](#) will make the certificates with the help of UFFC-S Administrator)
- (12) Conduct [President's Student Reception](#) or other student-related activities if the President chooses to do so. <sup>1</sup>
- (13) [Prepare](#) the IEEE Society Review Committee (SRC) review when it is scheduled during your term. (The review is scheduled every [5 years](#) by IEEE.) (As a reference, several [past SRC reviews](#) were held in 2004, 2009, and 2014, respectively.)
- (14) Select [gifts](#) annually for AdCom members to appreciate their services (this is a recommended item and the gifts selected need to meet [IEEE financial rules](#)). (The UFFC-S Secretary and Administrator will handle the logistics.)
- (15) Give [Certificates of Appreciations](#) annually to those who are retiring from the AdCom. (Coordinate with the UFFC-S [Awards Chair](#) who will take care of the preparation of the Certificates with the UFFC-S Administrator.)
- (16) Present the following [items](#) to the [incoming President](#) during the [last](#) AdCom meeting of the term of the President (coordinate with the UFFC-S [Awards Chair](#) who will prepare these items with the help of the UFFC-S [Administrator](#)):
- a. A [gavel](#)
  - b. A [President Pin](#) (notice that the pin is different depending on if the incoming President is an IEEE Fellow or not)
- (17) Be [familiar](#) with:
- a. UFFC-S [Bylaws](#): <https://iee-uffc.org/about-us/governing-documents/uffc-bylaws/>
  - b. UFFC-S [Constitution](#): <https://iee-uffc.org/about-us/governing-documents/uffc-constitution/>
  - c. UFFC-S [Travel and Reimbursement Policy](#): [http://iee-uffc.org/wp-content/uploads/2016/11/UFFC-S\\_Travel\\_Reimbursement\\_Policy.pdf](http://iee-uffc.org/wp-content/uploads/2016/11/UFFC-S_Travel_Reimbursement_Policy.pdf)

---

<sup>1</sup> If the President decides to conduct a President's Student Reception, the information below from a previous event may be used as a reference: (i) Time: The day after the Plenary session of an IEEE IUS with a continental breakfast from 7:00-8:00 am. (ii) Number of attendees: about 100. (iii) Invitations were sent out about 1 month before the event to: (a) students who made advance registrations (at the end of the 1<sup>st</sup> day on-site registration, the invitations were sent again to the newly registered), (b) student paper competition finalists, (c) General Chair(s), TPC Group Chairs, and Chair of the Technical Standing Committee, (d) AdCom members and UFFC-S Representatives to interact with students. (iv) Announcements: (a) on conference website and (b) during plenary session. (v) Logistics are prepared at least 3 months in advance: (a) room, (b) microphone, and (c) breakfast, etc.

#### 1.4. Helpful Suggestion(s)

- (1) Follow a **good practice**: For any **AdCom motion**, the following **6 items** shall be accompanied whenever applicable:
  - a. **Background** information
  - b. **Pros**
  - c. **Cons**
  - d. **Financial** impact
  - e. **Who** will do it?
  - f. By **when** will it be done?
- (2) Suggest to place the **report (presentation)** from the UFFC-S **Finance** Committee early in the AdCom meeting agendas since it may affect actions and decisions of other items scheduled later.
- (3) Consider placing the **report (presentation)** from the UFFC-S **Strategic Planning** Committee early in the AdCom meeting agendas if feasible since issues raised by this Committee could also affect actions and decisions of other items scheduled later.
- (4) **Encourage** the Chairs of the three **Technical Standing Committees** to also attend the other two Technical Standing Committee meetings that the Chair does not belong to in order to learn from each other and share **best practices** among the Technical Standing Committees.
- (5) There are many committee meetings during each UFFC-S annual symposium. It would be beneficial to the President to attend as many of these **committee meetings** as possible.
- (6) It would be beneficial for Presidents to **read** the entire contents of **this document** to know what others are expected to do, and, in the case of non-performance or the UFFC-S Bylaws are not followed properly by some individuals, you could remind them or take corrective actions. This could improve overall UFFC-S governance.



## 2. President-Elect (Voting Member)

### 2.1. General Items

**Term of Office:** Two years from January 1 of the first year in office until December 31 of the second year with the following exceptions:

**Section 3.5.1 of UFFC-S Bylaws:**

- (1) “If a President is unable to complete the **first** year of office, the President-Elect shall become the President and shall complete the unexpired term vacated by the President, and then shall become the Junior Past President. The election for President-Elect shall be held as soon as practical.”
- (2) “If the President is unable to complete the **second** year of office, the President-Elect shall become the President and shall complete the unexpired term vacated by the President, and then shall serve the term as President for which he/she was originally elected.” (Also in this case, the election for President-Elect shall be held as soon as practical.)

**Method of Appointment:** By **election** of UFFC-S AdCom.

**Attendance:** Regularly scheduled **AdCom meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in **Section 3.3 of the UFFC-S Bylaws** and **Section 5.4 of the UFFC-S Constitution**.)

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

### 2.2. Responsibilities and Information from the UFFC-S Bylaws

(The **duties** and **responsibilities** below are **compiled** from information spread in **multiple** sections of the **UFFC-S Constitution** and **UFFC-S Bylaws** --- **Note:** UFFC-S Constitution and UFFC-S Bylaws always take **precedent** over this document.)

- (1) Perform **Presidential duties** in the President's absence or incapacity.
- (2) **Fulfill** other functions as directed by the **President** or by **AdCom**.
- (3) **Prepare** to become the President through the learning the process.
- (4) Make **appointments** in the year prior to serving as President for terms starting on January 1 of the following year (when contacting **prospective candidates** for appointments, a copy of this document may be included so that candidates know what their duties will be if appointed):
  - a. 16 **Standing Committee Chairs**. (**Note** that in **Section 5 of the UFFC-S Bylaws**: “(i) Standing Committee Chairs shall be **appointed** by the **President** (by the **President-Elect** in the year prior to beginning to serve as President for terms starting on January 1 of the following year) and (ii) **ratified** by an affirmative vote of a majority of **all Elected AdCom Members**. (iii) While the terms of office shall be **one year**, consecutive terms of office are **not limited** by these Bylaws.”) (Also **note** that: The **Nominations** Chair shall be

- the **Junior Past President**. If the Junior Past President is not available, the most recent Past Chair of the Nominations Committee or an available Past President of the UFFC-S shall be the Chair. In extenuating circumstances, a different individual may be appointed to this position.)
- b. Editor-in-Chief-Elect (**EIC-Elect**) of TUFFC as needed. (Note that in **Section 5 of the UFFC-S Bylaws**: “The UFFC-S **President**, with the review and approval of AdCom, shall **appoint** a Transactions EIC-Elect **at least** one year before the expiration of the last term of incumbent EIC or **as soon as possible** should the EIC-Elect position become vacant, with input from the Vice President for Publications, the incumbent EIC, and AdCom.”)
  - c. UFFC-S **Secretary** and UFFC-S **Treasurer**. (Note that in **Section 3.6 of the UFFC-S Bylaws**: Whether Secretary and Treasurer are separate positions or one combined position is left to the discretion of the individual making the appointment.)
  - d. 3 Junior AdCom **Student Representatives** per year, one from each of the 3 UFFC-S technical areas. (Note that: In **Section 3.7 of UFFC-S Bylaws**: (i) “The Student Representatives shall be **appointed** by the President (by the **President-Elect** in the year prior to beginning to serve as President for terms starting on January 1 of the following year).” (ii) “It is desirable that Student Representatives **remain students** during their term of service. If a Student Representative cannot complete his or her term, a **replacement** shall be appointed by the President to serve the remainder of the term of the student.” (iii) “There shall be up to three Junior and three Senior Student Representatives to AdCom, **no more than two** from any of the three **Society technical areas**.”)
  - e. **Ad Hoc Committee** Chairs. (In **Section 5.2 of the UFFC-S Bylaws**: “The President shall define the **purpose** of the Committee and may provide **guidance** for how long the Committee shall be constituted, the number of members the Committee shall have, how the members are to be selected, and the **terms of office** of the Chair and the members. All Ad Hoc Committees should **disband** at the end of the calendar year or the end of the appointing President's term of office. The Ad Hoc Committee may be **reappointed** by the President's successor.”)
  - f. **UFFC-S Representatives** to other IEEE Societies, Councils, Committees, Journals, and entities outside of IEEE such as SPAWDA conference. (UFFC-S may pay **money** to some IEEE Councils and Committees and may provide travel supports for some UFFC-S Representatives to attend meetings of the Councils, Committees, and others such as SPAWDA. Thus, it is important for UFFC-S to see some **benefits**. The President could request that the UFFC-S Representatives answer the following questions in their oral and/or written **reports**: (i) what **activities** have taken place in your representations areas; (ii) how these activities may be **related** to the UFFC-S; (iii) your suggestions and recommendations as to what could be done to have UFFC-S **benefit** more from the representation; (iv) anything else that you feel **worth** to report; and (v) if there are **no updates** from the last report, please state so in your written report to the UFFC-S AdCom meeting.) – Note: This appointment is not mentioned in the UFFC-S Bylaws but it is something that the President or President-Elect has to do and it is convenient to put it here together with other appointments.

### **2.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) In the second year of the term of the President-Elect, determine the **locations** and approximate **dates** of the next **two** AdCom meetings in the following year whenever possible. This helps

AdCom members and UFFC-S Representatives to plan their busy schedules earlier. (If the locations and approximate dates of your entire two-year presidency could be determined, it would be even better.)

- (2) In the second year of the term of the President-Elect, notify all IEEE Council Presidents and Steering Committee Chairs of the Journals on the newly appointed [UFFC-S Representatives](#) before the start of their term in the following year.
- (3) Chair the [UFFC-S Strategic Planning Committee](#) if you are appointed by the [President](#) and approved by the [Elected AdCom Members](#) to do so.
- (4) Present the following [items](#) to the [outgoing President](#) during the [last](#) AdCom meeting of the term of the President (coordinate with the UFFC-S [Awards Chair](#) who will prepare these items with the help of the UFFC-S [Administrator](#)):
  - a. A [wooden plaque](#)
  - b. A [Certificate of Appreciations](#)
  - c. A [Past-President Pin](#) (notice that the pins are different depending on if the retiring President is an IEEE Fellow or not)
  - d. A [gift](#), if there is any, from AdCom
- (5) Be [familiar](#) with:
  - a. UFFC-S [Bylaws](#): <https://ieeefcc.org/about-us/governing-documents/uffc-bylaws/>
  - b. UFFC-S [Constitution](#): <https://ieeefcc.org/about-us/governing-documents/uffc-constitution/>
  - c. UFFC-S [Travel and Reimbursement Policy](#): [http://ieeefcc.org/wp-content/uploads/2016/11/UFFC-S\\_Travel\\_Reimbursement\\_Policy.pdf](http://ieeefcc.org/wp-content/uploads/2016/11/UFFC-S_Travel_Reimbursement_Policy.pdf)

## 2.4. **Helpful Suggestion(s)**

- (1) Do your best to attend all [Technical Standing Committee meetings](#) of Ultrasonics, Ferroelectrics, and Frequency Control to be familiar with not just the Technical Standing Committee that the President-Elect belongs to, but also the other two. ([Travel support](#) is governed by the “[UFFC-S Travel and Reimbursement Policy](#)” as in the “[Introduction](#)” section at the beginning of this document.)
- (2) In addition to attending the required IEEE [training](#) sessions before becoming the President, also attend as many as possible the IEEE [Meeting Series](#) that includes the IEEE Technical Activities Board ([TAB](#)) meetings to establish a relationship with IEEE leaders and staff early, to be familiar with the TAB procedures, and to be better prepared to take over as the President (could start going to the Meeting Series in the first year of the term to just see what those meetings look like and find your interest in some IEEE committees and make your contributions).
- (3) It would be beneficial for the President-Elect to [read](#) the entire contents of [this document](#) to know what others are expected to do. After becoming the President, if some individuals are lack of performance or the UFFC-S Bylaws are not followed properly, you could remind them or take corrective actions. This could improve overall UFFC-S governance. Notice that the Section on the [President](#) contains some of the tasks that may also be relevant to the [President-Elect](#).

### 3. Junior Past President (Voting Member)

#### 3.1. General Items

**Term of Office:** **Two years** from January 1 of the first year following serving as the President, until December 31 of the following year.

**Method of Appointment:** By **succession**. (Section 3.6.5 of UFFC-S Bylaws: The Junior Past President is the immediate past president.)

**Attendance:** Regularly scheduled **AdCom meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

#### 3.2. Responsibilities and Information from the UFFC-S Bylaws

(**Compiled** mainly from Section 3.6.5 and possibly also from **other Sections of the UFFC-S Bylaws**.)

**Note:** UFFC-S Bylaws always take **precedent** over this document.)

(1) **Advise** and **support** the UFFC-S and its AdCom leadership.

(2) **Fill** roles as otherwise described in the **UFFC-S Bylaws**.

#### 3.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Chair the UFFC-S **Nominations** Committee. (Section 5.1.12 of the UFFC-S Bylaws: The Nominations Chair shall be the **Junior Past President**. If the Junior Past President is not available, the most recent Past Chair of the Nominations Committee or an available Past President of the UFFC-S shall be the Chair. In extenuating circumstances, a different individual may be appointed to this position.)

## 4. Senior Past President (Voting Member)

### 4.1. General Items

**Term of Office:** [Two years](#) from January 1 of the first year following serving as the Junior Past President, until December 31 of the following year.

**Method of Appointment:** By [succession](#). ([Section 3.6.5 of UFFC-S Bylaws](#): The Senior Past President is the prior past president.)

**Attendance:** Regularly scheduled [AdCom meetings](#) (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in [Section 3.3 of the UFFC-S Bylaws](#) and [Section 5.4 of the UFFC-S Constitution](#).)

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the [beginning](#) (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The [requirements](#) below are [general](#) guidelines and serve only as [minimum](#) requirements.

### 4.2. Responsibilities and Information from the UFFC-S Bylaws

([Compiled](#) mainly from [Section 3.6.5](#) and possibly also from [other Sections of the UFFC-S Bylaws](#).)

**Note:** UFFC-S Bylaws always take [precedent](#) over this document.)

(1) [Advise](#) and [support](#) the UFFC-S and its AdCom leadership.

(2) [Fill](#) roles as otherwise described in the [UFFC-S Bylaws](#).

## 5. UFFC-S Secretary (Voting Member)

### 5.1. General Items

**Term of Office:** Not Specified.

**Method of Appointment:** By the [President](#) (by the [President-Elect](#) in the year prior to beginning to serve as President for terms starting on January 1 of the following year). (Whether Secretary and Treasurer are separate positions or one combined position is left to the discretion of the individual making the appointment.)

**Attendance:** Regularly scheduled [AdCom meetings](#) (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in [Section 3.3 of the UFFC-S Bylaws](#) and [Section 5.4 of the UFFC-S Constitution](#).)

**Report:** Make [oral](#) and [written](#) reports to AdCom in regularly scheduled AdCom meetings.

**Turn Over:** [Provide](#) a complete, comprehensive [turnover](#) to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the [beginning](#) (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The [requirements](#) below are [general](#) guidelines and serve only as [minimum](#) requirements.

### 5.2. Responsibilities and Information from the UFFC-S Bylaws

([Compiled](#) mainly from [Section 3.6.4](#) and possibly also from [other Sections of the UFFC-S Bylaws](#).)

**Note:** UFFC-S Bylaws always take [precedent](#) over this document.)

The Secretary shall:

- (1) [Keep](#) the [records](#) of AdCom and maintain appropriate [files](#).
- (2) [Notify](#) the [place](#) and [date](#) of AdCom meetings at least [thirty](#) days prior to the meeting date. (Do this as early as possible to help travelers to make their schedules. Announce the place and date for the next AdCom meeting at the close of the present meeting when the information is available. Coordinate this task with the President.)
- (3) [Prepare](#) AdCom [minutes](#).
- (4) [Distribute](#) draft meeting [minutes](#), including [attachments](#), to AdCom Members within [thirty](#) days after the AdCom meeting.
- (5) Provide [updated](#) AdCom [minutes](#) to AdCom Members [before](#) the next AdCom meeting (it would be desirable to provide the updated minutes at least [30 days](#) before the meeting to give AdCom Members ample time to review the minutes before they are busy with traveling).
- (6) [Post](#) AdCom [minutes](#) on the UFFC-S [website](#) and transmitting the same to the UFFC-S section of the [IEEE](#) archives.

- (7) Follow **Section 3.2 of the UFFC-S Bylaws**: “The results of all **e-mail votes** conducted shall be **confirmed promptly** in writing or by electronic transmission to the entire AdCom (or committee). A summary of the writings and/or electronic transmissions, including the outcome of the vote, shall be filed with the **minutes** of the AdCom (or committee).” – This item is placed here since it is the responsibility of the Secretary and contains more details than that in the “Common AdCom and Committee Meeting Guidelines” at the beginning of this document.

### **5.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) Notify IEEE whom the new UFFC-S **President-Elect** is before the start of the term of the new President-Elect so that the new President-Elect can get all important emails from IEEE right from the beginning of his/her term. (Contact **IEEE TAB Secretary** to find out who the contacting staff member is if you do not know.)
- (2) Update the lists of UFFC-S **AdCom members** and **UFFC-S Representatives** before the beginning of each calendar year on:
  - a. **TUFFC** inside front and back covers (only contain some of the AdCom members)
  - b. AdCom roster on UFFC-S **website**
  - c. **Note:** Also notify **IEEE** for any changes of **Officers** and committee **Chairs** before the beginning of each year
- (3) Work with UFFC-S Administrator(s) to ensure the **logistics** for future AdCom meetings are in place.
- (4) Coordinate with the UFFC-S President to send out **details** of the **next** AdCom meeting to **AdCom members** and **UFFC-S Representatives** at least **3 months** before the meeting to help attendees to plan their trips and to possibly get lower airfares.
- (5) Ask if Chairs of Standing Committees, Ad Hoc Committees, and relevant others would like to host **committee meetings** in conjunction with the upcoming AdCom meeting at least **3 months** in advance. If they do, ask them to provide committee meeting details (estimated number of attendees, desired date and time, equipment needed, and room setup requirements) and help them to arrange the meetings. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.) (If the AdCom meeting is co-located with an annual UFFC-S symposium, coordinate with the **General Chair(s)** for this task.)
- (6) Produce an AdCom and UFFC-S Representative **roster** by collecting **names**, IEEE **Membership #**, **email** addresses, and portrait **photos**. (The IEEE Membership # can be obtained via the IEEE **SAMIEEE** database that the UFFC-S Member Services Chair has an access to. The UFFC-S Administrator should also have access. AdCom members and UFFC-S Representatives should be an IEEE UFFC-S member. If they are not, they should join before the start of their terms via: <https://www.ieee.org/membership-catalog/productdetail/showProductDetailPage.html?product=MEMUFFC020> )
- (7) Prepare **tent cards** for attendees of AdCom meetings.
- (8) Distribute AdCom **name tags** and collect them back for reuse (the name tags would help to increase **interactions** among the attendees of AdCom meetings).

- (9) Work with UFFC-S Administrator(s) and the UFFC-S President [annually](#) to acquire [gifts of appreciations](#) if appropriate (gifts selected need to meet [IEEE financial rules](#)), for AdCom members' service.



## 6. UFFC-S Treasurer (Voting Member)

### 6.1. General Items

**Term of Office:** Not Specified.

**Method of Appointment:** By the [President](#) (by the [President-Elect](#) in the year prior to beginning to serve as President for terms starting on January 1 of the following year). (Whether Secretary and Treasurer are separate positions or one combined position is left to the discretion of the individual making the appointment.)

**Attendance:** Regularly scheduled [AdCom meetings](#) (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in [Section 3.3 of the UFFC-S Bylaws](#) and [Section 5.4 of the UFFC-S Constitution](#).)

**Turn Over:** [Provide](#) a complete, comprehensive [turnover](#) to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the [beginning](#) (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The [requirements](#) below are [general](#) guidelines and serve only as [minimum](#) requirements.

### 6.2. Responsibilities and Information from the UFFC-S Bylaws

([Compiled](#) mainly from [Section 3.6.4](#) and possibly also from [other Sections of the UFFC-S Bylaws](#).  
**Note:** UFFC-S Bylaws always take [precedent](#) over this document.)

- (1) Be a Society [fiduciary](#) responsible for the [financial activities](#) of AdCom.
- (2) [Review](#), and if approved for payment, endorse and transmit all [bills and expense reports for payment](#) to the IEEE.
- (3) [Monitor receipts](#) and [expenditures](#) in order to ensure conformance to the UFFC-S budget and guidelines.
- (4) Monitor [general expenditures](#) of UFFC-S on an ongoing basis.
- (5) [Consult](#) with the [Vice President for Finance](#) and obtain [AdCom approval](#) for expenditures that are anticipated to deviate [15%](#) or more from the approved budget.

### 6.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

- (1) [Attend](#) ([travel support](#) is governed by the “[UFFC-S Travel and Reimbursement Policy](#)” as in the “[Introduction](#)” section at the beginning of this document):
  - a. IEEE [Treasurer’s Workshop](#)
  - b. Other relevant [IEEE meetings](#)
- (2) Assist Vice President for Finance with preparation of [UFFC annual operating budget](#).

- (3) Prepare or process [vendor contracts](#) and submit to IEEE to establish [Purchase Orders](#).

## 7. Vice President for Ultrasonics (Voting Member)

### 7.1. General Items for Standing Committees

**Term of Office:** **One year** from January 1 until December 31 of the year. (However, as prescribed in **Section 5.1 of the UFFC-S Bylaws**: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the **President** during the President’s first year in office, and by the **President-Elect** during the **President’s** second year in office.

**Attendance:** Regularly scheduled **AdCom meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in **Section 3.3 of the UFFC-S Bylaws** and **Section 5.4 of the UFFC-S Constitution**.)

**Report:** Make **oral** and **written** reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting **announcement**, if there is any, also to the **President** since the President is an **ex-officio** member of all committees of the UFFC-S.

**Turn Over:** **Provide** a complete, comprehensive **turnover** to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

### 7.2. Responsibilities and Information from the UFFC-S Bylaws

(**Compiled** mainly from **Section 5.1.1** and possibly also from **other Sections of the UFFC-S Bylaws**.)

**Note:** UFFC-S Bylaws always take **precedent** over this document.)

- (1) The Vice President for **Ultrasonics** is the **Chair** of the **Ultrasonics** Standing Committee (**UltraCom**).
- (2) The **Chair** shall **appoint members** of **UltraCom** pursuant to procedures adopted by the Committee. (The procedures may be prescribed in documents of the Committee such as the **UltraCom Operations Manual**.) (See **Section 5.1.1 of UFFC-S Bylaws**.)
- (3) The **Chair** shall **fill** any **vacancies** (due to resignations or removal) on the Committee for the **unexpired** terms. Such appointments shall be **ratified** by an affirmative vote of a majority of all Voting Members of the committee (see **Section 5.4 of UFFC-S Constitution**).

The responsibilities of the **Ultrasonics Standing Committee** shall be to:

- (4) **Encourage** the development of: (i) technical **activities** and (ii) **standards** related to **Ultrasonics** areas.
- (5) **Promote** UFFC-S as the **focal point** of **Ultrasonics** activities.

- (6) **Select** (i) symposia **General Chairs** (following the procedures adopted by the Committee) and (ii) **locations** (may work with the General Chairs to determine the locations), and **determine** (iii) the **schedules** (dates of symposia).
- (7) **Submit** (i) the names of the **General Chairs** and (ii) **locations** to AdCom for review and **approval**.
- (8) **Ensure** the development of the **symposium budget** for submission to AdCom for approval at least **one year** before the symposium. (In **Section 5.1.1 of the UFFC-S Bylaws**: “After the General Chairs and locations have been approved, the Symposium Finance Chair and Co-Chair shall develop the budgets of the symposia for approval by AdCom according to the procedures prescribed in Section 4.2 ‘Symposia Funds’”.)
- (9) **Support** the symposium **organizing committees**.
- (10) **Ascertain** the preparations for each symposium are **progressing** satisfactorily, and the symposia plans are in accordance with (i) **Society and Committee policies** and (ii) **IEEE directives**.
- (11) **Administer Ultrasonics awards** by following the policies and procedures adopted by **UltraCom** (the policies may specify having **UltraCom Awards Chair** to administer the awards) (these awards are also monitored by the UFFC-S Awards Committee).
- (12) **Organize** (i) **workshops**, (ii) **tutorials**, and (iii) **topical sessions** in **Ultrasonics** areas at other **IEEE** conferences whenever there are opportunities.
- (13) **Ensure** to follow **Section 3.2 of the UFFC-S Bylaws**: “The results of all **e-mail votes** conducted shall be **confirmed promptly** in writing or by electronic transmission to the entire AdCom (or committee). A summary of the writings and/or electronic transmissions, including the outcome of the vote, shall be filed with the **minutes** of the AdCom (or committee).” – This item is placed here since it is the responsibility of the Committee and contains more details than that in the “**Common AdCom and Committee Meeting Guidelines**” at the beginning of this document.
- (14) **Keep Ultrasonics webpage** up-to-date (there should be an **Ultrasonics** web editor who works with the UFFC-S Web EIC).

### **7.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) Be **familiar** with:
  - a. **UltraCom Operations Manual**
  - b. UFFC-S Bylaws: <https://ieee-uffc.org/about-us/governing-documents/uffc-bylaws/>
  - c. UFFC-S Constitution: <https://ieee-uffc.org/about-us/governing-documents/uffc-constitution/>
- (2) **Conduct UltraCom meetings** according to the “**Common AdCom and Committee Meeting Guidelines**” at the beginning of this document.
- (3) **Ensure** that **minutes** of **UltraCom** meetings are taken.
- (4) **Ensure** to **submit** the approved **minutes** to the **Ultrasonics** section of the UFFC-S website for archiving via **Ultrasonics** web editor.
- (5) **Ensure** to **send** out **UltraCom meeting notices** to attendees **as early as possible**, and strive to do so no later than **2 months** before the meeting, with **details** such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and

decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

- (6) **Invite** (i) VPs for **Ferroelectrics** and **Frequency Control**; (ii) Other VPs; (iii) President-Elect; and (iv) the President to attend **all Ultrasonics** Standing Committee meetings.
- (7) **Attend** Technical Standing Committee meetings of **Ferroelectrics** and **Frequency Control** to see how other committees operate and learn the best practices whenever possible. (**Travel support** is governed by the “**UFFC-S Travel and Reimbursement Policy**” as in the “**Introduction**” section at the beginning of this document.)

The responsibilities of the **Ultrasonics Standing Committee** shall be to:

- (8) **Ensure** to **rank** all candidates of **UFFC-S Distinguished Lecturers** in **Ultrasonics** areas and then **forward** the rankings to the **UFFC-S Awards Committee** for consideration in terms of the following **criteria** (this task is required by the passed **Email Motion #6** in the October 25, 2015 AdCom **Minutes**):
  - a. **Topic** of Interest
  - b. **Speaker Style**
  - c. **Speaker Prominence** in the Topic
- (9) **Update** as needed the **UltraCom Operations Manual** and post it on the **Ultrasonics** section of the UFFC-S website (the manual may also contain policies that all **General Chairs** of symposia should follow).
- (10) **Ensure** to send out **Calls for Nominations** of **Ultrasonics Awards** timely by the **Ultrasonics Awards Chair(s)** **each year**.
- (11) **Ensure** that IEEE **Standards** relevant to **Ultrasonics** are kept **up to date**.

#### **7.4. Helpful Suggestion(s)**

- (1) **Avoid** lengthy **repetition** of details (those already reported in the **UltraCom** meeting) of the past, current, and future symposia in the report to AdCom meetings to save time.

## 8. Vice President for Ferroelectrics (Voting Member)

### 8.1. General Items for Standing Committees

**Term of Office:** **One year** from January 1 until December 31 of the year. (However, as prescribed in [Section 5.1 of the UFFC-S Bylaws](#): “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the [President](#) during the President’s first year in office, and by the [President-Elect](#) during the [President’s](#) second year in office.

**Attendance:** Regularly scheduled [AdCom meetings](#) (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in [Section 3.3 of the UFFC-S Bylaws](#) and [Section 5.4 of the UFFC-S Constitution](#).)

**Report:** Make [oral](#) and [written](#) reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting [announcement](#), if there is any, also to the [President](#) since the President is an [ex-officio](#) member of all committees of the UFFC-S.

**Turn Over:** [Provide](#) a complete, comprehensive [turnover](#) to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the [beginning](#) (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The [requirements](#) below are [general](#) guidelines and serve only as [minimum](#) requirements.

### 8.2. Responsibilities and Information from the UFFC-S Bylaws

([Compiled](#) mainly from [Section 5.1.1](#) and possibly also from [other Sections of the UFFC-S Bylaws](#).)

**Note:** UFFC-S Bylaws always take [precedent](#) over this document.)

- (1) The Vice President for [Ferroelectrics](#) is the [Chair](#) of the [Ferroelectrics](#) Standing Committee ([FerroCom](#)).
- (2) The [Chair](#) shall [appoint members](#) of [FerroCom](#) pursuant to procedures adopted by the Committee. (The procedures may be prescribed in documents of the Committee such as the [FerroCom Operations Manual](#).) (See [Section 5.1.1 of UFFC-S Bylaws](#).)
- (3) The [Chair](#) shall [fill](#) any [vacancies](#) (due to resignations or removal) on the Committee for the [unexpired](#) terms. Such appointments shall be [ratified](#) by an affirmative vote of a majority of all Voting Members of the committee (see [Section 5.4 of UFFC-S Constitution](#)).

The responsibilities of the [Ferroelectrics Standing Committee](#) shall be to:

- (4) [Encourage](#) the development of: (i) technical [activities](#) and (ii) [standards](#) related to [Ferroelectrics](#) areas.

- (5) **Promote** UFFC-S as the **focal point** of **Ferroelectrics** activities.
- (6) **Select** (i) symposia **General Chairs** (following the procedures adopted by the Committee) and (ii) **locations** (may work with the General Chairs to determine the locations), and **determine** (iii) the **schedules** (dates of symposia).
- (7) **Submit** (i) the names of the **General Chairs** and (ii) **locations** to AdCom for review and **approval**.
- (8) **Ensure** the development of the **symposium budget** for submission to AdCom for approval at least **one year** before the symposium. (In **Section 5.1.1 of the UFFC-S Bylaws**: “After the General Chairs and locations have been approved, the Symposium Finance Chair and Co-Chair shall develop the budgets of the symposia for approval by AdCom according to the procedures prescribed in Section 4.2 ‘Symposia Funds’”.)
- (9) **Support** the symposium **organizing committees**.
- (10) **Ascertain** the preparations for each symposium are **progressing** satisfactorily, and the symposia plans are in accordance with (i) **Society and Committee policies** and (ii) **IEEE directives**.
- (11) **Administer Ferroelectrics awards** by following the policies and procedures adopted by **FerroCom** (the policies may specify having **FerroCom Awards Chair** to administer the awards) (these awards are also monitored by the UFFC-S Awards Committee).
- (12) **Organize** (i) **workshops**, (ii) **tutorials**, and (iii) **topical sessions** in **Ferroelectrics** areas at other **IEEE** conferences whenever there are opportunities.
- (13) **Ensure** to follow **Section 3.2 of the UFFC-S Bylaws**: “The results of all **e-mail votes** conducted shall be **confirmed promptly** in writing or by electronic transmission to the entire AdCom (or committee). A summary of the writings and/or electronic transmissions, including the outcome of the vote, shall be filed with the **minutes** of the AdCom (or committee).” – This item is placed here since it is the responsibility of the Committee and contains more details than that in the “**Common AdCom and Committee Meeting Guidelines**” at the beginning of this document.
- (14) **Keep Ferroelectrics webpage** up-to-date (there should be a **Ferroelectrics** web editor who works with the UFFC-S Web EIC).

### **8.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) Be **familiar** with:
  - a. **FerroCom Operations Manual**
  - b. UFFC-S Bylaws: <https://ieee-uffc.org/about-us/governing-documents/uffc-bylaws/>
  - c. UFFC-S Constitution: <https://ieee-uffc.org/about-us/governing-documents/uffc-constitution/>
- (2) **Conduct FerroCom meetings** according to the “**Common AdCom and Committee Meeting Guidelines**” at the beginning of this document.
- (3) **Ensure** that **minutes** of **FerroCom** meetings are taken.
- (4) **Ensure** to **submit** the approved **minutes** to the **Ferroelectrics** section of the UFFC-S website for archiving via **Ferroelectrics** web editor.
- (5) **Ensure** to **send out FerroCom meeting notices** to attendees **as early as possible**, and strive to do so no later than **2 months** before the meeting, with **details** such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and

decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

- (6) **Invite** (i) VPs for **Ultrasonics** and **Frequency Control**; (ii) Other VPs; (iii) President-Elect; and (iv) the President to attend **all Ferroelectrics** Standing Committee meetings.
- (7) **Attend** Technical Standing Committee meetings of **Ultrasonics** and **Frequency Control** to see how other committees operate and learn the best practices whenever possible. (**Travel support** is governed by the “**UFFC-S Travel and Reimbursement Policy**” as in the “**Introduction**” section at the beginning of this document.)

The responsibilities of the **Ferroelectrics Standing Committee** shall be to:

- (8) **Ensure** to **rank** all candidates of **UFFC-S Distinguished Lecturers** in **Ferroelectrics** areas and then **forward** the rankings to the **UFFC-S Awards Committee** for consideration in terms of the following **criteria** (this task is required by the passed **Email Motion #6** in the October 25, 2015 AdCom **Minutes**):
  - a. **Topic** of Interest
  - b. **Speaker Style**
  - c. **Speaker Prominence** in the Topic
- (9) **Update** as needed the **FerroCom Operations Manual** and post it on the **Ferroelectrics** section of the UFFC-S website (the manual may also contain policies that all **General Chairs** of symposia should follow).
- (10) **Ensure** to send out **Calls for Nominations** of **Ferroelectrics Awards** timely by the **Ferroelectrics Awards Chair(s)** **each year**.
- (11) Ensure that IEEE **Standards** relevant to **Ferroelectrics** are kept **up to date**.

#### **8.4. Helpful Suggestion(s)**

- (1) **Avoid** lengthy **repetition** of details (those already reported in the **FerroCom** meeting) of the past, current, and future symposia in the report to AdCom meetings to save time.



## 9. Vice President for Frequency Control (Voting Member)

### 9.1. General Items for Standing Committees

**Term of Office:** **One year** from January 1 until December 31 of the year. (However, as prescribed in [Section 5.1 of the UFFC-S Bylaws](#): “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the [President](#) during the President’s first year in office, and by the [President-Elect](#) during the [President’s](#) second year in office.

**Attendance:** Regularly scheduled [AdCom meetings](#) (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in [Section 3.3 of the UFFC-S Bylaws](#) and [Section 5.4 of the UFFC-S Constitution](#).)

**Report:** Make [oral](#) and [written](#) reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting [announcement](#), if there is any, also to the [President](#) since the President is an [ex-officio](#) member of all committees of the UFFC-S.

**Turn Over:** [Provide](#) a complete, comprehensive [turnover](#) to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the [beginning](#) (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The [requirements](#) below are [general](#) guidelines and serve only as [minimum](#) requirements.

### 9.2. Responsibilities and Information from the UFFC-S Bylaws

([Compiled](#) mainly from [Section 5.1.1](#) and possibly also from [other Sections of the UFFC-S Bylaws](#).)

**Note:** UFFC-S Bylaws always take [precedent](#) over this document.)

- (1) The Vice President for [Frequency Control](#) is the [Chair](#) of the [Frequency Control](#) Standing Committee ([FcSC](#)).
- (2) The [Chair](#) shall [appoint members](#) of [FcSC](#) pursuant to procedures adopted by the Committee. (The procedures may be prescribed in documents of the Committee such as the [FcSC Operations Manual](#).) (See [Section 5.1.1 of UFFC-S Bylaws](#).)
- (3) The [Chair](#) shall [fill](#) any [vacancies](#) (due to resignations or removal) on the Committee for the [unexpired](#) terms. Such appointments shall be [ratified](#) by an affirmative vote of a majority of all Voting Members of the committee (see [Section 5.4 of UFFC-S Constitution](#)).

The responsibilities of the [Frequency Control Standing Committee](#) shall be to:

- (4) [Encourage](#) the development of: (i) technical [activities](#) and (ii) [standards](#) related to [Frequency Control](#) areas.

- (5) **Promote** UFFC-S as the **focal point** of **Frequency Control** activities.
- (6) **Select** (i) symposia **General Chairs** (following the procedures adopted by the Committee) and (ii) **locations** (may work with the General Chairs to determine the locations), and **determine** (iii) the **schedules** (dates of symposia).
- (7) **Submit** (i) the names of the **General Chairs** and (ii) **locations** to AdCom for review and **approval**.
- (8) **Ensure** the development of the **symposium budget** for submission to AdCom for approval at least **one year** before the symposium. (In **Section 5.1.1 of the UFFC-S Bylaws**: “After the General Chairs and locations have been approved, the Symposium Finance Chair and Co-Chair shall develop the budgets of the symposia for approval by AdCom according to the procedures prescribed in Section 4.2 ‘Symposia Funds’”.)
- (9) **Support** the symposium **organizing committees**.
- (10) **Ascertain** the preparations for each symposium are **progressing** satisfactorily, and the symposia plans are in accordance with (i) **Society and Committee policies** and (ii) **IEEE directives**.
- (11) **Administer Frequency Control awards** by following the policies and procedures adopted by **FcSC** (the policies may specify having **FcSC Awards Chair** to administer the awards) (these awards are also monitored by the UFFC-S Awards Committee).
- (12) **Organize** (i) **workshops**, (ii) **tutorials**, and (iii) **topical sessions** in **Frequency Control** areas at other **IEEE** conferences whenever there are opportunities.
- (13) **Ensure** to follow **Section 3.2 of the UFFC-S Bylaws**: “The results of all **e-mail votes** conducted shall be **confirmed promptly** in writing or by electronic transmission to the entire AdCom (or committee). A summary of the writings and/or electronic transmissions, including the outcome of the vote, shall be filed with the **minutes** of the AdCom (or committee).” – This item is placed here since it is the responsibility of the Committee and contains more details than that in the “**Common AdCom and Committee Meeting Guidelines**” at the beginning of this document.
- (14) **Keep Frequency Control webpage** up-to-date (there should be a **Frequency Control** web editor who works with the UFFC-S Web EIC).

### **9.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) Be **familiar** with:
  - a. **FcSC Operations Manual**
  - b. UFFC-S Bylaws: <https://ieee-uffc.org/about-us/governing-documents/uffc-bylaws/>
  - c. UFFC-S Constitution: <https://ieee-uffc.org/about-us/governing-documents/uffc-constitution/>
- (2) **Conduct FcSC meetings** according to the “**Common AdCom and Committee Meeting Guidelines**” at the beginning of this document.
- (3) **Ensure** that **minutes** of **FcSC** meetings are taken.
- (4) **Ensure** to **submit** the approved **minutes** to the **Frequency Control** section of the UFFC-S website for archiving via **Frequency Control** web editor.
- (5) **Ensure** to **send out FcSC meeting notices** to attendees **as early as possible**, and strive to do so no later than **2 months** before the meeting, with **details** such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and

decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

- (6) **Invite** (i) VPs for **Ultrasonics** and **Ferroelectrics**; (ii) Other VPs; (iii) President-Elect; and (iv) the President to attend **all Frequency Control** Standing Committee meetings.
- (7) **Attend** Technical Standing Committee meetings of **Ultrasonics** and **Ferroelectrics** to see how other committees operate and learn the best practices whenever possible. (**Travel support** is governed by the “**UFFC-S Travel and Reimbursement Policy**” as in the “**Introduction**” section at the beginning of this document.)

The responsibilities of the **Frequency Control Standing Committee** shall be to:

- (8) **Ensure** to **rank** all candidates of **UFFC-S Distinguished Lecturers** in **Frequency Control** areas and then **forward** the rankings to the **UFFC-S Awards Committee** for consideration in terms of the following **criteria** (this task is required by the passed **Email Motion #6** in the October 25, 2015 AdCom **Minutes**):
  - a. **Topic** of Interest
  - b. **Speaker Style**
  - c. **Speaker Prominence** in the Topic
- (9) **Update** as needed the **FcSC Operations Manual** and post it on the **Frequency Control** section of the UFFC-S website (the manual may also contain policies that all **General Chairs** of symposia should follow).
- (10) **Ensure** to send out **Calls for Nominations** of **Frequency Control Awards** timely by the **Frequency Control Awards Chair(s)** **each year**.
- (11) Ensure that IEEE **Standards** relevant to **Frequency Control** are kept **up to date**.
- (12) **Work** with the European Frequency and Time Forum (**EFTF**) to oversee the smooth organization of **Joint Conferences** and a continuity of **policies**, and **attend** the EFTF Executive Committee meetings if possible.
- (13) **Maintain** the Memoranda of Understanding (**MOU**) of the Joint Conferences with the **EFTF**.

#### **9.4. Helpful Suggestion(s)**

- (1) **Avoid** lengthy **repetition** of details (those already reported in the **FcSC** meeting) of the past, current, and future symposia in the report to AdCom meetings to save time.

## 10. Vice President for Symposia (Voting Member)

### 10.1. General Items for Standing Committees

**Term of Office:** **One year** from January 1 until December 31 of the year. (However, as prescribed in **Section 5.1 of the UFFC-S Bylaws**: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the **President** during the President’s first year in office, and by the **President-Elect** during the **President’s** second year in office.

**Attendance:** Regularly scheduled **AdCom meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in **Section 3.3 of the UFFC-S Bylaws** and **Section 5.4 of the UFFC-S Constitution**.)

**Report:** Make **oral** and **written** reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting **announcement**, if there is any, also to the **President** since the President is an **ex-officio** member of all committees of the UFFC-S.

**Turn Over:** **Provide** a complete, comprehensive **turnover** to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

### 10.2. Responsibilities and Information from the UFFC-S Bylaws

(**Compiled** mainly from **Section 5.1.2** and possibly also from **other Sections of the UFFC-S Bylaws**.)

**Note:** UFFC-S Bylaws always take **precedent** over this document.)

(1) The **Symposia Committee** shall consist of:

- a. The **Chair** (the **Vice President for Symposia**)
- b. **Members:**
  - i. The Vice President for **Ultrasonics**
  - ii. The Vice President for **Ferroelectrics**
  - iii. The Vice President for **Frequency Control**
- c. **Members:** The **General Chairs** who are AdCom Members as defined in **Section 3.1 of the UFFC-S Bylaws**
- d. **Additional member(s): Others** who may be appointed by the Chair
- e. **Note:** If possible, add a couple of **former** Vice Presidents for Symposia as **members** of the Committee

The responsibilities of the [Symposia Committee](#) shall be to:

- (2) Assess [lessons](#) learned and [best practices](#) of each symposium.
- (3) [Inform](#) the [best practices](#) and encourage their [sharing](#) among the three annual UFFC-S symposia.
- (4) Develop and maintain [archival information](#) about the [conduct](#) and [procedures](#) used in UFFC-S symposia.
- (5) [Ensure](#) the Society symposia practices are in consonance with [IEEE conference policies](#).
- (6) [Support](#) (i) the Symposia [Organizing Committee](#) and [General Chairs](#) in their responsibilities; and (ii) the preparation and approval of Memoranda of Understanding ([MOUs](#)) for cosponsored symposia.
- (7) [Take care of](#) approval requests from [sponsored](#) and [co-sponsored symposia](#) of UFFC-S.
- (8) [Submit](#) all required documents to the [IEEE](#).
- (9) Collect and archive [statistical data](#) from each of the symposia sponsored by the UFFC-S.

### **10.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) [Attend](#) ([travel support](#) is governed by the “[UFFC-S Travel and Reimbursement Policy](#)” as in the “[Introduction](#)” section at the beginning of this document):
  - a. Relevant [IEEE meetings](#) such as the [annual](#) IEEE Panel of Conference Organizers ([POCO](#)) meeting
  - b. The meetings of three Technical [Standing Committees](#)
- (2) [Keep](#) the [Symposia](#) related sections of the UFFC-S [website](#) up-to-date by [timely](#) providing information to the UFFC-S [Web EIC](#) for posting.
- (3) [Send](#) out [meeting notice](#) of a [Committee meeting](#), if there is any such meeting, to attendees [as early as possible](#), and strive to do so no later than [2 months](#) before the meeting, with [details](#) such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

## 11. Vice President for Finance (Voting Member)

### 11.1. General Items for Standing Committees

**Term of Office:** **One year** from January 1 until December 31 of the year. (However, as prescribed in **Section 5.1 of the UFFC-S Bylaws**: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the **President** during the President’s first year in office, and by the **President-Elect** during the **President’s** second year in office.

**Attendance:** Regularly scheduled **AdCom meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in **Section 3.3 of the UFFC-S Bylaws** and **Section 5.4 of the UFFC-S Constitution**.)

**Report:** Make **oral** and **written** reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting **announcement**, if there is any, also to the **President** since the President is an **ex-officio** member of all committees of the UFFC-S.

**Turn Over:** **Provide** a complete, comprehensive **turnover** to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

### 11.2. Responsibilities and Information from the UFFC-S Bylaws

(**Compiled** mainly from **Section 5.1.3** and possibly also from **other Sections of the UFFC-S Bylaws**.)

**Note:** UFFC-S Bylaws always take **precedent** over this document.)

(1) The **Finance Committee** shall consist of:

- a. The **Chair** (the **Vice President for Finance**)
- b. **Vice Chair:** UFFC-S Treasurer
- c. **Members** (all other UFFC-S Vice Presidents):
  - i. The Vice President for **Ultrasonics**
  - ii. The Vice President for **Ferroelectrics**
  - iii. The Vice President for **Frequency Control**
  - iv. The Vice President for **Symposia**
  - v. The Vice President for **Publications**
- d. **Member(s):** The **Symposia Finance Co-Chair(s)** appointed by the Finance Committee

- e. **Additional member(s): Others** who may be appointed by the Chair

The responsibilities of the **Finance Committee** shall be to:

- (2) **Establish** a long range financial **policy** for the UFFC-S.
- (3) **Monitor** and **analyze** financial **data** of UFFC-S.
- (4) **Safeguard** the UFFC-S **funds** with prudent arrangements.
- (5) **Seek** AdCom **approval** of activities that have **financial commitments** involving the UFFC-S or any of its subgroups.
- (6) **Act** as the sole **interface** between the UFFC-S and IEEE on all financial matters.
- (7) **Prepare** the annual **UFFC-S budget**.
- (8) **Report** the **financial status** of the UFFC-S to AdCom.
- (9) **Submit** the UFFC-S budget to **AdCom** for approval.
- (10) **Submit** the AdCom-approved UFFC-S budget to the **IEEE**.
- (11) **Review** each **Symposium Budget** and **Symposium Financial Report** before they are submitted to AdCom for approval.
- (12) **Submit** AdCom-approved **Symposium Budgets** to IEEE for inclusion in the budget process and AdCom-approved **Symposium Financial Reports** to the **IEEE**.
- (13) Conduct **financial oversight** of all major Society sponsored or co-sponsored **symposia** through the **Symposium Finance Chair** and a **Symposium Finance Co-Chair**:
  - a. Prepare **Symposium Budget** by **Symposium Finance Chair** (work with the Symposium General Chair, the Symposium Finance Co-Chair, and other symposium organizing committee members).
  - b. **Review** the **draft budget** at least **13 months** before the symposium by the **UFFC-S Finance Committee**.
  - c. **Assist** Symposium Finance Chair as needed by the **Symposium Finance Co-Chair**.
  - d. **Monitor** the financial operations of the symposium by the **Symposium Finance Co-Chair**.
  - e. **Review** by the **Symposium Finance Co-Chair** the monthly **account reconciliations** of the day-to-day financial operations (handling all symposium related financial transactions) from the Symposium Finance Chair.
  - f. **Ensure** that the financial operations of the symposium are progressing satisfactorily by the **Symposium Finance Co-Chair**.
  - g. The Symposium Finance Chair, the Symposium General Chair, and the Symposium Finance Co-Chair should be the **signatories** on any **bank** accounts.
  - h. **IEEE Finance and Conference policies** take precedence of all conference planning.

### **11.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) Send out **budget deadlines** to AdCom members to solicit “**New Initiative**” projects annually.

- (2) Attend (travel support is governed by the “UFFC-S Travel and Reimbursement Policy” as in the “Introduction” section at the beginning of this document):
  - a. Relevant IEEE meetings
  - b. The meetings of three Technical Standing Committees
- (3) Send out meeting notice of a Committee meeting, if there is any such meeting, to attendees as early as possible, and strive to do so no later than 2 months before the meeting, with details such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)



## 12. Vice President for Publications (Voting Member)

### 12.1. General Items for Standing Committees

**Term of Office:** **One year** from January 1 until December 31 of the year. (However, as prescribed in **Section 5.1 of the UFFC-S Bylaws**: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the **President** during the President’s first year in office, and by the **President-Elect** during the **President’s** second year in office.

**Attendance:** Regularly scheduled **AdCom meetings** and **Associate Editors/Editorial Board Meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in **Section 3.3 of the UFFC-S Bylaws** and **Section 5.4 of the UFFC-S Constitution**.)

**Report:** Make **oral** and **written** reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting **announcement**, if there is any, also to the **President** since the President is an **ex-officio** member of all committees of the UFFC-S.

**Turn Over:** **Provide** a complete, comprehensive **turnover** to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

### 12.2. Responsibilities and Information from the UFFC-S Bylaws

(**Compiled** mainly from **Section 5.1.4** and possibly also from **other Sections of the UFFC-S Bylaws**.)

**Note:** UFFC-S Bylaws always take **precedent** over this document.)

(1) The **Publications Committee** shall consist of:

- a. The **Chair** (the **Vice President for Publications**)
- b. **Members**:
  - i. Editor-in-Chief of IEEE **TUFFC**
  - ii. Editor-in-Chief-Elect (**EIC-Elect**) of IEEE **TUFFC**
  - iii. Editor-in-Chief of **Newsletter**
  - iv. Editor-in-Chief of **UFFC-S website**
  - v. Symposium **Proceedings** Editors
- c. **Additional member(s): Others** who may be appointed by the Chair

(2) The Chair shall **appoint** (subject to the review and **approval** of AdCom):

- a. Newsletter Editor-in-Chief ([Newsletter EIC](#))
- b. Web Editor-in-Chief ([Web EIC](#))

The responsibilities of the [Publications Committee](#) shall be to:

- (3) [Establish](#) publications [policy](#).
- (4) Make [recommendations](#) on [resources](#) required to best serve the UFFC-S.
- (5) [Evaluate](#) the relevance, quality, timeliness, and cost of the [publications](#).
- (6) Negotiate [contracts](#) ([excluding](#) symposium proceedings contracts).
- (7) The Chair shall act as [liaison](#) with the IEEE Publications Services and Products Board ([PSPB](#)) and with IEEE [Publication Services](#) or [external vendors](#) providing publication services to the UFFC-S

#### [Information:](#)

- (8) The UFFC-S shall [publish](#) (this information is in the UFFC-S Bylaws but is placed here for information):
  - a. A [Transactions](#)
  - b. A [Newsletter](#)
  - c. A [Website](#)
  - d. [Symposium Proceedings](#) (shall be published for each Symposium sponsored or co-sponsored by the Society)

### **12.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) [Attend](#) ([travel support](#) is governed by the “[UFFC-S Travel and Reimbursement Policy](#)” as in the “[Introduction](#)” section at the beginning of this document):
  - a. Relevant [IEEE meetings](#) such as the annual IEEE Panel of Editors ([POE](#)) meeting
  - b. The meetings of three Technical [Standing Committees](#)
  - c. [Associate Editors/Editorial Board](#) meetings that are usually in conjunction with the UFFC-S annual symposia
- (2) [Send](#) out [meeting notice](#) of a [Committee meeting](#), if there is any such meeting, to attendees [as early as possible](#), and strive to do so no later than [2 months](#) before the meeting, with [details](#) such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

## 13. UFFC-S Newsletter Editor-in-Chief (EIC)

### 13.1. General Items

**Term of Office:** Not specified.

**Method of Appointment:** By the Vice President for Publications and approved by UFFC-S AdCom.

**Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

### 13.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 5.1.4.2 and possibly also from other Sections of the UFFC-S Bylaws.

**Note:** UFFC-S Bylaws always take precedent over this document.)

- (1) The Newsletter shall contain (may be in web column or other web-based format):
  - a. A historical record of UFFC-S administration
  - b. AdCom activities
  - c. Standing Committee activities
  - d. Awards
  - e. Symposia highlights
  - f. Other items of interest to members of the UFFC-S
  
- (2) Assemble the news material for posting on the UFFC-S website (by working with the UFFC-S Web EIC).

### 13.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

- (1) Appointment:
  - a. Newsletter Editor in Ultrasonics
  - b. Newsletter Editor in Ferroelectrics

- c. Newsletter Editor in [Frequency Control](#)

## 14. UFFC-S Web Editor-in-Chief (EIC)

### 14.1. General Items

**Term of Office:** Not specified.

**Method of Appointment:** By the [Vice President for Publications](#) and [approved](#) by UFFC-S AdCom.

**Attendance:** Regularly scheduled [AdCom meetings](#) (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in [Section 3.3 of the UFFC-S Bylaws](#) and [Section 5.4 of the UFFC-S Constitution](#).)

**Report:** Make [oral](#) and [written](#) reports to AdCom in regularly scheduled AdCom meetings.

**Turn Over:** [Provide](#) a complete, comprehensive [turnover](#) to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the [beginning](#) (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The [requirements](#) below are [general](#) guidelines and serve only as [minimum](#) requirements.

### 14.2. Responsibilities and Information from the UFFC-S Bylaws

([Compiled](#) mainly from [Section 5.1.4.3](#) and possibly also from [other Sections of the UFFC-S Bylaws](#).)

**Note:** UFFC-S Bylaws always take [precedent](#) over this document.)

(1) The [UFFC-S website](#) shall contain:

- a. UFFC-S [governance](#) information
- b. Major [committees](#) and activities
- c. Society [symposia](#)
- d. A [Proceedings](#) for each Symposium sponsored or co-sponsored by the Society
- e. [News](#) items
- f. [Other](#) items of interest to members of the UFFC-S

(2) The Web EIC shall be [responsible](#) for the [UFFC-S website](#).

(3) Permanently archive [older contents](#) of each section into pages of that section as part of the [history](#) of the activities of UFFC-S as updated information of that section is posted.

(4) Permanently archive [past news items](#) of UFFC-S Newsletters with [time stamps](#) in the news sections and make them easily accessible.

### **14.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

(1) **Appointment:**

- a. Web Editor in [Ultrasonics](#)
- b. Web Editor in [Ferroelectrics](#)
- c. Web Editor in [Frequency Control](#)

## 15. Editor-in-Chief (EIC) of IEEE TUFFC

### 15.1. General Items

**Term of Office:** [Three years per term](#) (up to [two](#) terms).

**Method of Appointment:** By [succession](#) form EIC-Elect of TUFFC.

**Attendance:** Regularly scheduled [AdCom meetings](#) and Chair [Associate Editors/Editorial Board Meetings](#) (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in [Section 3.3 of the UFFC-S Bylaws](#) and [Section 5.4 of the UFFC-S Constitution](#).)

**Report:** Make [oral](#) and [written](#) reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting [announcement](#), if there is any, also to the [President](#) since the President is an [ex-officio](#) member of all committees of the UFFC-S.

**Turn Over:** [Provide](#) a complete, comprehensive [turnover](#) to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the [beginning](#) (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The [requirements](#) below are [general](#) guidelines and serve only as [minimum](#) requirements.

### 15.2. Responsibilities and Information from the UFFC-S Bylaws

([Compiled](#) mainly from [Section 5.1.4.1](#) and possibly also from [other Sections of the UFFC-S Bylaws](#).)

**Note:** UFFC-S Bylaws always take [precedent](#) over this document.)

- (1) The IEEE TUFFC shall be the [primary](#) publication of the Society and it shall contain [technical](#) papers and [review](#) articles.
- (2) The [EIC](#) of TUFFC is responsible for:
  - a. The Transactions [format](#)
  - b. Publication [schedule](#)
  - c. The [Content](#)
- (3) Modification of the [format](#) or [schedule](#) shall be subject to review and [approval](#) of AdCom.
- (4) Administer the [paper review procedures](#) according to IEEE and UFFC-S [policies](#).
- (5) Publish [rules](#) in TUFFC for [manuscript preparation](#).
- (6) Oversee the [quality](#) and [timeliness](#) of the review and publication processes.
- (7) Recruit qualified [Associate Editors](#) (for selecting appropriate manuscript reviewers).
- (8) Assemble an [Editorial Board](#) (to assist the EIC on [strategic](#) matters and to act in an [advisory](#) role).

- (9) Communicating with [contributors](#).
- (10) Appoint [guest editors](#) for special issues (may delegate corresponding responsibility for assembling the technical papers).
- (11) [Keep](#) the information on the [Transactions](#) sections of the UFFC-S [website](#) up-to-date.

### **15.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) [Manage](#) the journal in compliance with the [procedures](#) in the latest version of the IEEE Publication Services and Products Board (PSPB) Manual that is accessible at: <https://www.ieee.org/documents/opsmanual.pdf>
- (2) [Prepare](#) the IEEE Periodicals Review and Advisory Committee (PRAC) review when it is scheduled during your term(s). (The review is scheduled every [5 years](#) by IEEE.) (As a reference, several [past](#) PRAC reviews were held in 2004, 2009, and 2014, respectively.)
- (3) [Attend](#) ([travel support](#) is governed by the “[UFFC-S Travel and Reimbursement Policy](#)” as in the “[Introduction](#)” section at the beginning of this document):
  - a. Relevant [IEEE meetings](#) such as the annual IEEE Panel of Editors (POE) meeting
  - b. Chair the [Associate Editors/Editorial Board](#) meetings that are usually in conjunction with the UFFC-S annual symposia
- (4) [Send](#) out [meeting notice](#) of a [Committee meeting](#), if there is any such meeting, to attendees [as early as possible](#), and strive to do so no later than [2 months](#) before the meeting, with [details](#) such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

### **15.4. Useful Resource(s) or Information**

- (1) A document on “[Information, History, and Operations of IEEE TUFFC](#)” may be useful for the job of Editors-in-Chief of IEEE TUFFC. It is available on IEEE [Xplore](#) at:  
<http://ieeexplore.ieee.org/stamp/stamp.jsp?tp=&arnumber=4803150>  
Or it can be downloaded from (containing [bookmarks](#) that may help navigations):  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/08\\_appendix\\_i\\_tuffc\\_info\\_450\\_low.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/08_appendix_i_tuffc_info_450_low.pdf)



## 16. Editor-in-Chief-Elect (EIC-Elect) of IEEE TUFFC

### 16.1. General Items

**Term of Office:** From [time of appointment](#) until [becoming](#) EIC of TUFFC.

**Method of Appointment:** By the [UFFC-S President](#) with an [approval](#) of UFFC-S AdCom.

**Attendance:** Regularly scheduled [AdCom meetings](#) and [Associate Editors/Editorial Board Meetings](#) (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in [Section 3.3 of the UFFC-S Bylaws](#) and [Section 5.4 of the UFFC-S Constitution](#).)

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the [beginning](#) (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The [requirements](#) below are [general](#) guidelines and serve only as [minimum](#) requirements.

### 16.2. Responsibilities and Information from the UFFC-S Bylaws

([Compiled](#) mainly from [Section 5.1.4.1](#) and possibly also from [other Sections of the UFFC-S Bylaws](#).)

**Note:** UFFC-S Bylaws always take [precedent](#) over this document.)

- (1) Prepare for a smooth [transition](#) to EIC of TUFFC.
- (2) [Become](#) EIC of TUFFC at the expiration of the term of the incumbent EIC.

### 16.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

- (1) Additional [duties](#) assigned by [EIC of TUFFC](#) and [AdCom](#).
- (2) [Attend](#) ([travel support](#) is governed by the “[UFFC-S Travel and Reimbursement Policy](#)” as in the “[Introduction](#)” section at the beginning of this document):
  - a. Relevant [IEEE meetings](#) such as the annual IEEE Panel of Editors ([POE](#)) meeting
  - b. The [Associate Editors/Editorial Board](#) meetings that are usually in conjunction with the UFFC-S annual symposia
- (3) Check the Section “Editor-in-Chief (EIC) of IEEE TUFFC” of this document to see what an EIC of TUFFC is [expected](#) to do.

### 16.4. Useful Resource(s) or Information

- (1) A document on “[Information, History, and Operations of IEEE TUFFC](#)” may be useful for the job of Editors-in-Chief of IEEE TUFFC. It is available on IEEE [Xplore](#) at:

<http://ieeexplore.ieee.org/stamp/stamp.jsp?tp=&arnumber=4803150>

Or it can be downloaded from (containing [bookmarks](#) that may help navigations):

[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/08\\_appendix\\_i\\_tuffc\\_info\\_450\\_low.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/08_appendix_i_tuffc_info_450_low.pdf)

## 17. Associate Editors and Editorial Board Members of IEEE TUFFC

### 17.1. General Items

**Term of Office:** Three years (reappointment to additional terms are allowed).

**Method of Appointment:** By EIC of TUFFC.

**Attendance:** Associate Editors/Editorial Board Meetings.

### 17.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 5.1.4.1 and possibly also from other Sections of the UFFC-S Bylaws.

Note: UFFC-S Bylaws always take precedent over this document.)

- (1) Associate Editors shall select appropriate reviewers for manuscripts assigned by the EIC of TUFFC.
- (2) The Editorial Board shall assist the EIC on strategic matters and to act in an advisory role.

## 18. Guest Editors of IEEE TUFFC

### 18.1. General Items

**Term of Office:** For duration of publications of [specific Special Issues](#) of IEEE TUFFC.

**Method of Appointment:** By [EIC of TUFFC](#). (In the case of Special Issues from the [UFFC-S Symposia](#), the Guest Editors may be appointed by the respective [Technical Standing Committees](#) or [Symposia](#).)

**Attendance:** [Associate Editors/Editorial Board](#) Meetings.

### 18.2. Responsibilities and Information from the UFFC-S Bylaws

([Compiled](#) mainly from [Section 5.1.4.1](#) and possibly also from [other Sections of the UFFC-S Bylaws](#).)

**Note:** UFFC-S Bylaws always take [precedent](#) over this document.)

(1) Assemble technical papers for [Special Issues](#) as instructed by EIC of TUFFC.

## 19. Symposium Proceedings Editor

### 19.1. General Items

**Term of Office:** For duration of a [symposium](#) or [multiple symposia](#).

**Method of Appointment:** Appointed by the [General Chair\(s\)](#) of the corresponding symposium (see [Section 5.1.4 of the UFFC-S Bylaws](#)). (In some Technical Standing Committees, the Symposium Proceedings Editor may be selected by the [Vice President](#) for the respective Technical Standing Committee or by the [Committee](#) to serve across multiple symposia to assure continuity and consistency. In these cases, General Chair(s) may be required to appoint the Symposium Proceedings Editor selected by the Vice President or the Committee in pursuant to the policies adopted by the respective Technical Standing Committee.)

### 19.2. Responsibilities and Information from the UFFC-S Bylaws

([Compiled](#) mainly from [Section 5.1.4.4](#) and possibly also from [other Sections of the UFFC-S Bylaws](#).

**Note:** UFFC-S Bylaws always take [precedent](#) over this document.)

- (1) A [Symposium Proceedings](#) shall be published for each Symposium sponsored or co-sponsored by the UFFC-S.
- (2) The proceedings shall contain [only](#) papers [presented](#) at that Symposium.
- (3) Follow relevant [guidelines](#) of [IEEE](#), [AdCom](#), and respective [Technical Standing Committees](#) of the UFFC-S.

### 19.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

- (1) Ensure that the [Proceedings](#) is submitted to the IEEE [as early as possible](#) for [Xplore](#) evaluation, especially, for symposia held [late](#) of the year (September-December). For these late-year symposia, it is recommended to submit the Proceedings much earlier than the [deadline](#) set in the [IEEE Letter of Acquisition](#). (Early publication of the Proceedings would ensure third party [indexing](#) services to include the Proceedings in their databases timely so that citations from the Proceedings to IEEE TUFFC could be counted towards TUFFC and thus to increase the [Impact Factor](#) of TUFFC.)

### 19.4. Helpful Suggestion(s)

- (1) [Check](#) for [basic quality](#) and [formatting](#) issues of papers. If problems are found, ask authors to make corrections by a set [deadline](#). Checked items may include:
  - a. Readability of [figures](#)
  - b. Whether [references](#) are listed
  - c. If the IEEE paper [format](#) is generally followed
- (2) [Remove](#) papers that do not meet certain [standards](#) from publication with a [consultation](#) with the [Vice President](#) for the respective Technical Standing Committee, the Symposium [General Chair\(s\)](#),

and the Symposium [TPC Chair\(s\)](#). (Note: Need to communicate clearly with the authors for [conditions of removal](#) of papers on the Symposium [website](#) before the start of paper submissions to avoid [challenges](#) from the authors.)

## 20. UFFC-S Awards Chair

### 20.1. General Items for Standing Committees

**Term of Office:** **One year** from January 1 until December 31 of the year. (However, as prescribed in **Section 5.1 of the UFFC-S Bylaws**: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the **President** during the President’s first year in office, and by the **President-Elect** during the **President’s** second year in office.

**Attendance:** Regularly scheduled **AdCom meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in **Section 3.3 of the UFFC-S Bylaws** and **Section 5.4 of the UFFC-S Constitution**.)

**Report:** Make **oral** and **written** reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting **announcement**, if there is any, also to the **President** since the President is an **ex-officio** member of all committees of the UFFC-S.

**Turn Over:** **Provide** a complete, comprehensive **turnover** to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

### 20.2. Responsibilities and Information from the UFFC-S Bylaws

(**Compiled** mainly from **Section 5.1.5** and possibly also from **other Sections of the UFFC-S Bylaws**.)

**Note:** UFFC-S Bylaws always take **precedent** over this document.)

- (1) The **UFFC-S Awards Committee** shall consist of **at least five** members (not more than **three** of them shall be present **AdCom Members** and with representation from each of the **three UFFC-S technical areas**, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):
  - a. The **Chair**
  - b. **Member(s):** Representation from **Ultrasonics**
  - c. **Member(s):** Representation from **Ferroelectrics**
  - d. **Member(s):** Representation from **Frequency Control**
  - e. **Additional member(s):** **Others** who may be appointed by the Chair
- (2) The Awards Committee members shall be **anonymous**.
- (3) Members of the Committee are **not eligible** to be candidates for **UFFC-S awards** for which the Committee is considering.

- (4) The Awards Committee members are eligible for appointment for **six** consecutive **one-year** terms.
- (5) Members retired from this Committee shall be eligible for **reappointment** after a **lapse of one** or more years.

The responsibilities of the **Awards Committee** shall be to:

- (6) Annually select candidates and make **final decisions** for:
  - a. The UFFC **Achievement** Award
  - b. The **Distinguished Service** Award
  - c. The **Outstanding Paper** Award(s)
- (7) Select candidates for subsequent review and **approval** by AdCom:
  - a. The **Distinguished Lecturer** Award(s)
  - b. AdCom **Emeriti**
- (8) **Monitor** awards presented by the **three Society technical areas** (additional Awards may be awarded by the UFFC-S Standing Committees).
- (9) Select candidates and prepare nominations for the various **IEEE Awards**.
- (10) Prepare the following **items** for the **outgoing President** during the **last** AdCom meeting of the term of the President (give **instructions** to the **UFFC-S Administrator** for ordering and processing of the items):
  - a. A **wooden plaque**
  - b. **Note:** The following items are **not** in the **UFFC-S Bylaws** but are placed here for convenience:
    - i. A **Certificate of Appreciations**
    - ii. A **Past-President Pin** (notice that the pin is different depending on if the outgoing President is an IEEE Fellow or not)
    - iii. A **gift**, if there is any, from the AdCom
- (11) Working with the President, prepare **Certificates of Appreciations** for those who are completing their tenure in AdCom (give **instructions** to the **UFFC-S Administrator** for ordering and processing of the items):
  - a. **Elected AdCom** Members
  - b. **Standing Committee** members
  - c. **Others** (Item “c” is **not** in the **UFFC-S Bylaws** but is placed here for convenience)
- (12) **Keep** the **Awards sections**, including sections of **Distinguished Lecturers**, of the UFFC-S **website** up-to-date by **timely** providing information to the UFFC-S **Web EIC** for posting.

### **20.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) **Appoint** a Vice Chair to handle the **Distinguished Lecturer** (DL) awards at the **discretion** of the UFFC-S Awards Chair.

- (2) Send out [Calls for Nominations](#) of various [UFFC-S awards](#) timely [each year](#).
- (3) Prepare the following [items](#) for the [incoming President](#) during the [last](#) AdCom meeting of the term of the President (give [instructions](#) to the [UFFC-S Administrator](#) for ordering and processing of the items):
  - a. A [gavel](#)
  - b. A [President Pin](#) (notice that the pin is different depending on if the incoming President is an IEEE Fellow or not)



## 21. UFFC-S Fellows Chair

### 21.1. General Items for Standing Committees

**Term of Office:** One year from January 1 until December 31 of the year. (However, as prescribed in [Section 5.1 of the UFFC-S Bylaws](#): “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”) (Rules in the latest version of the [IEEE Fellow Committee Operations Manual](#) shall always take precedent.)

**Method of Appointment:** Appointed for the following year by the [President](#) during the President’s first year in office, and by the [President-Elect](#) during the [President’s](#) second year in office.

**Attendance:** Regularly scheduled [AdCom meetings](#) (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in [Section 3.3 of the UFFC-S Bylaws](#) and [Section 5.4 of the UFFC-S Constitution](#).)

**Report:** Make [oral](#) and [written](#) reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting [announcement](#), if there is any, also to the [President](#) since the President is an [ex-officio](#) member of all committees of the UFFC-S.

**Turn Over:** [Provide](#) a complete, comprehensive [turnover](#) to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the [beginning](#) (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The [requirements](#) below are [general](#) guidelines and serve only as [minimum](#) requirements.

### 21.2. Responsibilities and Information from the UFFC-S Bylaws

([Compiled](#) mainly from [Section 5.1.6](#) and possibly also from [other Sections of the UFFC-S Bylaws](#).  
**Note:** UFFC-S Bylaws always take [precedent](#) over this document.)

- (1) The [UFFC-S Fellows Committee](#) (sometimes called [Fellows Evaluating Committee](#)) shall consist of [at least five](#) members (all of them must be [Fellows](#)):
- (2) The Fellows (Evaluating) Committee members shall be [anonymous](#). (Note: rules specified in the latest version of the [IEEE Fellow Committee Operations Manual](#) shall always take precedent.)
- (3) [Membership](#) on the Fellows (Evaluating) Committee shall be revised [annually](#) (refer to rules specified in the latest version of the [IEEE Fellow Committee Operations Manual](#)).
- (4) Members of the Fellows (Evaluating) Committee shall [not](#) serve as Fellow [nominators](#) or [references](#).
- (5) The [deliberations](#) and [conclusions](#) of the UFFC-S Fellows (Evaluating) Committee are [confidential](#) and shall only be transmitted to the IEEE Fellows Committee.

The responsibilities of the [Fellows \(Evaluating\) Committee](#) shall be to:

- (6) [Receive](#) and [evaluate](#) nominations for Fellow grade candidates engaged in the fields of activity covered by the UFFC-S.
- (7) Make [recommendations](#) to [IEEE Fellows Committee](#) concerning nominations on behalf of the UFFC-S.
- (8) [Provide](#) the information on newly elected [IEEE Fellows of UFFC-S](#) to the UFFC-S [Newsletter](#) EIC and the UFFC-S [Web](#) EIC in a [timely](#) manner for inclusion in the Newsletters and posting on the UFFC-S website.

### **21.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) Send out [Calls for Nominations of IEEE Fellows](#) at least [2 months](#) before the deadline [each year](#) to remind the community to nominate candidates in a timely fashion (the [deadline](#) for nominations is usually [March 1](#) of each year).
- (2) Follow the latest [rules](#) and [regulations](#) specified in the following [IEEE documents](#) related to [IEEE Fellow evaluations](#):

**a. IEEE Fellow Committee Operations Manual:**

[https://www.ieee.org/membership\\_services/fellow-operations-manual-2017.pdf](https://www.ieee.org/membership_services/fellow-operations-manual-2017.pdf)

**b. IEEE Fellow Committee Society/Technical Council Fellow Evaluating Committee Handbook:**

[https://www.ieee.org/membership\\_services/fellow-committee-handbook-2017-society-tech-eval.pdf](https://www.ieee.org/membership_services/fellow-committee-handbook-2017-society-tech-eval.pdf)

[https://www.ieee.org/membership\\_services/membership/fellows/about\\_fellows.html](https://www.ieee.org/membership_services/membership/fellows/about_fellows.html)

**c. Note:** The [latest versions](#) of the two documents above can be found at the IEEE Fellow Program website:

[https://www.ieee.org/membership\\_services/membership/fellows/about\\_fellows.html](https://www.ieee.org/membership_services/membership/fellows/about_fellows.html)

## 22. UFFC-S History Chair

### 22.1. General Items for Standing Committees

**Term of Office:** **One year** from January 1 until December 31 of the year. (However, as prescribed in **Section 5.1 of the UFFC-S Bylaws**: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the **President** during the President’s first year in office, and by the **President-Elect** during the **President’s** second year in office.

**Attendance:** Regularly scheduled **AdCom meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in **Section 3.3 of the UFFC-S Bylaws** and **Section 5.4 of the UFFC-S Constitution**.)

**Report:** Make **oral** and **written** reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting **announcement**, if there is any, also to the **President** since the President is an **ex-officio** member of all committees of the UFFC-S.

**Turn Over:** **Provide** a complete, comprehensive **turnover** to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

### 22.2. Responsibilities and Information from the UFFC-S Bylaws

(**Compiled** mainly from **Section 5.1.7** and possibly also from **other Sections of the UFFC-S Bylaws**.)

**Note:** UFFC-S Bylaws always take **precedent** over this document.)

- (1) The **History Committee** shall consist of **at least three** members (**one** from each of the three UFFC-S technical areas, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):
  - a. The **Chair**
  - b. **Member:** Representation from **Ultrasonics**
  - c. **Member:** Representation from **Ferroelectrics**
  - d. **Member:** Representation from **Frequency Control**
  - e. **Additional member(s): Others** who may be appointed by the Chair

The responsibilities of the **History Committee** shall be to:

- (2) Maintain a **historical record** of the UFFC-S.
- (3) Publish UFFC-S **historical articles**.

- (4) Obtain [oral histories](#) of significant technical contributors in fields relevant to the technical activities of the UFFC-S.
- (5) Participate in [IEEE historical events](#).
- (6) Submit relevant [records](#) to the [IEEE Engineering and Technology History Wiki](#).
- (7) [Keep](#) the [History](#) related sections of the UFFC-S [website](#) up-to-date by [timely](#) providing information to the UFFC-S [Web EIC](#) for posting.

### **22.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) Consider [sponsorship](#) for [IEEE Milestones](#) proposals in the fields of interests of UFFC-S.
- (2) [Send](#) out [meeting notice](#) of a [Committee meeting](#), if there is any such meeting, to attendees [as early as possible](#), and strive to do so no later than [2 months](#) before the meeting, with [details](#) such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

## 23. UFFC-S Member Services Chair

### 23.1. General Items for Standing Committees

**Term of Office:** **One year** from January 1 until December 31 of the year. (However, as prescribed in **Section 5.1 of the UFFC-S Bylaws**: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the **President** during the President’s first year in office, and by the **President-Elect** during the **President’s** second year in office.

**Attendance:** Regularly scheduled **AdCom meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in **Section 3.3 of the UFFC-S Bylaws** and **Section 5.4 of the UFFC-S Constitution**.)

**Report:** Make **oral** and **written** reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting **announcement**, if there is any, also to the **President** since the President is an **ex-officio** member of all committees of the UFFC-S.

**Turn Over:** **Provide** a complete, comprehensive **turnover** to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

### 23.2. Responsibilities and Information from the UFFC-S Bylaws

(**Compiled** mainly from **Section 5.1.8** and possibly also from **other Sections of the UFFC-S Bylaws**.)

**Note:** UFFC-S Bylaws always take **precedent** over this document.)

- (1) The **Member Services Committee** shall consist of **at least three** members (**one** from each of the three UFFC-S technical areas, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):
  - a. The **Chair**
  - b. **Member:** Representation from **Ultrasonics**
  - c. **Member:** Representation from **Ferroelectrics**
  - d. **Member:** Representation from **Frequency Control**
  - e. **Additional member(s): Others** who may be appointed by the Chair

The responsibilities of the **Member Services Committee** shall be to:

- (2) Encourage IEEE and UFFC **membership**.
- (3) Initiate **membership drives**.

- (4) Recruit UFFC-S **student members**.
- (5) Promotion of eligible members to **senior membership** status.
- (6) Prepare **membership material** for special mailings.
- (7) Organize a **membership booth** at **all symposia** sponsored or financially co-sponsored by the UFFC-S for **advertisement** and coordinate with the **Symposia General Chair(s)** to get:
  - a. Required **booth space** including: (i) desk(s), (ii) chair(s), and (iii) waste basket, etc
  - b. Whenever possible, a **large-screen TV** (65” or larger if available) for playing back the UFFC-S Introduction **Video** in continuous **loops** for the **entire** duration of the symposium
  - c. **Notes:**
    - i. Playing the video is a good way to **introduce** UFFC-S to meeting attendees even when the booth is not staffed
    - ii. The video is in an MP4 format with a file size of 940 MB and is **downloadable** at [http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/07\\_ieee\\_uffcs\\_introduction\\_video.mp4](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/07_ieee_uffcs_introduction_video.mp4)

The **Chair** of the **Member Services Committee** shall be to:

- (8) Maintain society membership **statistics**.
- (9) **Provide** the **statistics** and membership **information** to AdCom **committees** as needed.
- (10) **Interface** with the Membership Development Committee of the **IEEE**.
- (11) **Keep** the **Member Services** related sections of the UFFC-S **website** up-to-date by **timely** providing information to the UFFC-S **Web EIC** for posting.

### **23.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) **Send** out **meeting notice** of a **Committee meeting**, if there is any such meeting, to attendees **as early as possible**, and strive to do so no later than **2 months** before the meeting, with **details** such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

## 24. UFFC-S Chapters Chair

### 24.1. General Items for Standing Committees

**Term of Office:** **One year** from January 1 until December 31 of the year. (However, as prescribed in **Section 5.1 of the UFFC-S Bylaws**: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the **President** during the President’s first year in office, and by the **President-Elect** during the **President’s** second year in office.

**Attendance:** Regularly scheduled **AdCom meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in **Section 3.3 of the UFFC-S Bylaws** and **Section 5.4 of the UFFC-S Constitution**.)

**Report:** Make **oral** and **written** reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting **announcement**, if there is any, also to the **President** since the President is an **ex-officio** member of all committees of the UFFC-S.

**Turn Over:** **Provide** a complete, comprehensive **turnover** to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

### 24.2. Responsibilities and Information from the UFFC-S Bylaws

(**Compiled** mainly from **Section 5.1.9** and possibly also from **other Sections of the UFFC-S Bylaws**.)

**Note:** UFFC-S Bylaws always take **precedent** over this document.)

- (1) The **Chapters Committee** shall consist of **at least three** members (**one** from each of the three UFFC-S technical areas, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):
  - a. The **Chair**
  - b. **Member:** Representation from **Ultrasonics**
  - c. **Member:** Representation from **Ferroelectrics**
  - d. **Member:** Representation from **Frequency Control**
  - e. **Additional member(s): Others** who may be appointed by the Chair
- (2) The Chair shall interact with the IEEE Member and Geographic Activities (**MGA**) to get Chapters related **information**.

The responsibilities of the **Chapters Committee** shall be to:

- (3) Actively **promote** and **generate** new UFFC-S **Chapters** and new UFFC-S **Student Branch Chapters**.
- (4) Monitor **activities** of all UFFC-S Chapters and Student Branch Chapters to ensure that they **remain active**.
- (5) **Review** financial and other **support requests** from Chapters and Student Branch Chapters.
- (6) **Coordinate** with the **UFFC-S Treasurer** and other appropriate **resources** to assist in Chapter **activities**.
- (7) **Maintain** a **list of officers** of all existing **UFFC-S Chapters** and **Student Branch Chapters** and their **activities** on the **UFFC-S website**, and keep the **Chapters** related sections of the UFFC-S **website** up-to-date by **timely** providing information to the UFFC-S **Web EIC** for posting.

### **24.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) **Send** out **meeting notice** of a **Committee meeting**, if there is any such meeting, to attendees **as early as possible**, and strive to do so no later than **2 months** before the meeting, with **details** such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)



## 25. UFFC-S Women-in-Engineering (WIE) Chair

### 25.1. General Items for Standing Committees

**Term of Office:** **One year** from January 1 until December 31 of the year. (However, as prescribed in [Section 5.1 of the UFFC-S Bylaws](#): “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the [President](#) during the President’s first year in office, and by the [President-Elect](#) during the [President’s](#) second year in office.

**Attendance:** Regularly scheduled [AdCom meetings](#) (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in [Section 3.3 of the UFFC-S Bylaws](#) and [Section 5.4 of the UFFC-S Constitution](#).)

**Report:** Make [oral](#) and [written](#) reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting [announcement](#), if there is any, also to the [President](#) since the President is an [ex-officio](#) member of all committees of the UFFC-S.

**Turn Over:** [Provide](#) a complete, comprehensive [turnover](#) to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the [beginning](#) (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The [requirements](#) below are [general](#) guidelines and serve only as [minimum](#) requirements.

### 25.2. Responsibilities and Information from the UFFC-S Bylaws

([Compiled](#) mainly from [Section 5.1.10](#) and possibly also from [other Sections of the UFFC-S Bylaws](#).)

**Note:** UFFC-S Bylaws always take [precedent](#) over this document.)

- (1) The [Women-in-Engineering Committee](#) shall consist of [at least three](#) members ([one](#) from each of the three UFFC-S technical areas, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):
  - a. The [Chair](#)
  - b. [Member](#): Representation from [Ultrasonics](#)
  - c. [Member](#): Representation from [Ferroelectrics](#)
  - d. [Member](#): Representation from [Frequency Control](#)
  - e. [Additional member\(s\)](#): [Others](#) who may be appointed by the Chair
- (2) The [Chair](#) of the Committee shall be the [liaison](#) to the [IEEE Women-in-Engineering](#).

The responsibilities of the [Women-in-Engineering Committee](#) shall be to:

- (3) Actively **promote** the participation of women **engineers** and women engineering **students** in UFFC-S **activities** and **administration**.
- (4) Develop and maintain an informal **network** of UFFC-S members that can provide **mentoring** for development of their professional careers in engineering.
- (5) Organize **at least one** activity at **each** of the three annual UFFC-S **symposia** every year.
- (6) **Encourage** all UFFC-S members, **independent of gender**, who support the cause of Women-in-Engineering to participate in its organized **activities**.
- (7) **Maintain** the **Women-in-Engineering** related sections of the UFFC-S **website** and **keep** the **website** up-to-date by **timely** providing information to the UFFC-S **Web EIC** for posting.

### **25.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) **Send** out **meeting notice** of a **Committee meeting**, if there is any such meeting, to attendees **as early as possible**, and strive to do so no later than **2 months** before the meeting, with **details** such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

## 26. UFFC-S Education Chair

### 26.1. General Items for Standing Committees

**Term of Office:** **One year** from January 1 until December 31 of the year. (However, as prescribed in **Section 5.1 of the UFFC-S Bylaws**: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the **President** during the President’s first year in office, and by the **President-Elect** during the **President’s** second year in office.

**Attendance:** Regularly scheduled **AdCom meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in **Section 3.3 of the UFFC-S Bylaws** and **Section 5.4 of the UFFC-S Constitution**.)

**Report:** Make **oral** and **written** reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting **announcement**, if there is any, also to the **President** since the President is an **ex-officio** member of all committees of the UFFC-S.

**Turn Over:** **Provide** a complete, comprehensive **turnover** to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

### 26.2. Responsibilities and Information from the UFFC-S Bylaws

(**Compiled** mainly from **Section 5.1.11** and possibly also from **other Sections of the UFFC-S Bylaws**.)

**Note:** UFFC-S Bylaws always take **precedent** over this document.)

- (1) The **Education Committee** shall consist of **at least six** members (**two** from each of the three UFFC-S technical areas, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):
  - a. The **Chair**
  - b. **Member:** UFFC-S **Member Services** Chair
  - c. **Member:** UFFC-S **Student Advisor** (if there is any)
  - d. **Member:** UFFC-S **WIE** Chair
  - e. **Member:** UFFC-S **Web** EIC
  - f. **Member(s):** Representation from **Ultrasonics**
  - g. **Member(s):** Representation from **Ferroelectrics**
  - h. **Member(s):** Representation from **Frequency Control**
  - i. **Additional member(s):** **Others** who may be appointed by the Chair

The responsibilities of the [Education Committee](#) shall be to:

- (2) Actively [promote](#) the UFFC-S through [educational](#) programs, including:
  - a. Generation of [proposals](#) for [fellowships](#) funded by [industry](#)
  - b. Development of [educational courses](#) at various institutions
  - c. Production of educational [webinars](#)
  - d. Production of [tutorial](#) or [review-like papers](#) for IEEE [TUFFC](#) and UFFC-S [symposia](#)
- (3) Consider other educational opportunities such as [Summer School](#) and [Student Design Competitions](#) at the symposia and other meetings sponsored by the UFFC-S if the Committee feels that these activities would benefit a large number of people.
- (4) Present to AdCom for [approval](#) for plans on:
  - a. Committee [activities](#) involving or representing the UFFC-S
  - b. Interfacing with [external](#) organizations
  - c. Establishing [educational programs](#)
  - d. [Expenditure](#) of funds
- (5) [Maintain](#) the [Education](#) related sections of the UFFC-S [website](#) and [keep](#) the [website](#) up-to-date by [timely](#) providing information to the UFFC-S [Web EIC](#) for posting.

### **26.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) [Send](#) out [meeting notice](#) of a [Committee meeting](#), if there is any such meeting, to attendees [as early as possible](#), and strive to do so no later than [2 months](#) before the meeting, with [details](#) such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

## 27. UFFC-S Nominations Chair

### 27.1. General Items for Standing Committees

**Term of Office:** **One year** from January 1 until December 31 of the year. (However, as prescribed in **Section 5.1 of the UFFC-S Bylaws**: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the **President** during the President’s first year in office, and by the **President-Elect** during the **President’s** second year in office.

**Attendance:** Regularly scheduled **AdCom meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in **Section 3.3 of the UFFC-S Bylaws** and **Section 5.4 of the UFFC-S Constitution**.)

**Report:** Make **oral** and **written** reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting **announcement**, if there is any, also to the **President** since the President is an **ex-officio** member of all committees of the UFFC-S.

**Turn Over:** **Provide** a complete, comprehensive **turnover** to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

### 27.2. Responsibilities and Information from the UFFC-S Bylaws

(**Compiled** mainly from **Section 5.1.12** and possibly also from **other Sections of the UFFC-S Bylaws**.)

**Note:** UFFC-S Bylaws always take **precedent** over this document.)

- (1) The **UFFC-S Nominations Committee** (shall have representation from the **three Society technical areas**, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):
  - a. The **Chair**. (**Section 5.1.12 of the UFFC-S Bylaws**: The **Nominations** Chair shall be the **Junior Past President**. If the Junior Past President is not available, the most recent Past Chair of the Nominations Committee or an available Past President of the UFFC-S shall be the Chair. In extenuating circumstances, a different individual may be appointed to this position.)
  - b. **Member(s)**: Representation from **Ultrasonics**
  - c. **Member(s)**: Representation from **Ferroelectrics**
  - d. **Member(s)**: Representation from **Frequency Control**
  - e. **Additional member(s)**: **Others** who may be appointed by the Chair

- f. **Note:** For your information, **excluding** the Chair, there were a total **9** members with **3** from each of the three UFFC-S technical areas in both **2016 and 2017**
- (2) AdCom **approval** is needed for appointments of all **members** of the Nominations Committee.
  - (3) The Chair shall **not be eligible** to stand for election for the position of **Elected AdCom Member** or **President-Elect** during his/her term of service.
  - (4) A Nominations Committee **member** may **not** be a nominee for another AdCom position for which the Committee is responsible for making nominations, unless the member resigns from the Committee prior to its first meeting of the year in which the nomination shall be made.

The responsibilities of the **Nominations Committee** shall be to:

- (5) Prepare a **slate** of nominees for forthcoming vacancies in the position of **Elected AdCom Member** (all nominees must be UFFC-S **voting members** in good standing and be **willing** to serve if elected).
- (6) Ensure that the total number of nominees shall be **at least eight**. Broadest representation from **all IEEE Regions and technical areas** of the UFFC-S shall be attempted for the nominations slate.<sup>2</sup>
- (7) Solicit and prepare candidate **biographies** and **photos** for inclusion with the **ballots**.
- (8) Get **approval** of AdCom for the slate of Elected AdCom Member at the **first scheduled AdCom meeting** of the year.
- (9) Notice that nominations may be **presented** from the **floor** by members of AdCom during the first scheduled AdCom meeting of the year when the Nominations Committee presents a slate of nominees for approval, provided that the nominees are UFFC-S voting members in good standing and evidence of willingness to serve is also presented. An affirmative vote by AdCom places the nominee on the **ballot**.
- (10) Send the AdCom approved slate of candidates to **IEEE** for **general election** by UFFC-S voting members.
- (11) Notice that **ties** of the election of **Elected AdCom Member** shall be broken by the AdCom.
- (12) Provide the information (**names, affiliations, email** addresses, and portrait **photos**) on the newly elected AdCom members to the UFFC-S **Newsletter** EIC and the UFFC-S **Web** EIC in a timely manner for inclusion in the Newsletters and posting on the UFFC-S website.
- (13) Prepare a slate of **at least 2 (two) nominees** with nomination packages for the office of **President-Elect** in the election years. (Notice that: (i) Nominees shall be **UFFC-S voting members** in good standing. (ii) Nominees shall be included on the **slate** as long as a complete nomination package has been received by the Chair of the Nominations Committee at least **4 (four) weeks** prior to the last scheduled AdCom meeting in an election.)

---

<sup>2</sup> Examples for reference only: In the 2016 and 2017 Nominations Committee, there were more than **40** nominees in total each year and, among them, **27** and **24** agreed to run in 2016 and 2017 respectively. **12** candidates (**3** from Ultrasonics in all IEEE Regions, **3** from Ferroelectrics in all IEEE Regions, **3** from Frequency Control in all IEEE Regions, and **3** from only IEEE Regions 8-10 but with **1** from each of the three UFFC-S Technical Areas) were selected as a slate (after evaluation and ranking by the Nominations Committee) for AdCom approval for the ballot for election by UFFC-S members.

- (14) Get [exemption](#) from the [IEEE Vice President for Technical Activities](#) if fewer than two nominees for President-Elect are available.
- (15) Distribute the [nomination packages](#) of President-Elect to AdCom [within one week](#) after the nomination [deadline](#) that is [4 weeks](#) prior to the last scheduled AdCom meeting in an election year. A complete [nomination package](#) shall consist of:
  - a. A [letter](#) of nomination signed by at least [2](#) AdCom Members
  - b. An up-to-date candidate [biography](#) including IEEE and UFFC-S contributions
  - c. A [position statement](#) by the candidate

### **27.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) Send out a [Call for Nominations](#) to [UFFC-S members](#) (including AdCom, UFFC-S Representatives, 3 Technical Standing Committees, and TPCs) and post the [Call](#) on the UFFC-S [website](#) (self nominations are encouraged) for:
  - a. [Elected AdCom positions](#) (around [February 1](#) or earlier each year)
  - b. [President-Elect](#) (at least [3 months](#) before the election in the election year)
- (2) Send out [emails](#) to [encourage](#) them to run again:
  - a. The nominees who have [not been selected on the ballot](#) to run next year right after the AdCom-approved slate of [Elected AdCom](#) candidates is sent to IEEE for general election.<sup>3</sup>
  - b. Those [Elected AdCom](#) candidates who were selected [on the ballot](#) but were not elected to run next year after the election.<sup>4</sup>
- (3) [Notify AdCom](#) of the newly elected AdCom members timely.
- (4) Send [Congratulation letters](#) to the newly elected AdCom members.
- (5) [Send out meeting notice](#) of a [Committee meeting](#), if there is any such meeting, to attendees [as early as possible](#), and strive to do so no later than [2 months](#) before the meeting, with [details](#) such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

### **27.4. Helpful Suggestion(s)**

- (1) [Include](#) the following documents as [references](#) for the [Elected AdCom](#) position in: (i) [Call for Nominations](#) (these references could give potential nominees an idea as to what they will be running for and help them to decide if they would like to run); (ii) [Emails](#) to nominees to confirm their [willingness to serve](#) if elected; (iii) [Congratulation letters](#) to newly elected AdCom members.

---

<sup>3</sup> An example of [timing](#) of activities of a past election is provided below for convenience: An AdCom approved [slate](#) of 12 candidates was sent to IEEE on May 10, 2017 after the 1<sup>st</sup> AdCom meeting on May 6, 2017 (four days after the meeting), and an email was sent out on May 11, 2017 to [encourage](#) those nominees who were [not on the ballot](#) to run next year.

<sup>4</sup> The [timing](#) of the result of a past election is provided below for convenience: The final [election result](#) was provided by IEEE on July 21, 2017 and an email was sent out on August 22, 2017 to [encourage](#) those candidates who were on the ballot but were [not elected](#) to run next year.

- a. Information on **Operations** of AdCom:  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/02\\_info\\_on\\_adcom\\_operations.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/02_info_on_adcom_operations.pdf)
  - b. **Job Descriptions** for Volunteers and Staff of IEEE UFFC-S (**this document**):  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/03\\_uffcs\\_job\\_descriptions\\_lu.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/03_uffcs_job_descriptions_lu.pdf)
  - c. UFFC-S **Travel** and Reimbursement Policy:  
[http://ieee-uffc.org/wp-content/uploads/2016/11/UFFC-S\\_Travel\\_Reimbursement\\_Policy.pdf](http://ieee-uffc.org/wp-content/uploads/2016/11/UFFC-S_Travel_Reimbursement_Policy.pdf)
  - d. UFFC-S Bylaws:  
<https://ieee-uffc.org/about-us/governing-documents/uffc-bylaws/>
  - e. UFFC-S Constitution:  
<https://ieee-uffc.org/about-us/governing-documents/uffc-constitution/>
- (2) In terms of the nominations of **President-Elect**, **frequently asked questions** by prospective nominees are: (i) **What** exactly the President of UFFC-S will **do**? (ii) How much **time** it would be needed? (iii) How much **travels** are needed? Therefore, it would be helpful to **include** this document in the **Call for Nominations** to help **prospective candidates** to make decisions as to whether they would like to run. This **Job Descriptions** document can also be accessed at:  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/03\\_uffcs\\_job\\_descriptions\\_lu.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/03_uffcs_job_descriptions_lu.pdf)
- (3) If some **nominees** are **not** an **IEEE UFFC-S member** (the UFFC-S Member Servers Chair and UFFC-S Administrator(s) have an access to the IEEE **SAMIEEE** database to get the IEEE **membership #** and membership **status** of each IEEE UFFC-S member), ask them to join IEEE UFFC-S (please notice that someone could be an IEEE member but not a UFFC-S member). Their nominations could be on hold until they become both **IEEE** and **UFFC-S** members (they should be able to produce a receipt from IEEE after completing the membership application). The IEEE membership application **website** is given below:  
<https://www.ieee.org/membership-catalog/productdetail/showProductDetailPage.html?product=MEMUFFC020>



## 28. UFFC-S Standards Chair

### 28.1. General Items for Standing Committees

**Term of Office:** **One year** from January 1 until December 31 of the year. (However, as prescribed in **Section 5.1 of the UFFC-S Bylaws**: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the **President** during the President’s first year in office, and by the **President-Elect** during the **President’s** second year in office.

**Attendance:** Regularly scheduled **AdCom meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in **Section 3.3 of the UFFC-S Bylaws** and **Section 5.4 of the UFFC-S Constitution**.)

**Report:** Make **oral** and **written** reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting **announcement**, if there is any, also to the **President** since the President is an **ex-officio** member of all committees of the UFFC-S.

**Turn Over:** **Provide** a complete, comprehensive **turnover** to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

### 28.2. Responsibilities and Information from the UFFC-S Bylaws

(**Compiled** mainly from **Section 5.1.13** and possibly also from **other Sections of the UFFC-S Bylaws**.)

**Note:** UFFC-S Bylaws always take **precedent** over this document.)

- (1) The Standards Committee consists of the **Chair** and the **Subcommittee Chairs**, and the Chair shall be an **ex-officio** member of all such UFFC standards subcommittees.
- (2) Appoint **subcommittee chairs** who shall constitute **subcommittees** to handle specific technical standards (in coordination with the Technical Standing Committees).

The responsibilities of the **Standards Committee** shall be to:

- (3) Establish and **review IEEE Standards** within the Field of Interest of the UFFC-S.
- (4) Periodically **upgrade** existing standards and shall **initiate** standards in new areas as appropriate.
- (5) **Maintain** the **Standards** related sections of the UFFC-S **website** and **keep** the **website** up-to-date by **timely** providing information to the UFFC-S **Web EIC** for posting.

**28.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) **Represent** the UFFC-S within the IEEE Standards Association (**SA**) and **work** closely with the IEEE SA **staff officer** who is the liaison for the UFFC-S.
- (2) Act as a “**Sponsor**” on behalf of the UFFC-S to facilitate the process of the development of **new standards** within UFFC-S.
- (3) Participate in the **meetings** of **standard working groups** and provide **guidance** on the standard development.
- (4) Serve as the **point of contact** for the UFFC-S when **other societies** solicit our participation in, and/or our comments on, the standards they are developing.
- (5) Submit the **Annual Financial Report** to the IEEE SA.
- (6) **Send** out **meeting notice** of a **Committee meeting**, if there is any such meeting, to attendees **as early as possible**, and strive to do so no later than **2 months** before the meeting, with **details** such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

## 29. UFFC-S Strategic Planning Chair

### 29.1. General Items for Standing Committees

**Term of Office:** **One year** from January 1 until December 31 of the year. (However, as prescribed in **Section 5.1 of the UFFC-S Bylaws**: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the **President** during the President’s first year in office, and by the **President-Elect** during the **President’s** second year in office.

**Attendance:** Regularly scheduled **AdCom meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in **Section 3.3 of the UFFC-S Bylaws** and **Section 5.4 of the UFFC-S Constitution**.)

**Report:** Make **oral** and **written** reports to AdCom in regularly scheduled AdCom meetings. (It is recommended that **issues** addressed in the reports include the “**Information**” items in the subsection “**Helpful Suggestion(s) and Information**” below.)

**Committee Meeting(s):** Send meeting **announcement**, if there is any, also to the **President** since the President is an **ex-officio** member of all committees of the UFFC-S.

**Turn Over:** **Provide** a complete, comprehensive **turnover** to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

### 29.2. Responsibilities and Information from the UFFC-S Bylaws

(**Compiled** mainly from **Section 5.1.14** and possibly also from **other Sections of the UFFC-S Bylaws**.)

**Note:** UFFC-S Bylaws always take **precedent** over this document.)

- (1) The **Strategic Planning Committee** shall consist of **at least three** members (**one** from each of the three UFFC-S technical areas, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):
  - a. The **Chair**
  - b. **Member:** Representation from **Ultrasonics**
  - c. **Member:** Representation from **Ferroelectrics**
  - d. **Member:** Representation from **Frequency Control**
  - e. **Additional member(s): Others** who may be appointed by the Chair (may consider to include a couple of **AdCom Student Representatives** to gain **perspectives** from students)

The responsibilities of the **Strategic Planning Committee** shall be to:

- (2) Review UFFC-S activities and goals.
- (3) Remain cognizant of IEEE-wide strategic initiatives.
- (4) Suggest strategies for the long-term health of the UFFC-S.
- (5) Present its recommendations to AdCom for review and possible action.

### **29.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) Send out meeting notice of a Committee meeting, if there is any such meeting, to attendees as early as possible, and strive to do so no later than 2 months before the meeting, with details such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

### **29.4. Helpful Suggestion(s) and Information**

- (1) Information: The following topics have been suggested previously for the Strategic Planning Committee to consider:
  - a. Vision for the UFFC-S
  - b. Strategic plan of UFFC-S
  - c. Society goals for: (i) Coming year; (ii) Next 3 years; (iii) Next 10 years; (iv) Top 3 goals
  - d. How the goals are being achieved
  - e. What plan / programs we are putting in place
  - f. Alignment of budget and expenses to achieve these goals
  - g. Strategic answers
  - h. How to obtain input to key questions on Society orientation long-term
  - i. Value added by IEEE UFFC-S and IEEE Membership
  - j. How the gap of student to regular membership is addressed
- (2) Information: The key areas recognized previously include:
  - a. IEEE UFFC-S and IEEE Membership
  - b. Why become a member?
  - c. What novel benefits can UFFC-S offer to motivate membership?
  - d. How to promote research in UFFC-S amongst young researchers?
- (3) May consider including a couple of AdCom Student Representatives as a member(s) of the Strategic Planning Committee since students are the future of UFFC-S and may provide some insights to UFFC-S from the perspectives of students.

## 30. UFFC-S Ad Hoc Committee Chairs

### 30.1. General Items

**Term of Office:** **Unspecified.** (In [Section 5.2 of the UFFC-S Bylaws](#): “The President shall define ... the [terms of office](#) of the Chair and the members. All Ad Hoc Committees should [disband](#) at the end of the calendar year or the end of the appointing President's term of office. The Ad Hoc Committee may be [reappointed](#) by the President's successor.”)

**Method of Appointment:** Appointed for the following year by the [President](#) during the President's first year in office, and by the [President-Elect](#) during the [President's](#) second year in office.

**Attendance:** Regularly scheduled [AdCom meetings](#) (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in [Section 3.3 of the UFFC-S Bylaws](#) and [Section 5.4 of the UFFC-S Constitution](#).)

**Report:** Make [oral](#) and [written](#) reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting [announcement](#), if there is any, also to the [President](#) since the President is an [ex-officio](#) member of all committees of the UFFC-S.

**Turn Over:** [Provide](#) a complete, comprehensive [turnover](#) to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the [beginning](#) (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The [requirements](#) below are [general](#) guidelines and serve only as [minimum](#) requirements.

### 30.2. Responsibilities and Information from the UFFC-S Bylaws

- (1) In [Section 5.2 of the UFFC-S Bylaws](#): “The President shall define the [purpose](#) of the Committee and may provide [guidance](#) for how long the Committee shall be constituted, the number of members the Committee shall have, how the members are to be selected, and the [terms of office](#) of the Chair and the members. All Ad Hoc Committees should [disband](#) at the end of the calendar year or the end of the appointing President's term of office. The Ad Hoc Committee may be [reappointed](#) by the President's successor.”

### 30.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

- (1) [Send out meeting notice](#) of a [Committee meeting](#), if there is any such meeting, to attendees [as early as possible](#), and strive to do so no later than [2 months](#) before the meeting, with [details](#) such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

## 31. Elected AdCom Members (12 Members) (Voting Members)

### 31.1. General Items

**Term of Office:** Three years from January 1 of the first year in office until December 31 of the third year. (In **Section 5 of UFFC-S Constitution**: “Their term shall be three years. Only **two** consecutive terms are permitted, but eligibility for reelection is restored after a lapse of **one** year.”)

**Method of Appointment:** By **election** of UFFC-S voting members.

**Number of Members:** Four members are elected each year. Because the term of office is three years, there are a total of **twelve** Elected AdCom Members in AdCom at any given time.

**Attendance:** Regularly scheduled **AdCom meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in **Section 3.3 of the UFFC-S Bylaws** and **Section 5.4 of the UFFC-S Constitution**.)

**Meeting Guidelines:** Follow the link “**Common AdCom and Committee Meeting Guidelines**” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

### 31.2. Responsibilities and Information from the UFFC-S Bylaws

- (1) **Be familiar with** the UFFC-S **governance** to effectively help UFFC-S making decisions via discussions, deliberations, and **votes**.
- (2) **Attend** the twice per year **AdCom meetings** that may be held worldwide.

### 31.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

- (1) **Perform** duties **assigned** by the UFFC-S **President** and **AdCom**.
- (2) To the extent possible, each Elected AdCom Member should come up with at least one **initiative** per year with a **plan** for execution.
- (3) Actively participate in the **discussions** during **AdCom** meetings and **email** interactions.

### 31.4. Useful Resource(s) or Information

- (1) “**Information on Operations of IEEE UFFC-S AdCom**”: This document may help Elected AdCom Members to be familiar with the UFFC-S Governance and get a quick start as soon as they are in office.
- (2) **Governing Documents:** Relevant UFFC-S governing documents that **Elected AdCom Members** may be of interest are listed together below:
  - a. Information on **Operations** of AdCom:  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/02\\_info\\_on\\_adcom\\_operations.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/02_info_on_adcom_operations.pdf)
  - b. **Job Descriptions** for Volunteers and Staff of IEEE UFFC-S (**this document**):  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/03\\_uffes\\_job\\_descriptions\\_lu.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/03_uffes_job_descriptions_lu.pdf)

- c. UFFC-S **Travel** and Reimbursement Policy:

[http://iee-uffc.org/wp-content/uploads/2016/11/UFFC-S\\_Travel\\_Reimbursement\\_Policy.pdf](http://iee-uffc.org/wp-content/uploads/2016/11/UFFC-S_Travel_Reimbursement_Policy.pdf)

- d. UFFC-S Bylaws:

<https://iee-uffc.org/about-us/governing-documents/uffc-bylaws/>

- e. UFFC-S Constitution:

<https://iee-uffc.org/about-us/governing-documents/uffc-constitution/>

## 32. AdCom Student Representatives

### 32.1. General Items

**Term of Office:** **Two years total** separated into Junior Student Representatives and Senior Student Representatives: (i) **Junior Student Representatives:** From January 1 until December 31 of the first year in the position. (ii) **Senior Student Representatives:** From January 1 until December 31 of the second year in the position.

**Method of Appointment:** In **Section 3.7 of UFFC-S Bylaws:** (i) “The Student Representatives shall be **appointed** by the President (by the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year).” (ii) “It is desirable that Student Representatives **remain students** during their term of service. If a Student Representative cannot complete his or her term, a **replacement** shall be appointed by the President to serve the remainder of the term of the student.”

**Number of Members:** Up to **three** members are appointed each year. Because the term of office is two years, there may be up to a total of **six** members at any given time. According to **Section 3.7 in UFFC-S Bylaws:** “There shall be up to three Junior and three Senior Student Representatives to AdCom, **no more than two** from any of the three Society technical areas.”

**Attendance:** Regularly scheduled **AdCom meetings** (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in **Section 3.3 of the UFFC-S Bylaws** and **Section 5.4 of the UFFC-S Constitution.**)

**Report:** The **lead individual** makes **oral** and **written** reports to AdCom on behalf of other AdCom Student Representatives in regularly scheduled AdCom meetings.

**Meeting Guidelines:** Follow the link “**[Common AdCom and Committee Meeting Guidelines](#)**” to view the important meeting guidelines at the **beginning** (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The **requirements** below are **general** guidelines and serve only as **minimum** requirements.

### 32.2. Responsibilities and Information from the UFFC-S Bylaws

(**Compiled** mainly from **Section 3.7** and possibly also from **other Sections of the UFFC-S Bylaws.**

**Note:** UFFC-S Bylaws always take **precedent** over this document.)

The duties of Student Representatives include:

- (1) **Attend** the twice per year AdCom meetings (also see “**Attendance**” above).
- (2) **Publicize** the Society to the broader community of **fellow students**.
- (3) **Promote** the Society to students via the UFFC-S **website**, **social media** and other **online** activities.
- (4) **Perform outreach** to students attending the annual UFFC-S **symposia** and other **activities**.
- (5) **Select** a **lead individual** among AdCom Student Representatives.
- (6) The **lead individual** shall:



- a. **Present** an **oral** and **written report** of student activities on behalf of other AdCom Student Representatives in each AdCom meeting (also see “**Report**” above)
- b. **Keep** the **Student** related sections of the UFFC-S **website** up-to-date by **timely** providing information to the UFFC-S **Web EIC** for posting.

### **32.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) Manage **membership** and **outreach** activities (in coordination with the UFFC-S **Publicity** Chair) at the three **annual UFFC-S symposia**. In the past, these activities included:
  - a. Running UFFC-S **membership booths** (in coordination with the UFFC-S **Member Services** Chair and UFFC-S **Secretary**)
  - b. **Surveying** students for feedback
- (2) **Plan**, **advertise**, and **run** student activities at the three **annual UFFC-S symposia**. In the past, these activities included:
  - a. Student **photo competitions**
  - b. Student-industry **networking** events
  - c. **Scavenger hunts**
  - d. **Informal** student meetings
- (3) **Collaborate** with **AdCom members** and **symposia officers** to promote **student engagement** in UFFC-S.
- (4) **Seek** advices from the **Student Advisor** in planning the **student activities**.
- (5) **Perform** duties assigned by the UFFC-S **President** and **AdCom**.
- (6) **Connect** with UFFC-S **Student Branch Chapters**, and **promote** their **growth** and **visibilities**.
- (7) Make yourself **available** to other students at UFFC-S **Symposia** and other **events** to answer their questions.

## 33. AdCom Emeriti

### 33.1. General Items

**Term of Office:** [Life](#).

**Method of Appointment:** [Recommended](#) by the UFFC-S [Awards](#) Committee (the nominations may come from the three Technical Standing Committees to the UFFC-S Awards Committee) and appointed by [AdCom](#).

**Number of Members:** There is [no limit](#) on the number of AdCom Emeriti (this is an [honorary](#) title conferred by AdCom and thus [named](#) “AdCom Emeritus”).

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the [beginning](#) (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

### 33.2. Responsibilities and Information from the UFFC-S Bylaws

([Compiled](#) mainly from [Section 3.8](#) and possibly also from [other Sections](#) of the UFFC-S Bylaws. **Note:** UFFC-S Bylaws always take [precedent](#) over this document.)

AdCom Emeriti shall:

- (1) [Support](#) the UFFC-S using their “[corporate memory](#)”.
- (2) [Perform](#) on occasion duties [assigned](#) by [AdCom](#) or by the UFFC-S [President](#).
- (3) A [minimum of two](#) AdCom Emeriti, not including those who are currently serving in other positions as AdCom Members, shall be invited by the President to attend [each AdCom meeting](#). (This will help to provide the “[corporate memory](#)” to the UFFC-S. The [Travel support](#) for the invitees is governed by the “[UFFC-S Travel and Reimbursement Policy](#)” as in the “[Introduction](#)” section at the beginning of this document.)

### 33.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

- (1) Be [involved](#) with the [Technical Standing Committee](#) in which the AdCom Emeriti are technically belong.

## 34. UFFC-S Representatives

### 34.1. General Items

**Term of Office:** Varied depending on **two factors**: (i) The duration **appointed** by the UFFC-S **President** (by the **President-Elect** in the year prior to beginning to serve as President for terms starting on January 1 of the following year). (ii) **Term limits** set in the Bylaws, Memoranda of Understanding (MOU), and/or governing documents of the **organizations** that the UFFC-S Representatives are appointed to.

**Method of Appointment:** Appointed by the UFFC-S **President** (by the **President-Elect** in the year prior to beginning to serve as President for terms starting on January 1 of the following year)

**Number of Members:** **Governed** by the Bylaws, Memoranda of Understanding (MOU), and/or governing documents of each **organization** that the UFFC-S Representatives are appointed to.

**Attendance:** Regularly scheduled **AdCom meetings** as invited by the UFFC-S President (see **Section 3.2 of “IEEE UFFC Society (UFFC-S) Travel Reimbursement Policy”** as in the “**Introduction**” section at the beginning of this document for travel support).

**Report:** Make **oral** (if requested by the President) and **written** reports to UFFC-S AdCom in regularly scheduled AdCom meetings.

**Turn Over:** **Provide** a complete, comprehensive **turnover** to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

### 34.2. Responsibilities Not Specified in the UFFC-S Bylaws

- (1) Seize the **opportunities** that may benefit UFFC-S when participating in the **activities** of the organization that the UFFC-S Representatives are appointed to.
- (2) **Perform duties governed** by the Bylaws, Memoranda of Understanding (MOU), and/or governing documents of each **organization** that the UFFC-S Representatives are appointed to.
- (3) Provide **oral** (if requested by the UFFC-S President) and/or **written reports** that will become permanent records (attachments) of the UFFC-S AdCom meetings. Answer the following questions in the oral and/or written **reports**:
  - a. What **activities** have taken place in your representation areas
  - b. How these activities may be **related** to the UFFC-S
  - c. Your suggestions and recommendations as to what could be done to have UFFC-S **benefit** more from the representation
  - d. Anything else that you feel **worth** to report
  - e. If there are **no updates** from the last report, please state so in your written report to the UFFC-S AdCom meetings
- (4) **Participate** in and **contribute** to UFFC-S AdCom activities such as AdCom meeting and email discussions.

### **34.3. Helpful Suggestion(s)**

- (1) Foster [collaborations](#) between UFFC-S and the organizations that the UFFC-S Representatives are appointed to for mutual benefits, for example:
  - a. Have a couple of UFFC-S members to serve in the conference [technical program committee \(TPC\)](#) of the conferences of other organizations
  - b. Encourage forming [technical committees in special joint topics](#) of UFFC-S expertise in other organizations
  - c. Invite [Distinguished Lecturers](#) of the other organizations for a [keynote](#) or [invited talks](#) in the UFFC-S symposia
  - d. Organize joint [tutorials](#) or [short courses](#) in symposia or workshops of both UFFC-S and other organizations
  - e. Encourage authors in other organizations to submit [papers](#) to IEEE [TUFFC](#)

## 35. General Chairs of UFFC-S Symposia

### 35.1. General Items

**Term of Office:** Three years as a member of AdCom (one year before the symposium, the year when the symposium takes place, and one year after the symposium) for a designated General Chair of each symposium (see Section 3.1 of the UFFC-S Bylaws for clarifications of the meaning of the word “designated” here) (as for each symposium, the General Chair(s), Symposium Finance Chair(s), and the entire symposium organizing committee should remain responsible until completing all tasks of the symposium, including filling out a standard Conference Data Collection Form below.)

**Method of Appointment:** Selected by a Technical Standing Committee and approved by AdCom.

**Number of Chairs:** Varied from symposium to symposium.

**Attendance:** Regularly scheduled AdCom meetings during the three-year term of the designated General Chair (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral (it may be combined with the report of the Chair of the Technical Standing Committee) and written reports to AdCom in regularly scheduled AdCom meetings in coordination with the Chair of the respective Technical Standing Committee.

**Meeting Guidelines:** Follow the link “[Common AdCom and Committee Meeting Guidelines](#)” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

### 35.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Sections 4.2, 4.2.1, 4.2.2, 5.1.4, and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

- (1) Request a loan (or loans) from the general fund of UFFC-S to cover expenses in advance of the symposium (this can also be done by the Symposium Finance Chair) if such a loan is needed.
- (2) Authorize the Symposium Finance Chair to open an account to be used for the deposit and disbursement of funds related to the symposium.
- (3) Submit a formal budget to AdCom for approval at least one year before the symposium.
- (4) Submit the AdCom-approved budget to Vice President for Finance who will subsequently forward it to IEEE for inclusion in the budget process.
- (5) Present a preliminary account of symposium income and expenses at the first scheduled AdCom meeting after the symposium.
- (6) Work with the Symposium Finance Chair to ensure the conference books are closed in a timely fashion.
- (7) Appoint relevant editors for the Symposia Proceedings (see Section 5.1.4 of the UFFC-S Bylaws).

- a. **Note:** In some Technical Standing Committees, the Symposium Proceedings Editor may be selected by the **Vice President** for the respective Technical Standing Committee or by the **Committee** to serve across multiple symposia to assure continuity and consistency. In these cases, General Chair(s) may be required to appoint the Symposium Proceedings Editor selected by the Vice President or the Committee in pursuant to the policies adopted by the respective Technical Standing Committee.
  - b. **Note:** The Society shall **publish** proceedings for each Symposium sponsored or co-sponsored by the Society. The **Proceedings Editor** shall be a member of the relevant **symposium organizing committee**.
- (8) Comply with IEEE **audit** requirements.
- (9) Adhere to IEEE **conference finance rules**.

### 35.3. **Additional Responsibilities and Information Not in the UFFC-S Bylaws**

- (1) **Fill out** the simple **conference data collection form** below before the job of General Chair is considered complete and submit it to (i) the UFFC-S **Vice President for Symposia**, (ii) the respective **Vice President for Technical Standing Committee**, and (iii) the UFFC-S **administrator**:
  - a. **Attendance** (including all registrants, guests, staff, and exhibitors): IEEE **Regions 1-7** (USA/Canada): \_\_\_\_\_; **Region 8** (Europe/Middle East/Africa): \_\_\_\_\_; **Region 9** (Latin America): \_\_\_\_\_; **Region 10** (Asia/Pacific): \_\_\_\_\_; **No Country**: \_\_\_\_\_
  - b. Abstracts **submitted** (including tutorials and invited) for each TPC Group: **Group I**: \_\_\_\_\_; **Group II**: \_\_\_\_\_; **Group III**: \_\_\_\_\_; **Group IV**: \_\_\_\_\_; **Group V**: \_\_\_\_\_; **Group VI**: \_\_\_\_\_; **Group VII**: \_\_\_\_\_
  - c. Abstracts **accepted** (including tutorials and invited) for each TPC Group: **Group I**: \_\_\_\_\_; **Group II**: \_\_\_\_\_; **Group III**: \_\_\_\_\_; **Group IV**: \_\_\_\_\_; **Group V**: \_\_\_\_\_; **Group VI**: \_\_\_\_\_; **Group VII**: \_\_\_\_\_
  - d. **Note:** The MS Excel spreadsheets below have the definitions of various TPC Groups:
    - i. IUS: [http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_oper\\_ius2008\\_plots.xls](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_oper_ius2008_plots.xls)
    - ii. ISAF: [http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_oper\\_ius2008\\_plots\\_isaf.xls](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_oper_ius2008_plots_isaf.xls)
    - iii. IFCS: [http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_oper\\_ius2008\\_plots\\_ifcs.xls](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_oper_ius2008_plots_ifcs.xls)
  - e. **Note:** A complete fillable **PDF Conference Data Collection Form** that includes Items “a”, “b”, and “c” above is available at (download first before filling in): [http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/00\\_uffcs\\_conf\\_data\\_collection\\_fillable.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/00_uffcs_conf_data_collection_fillable.pdf)
- (2) **Follow** the **rules** and **policies** in the **Operations Manual** of each respective Technical Standing Committee right from the **beginning** when the symposium and General Chair(s) are approved by the Technical Standing Committee and AdCom.
- (3) **Send out** an email to all **AdCom** members at least **3 months** before the symposia for the following information (Coordinate this task with the **UFFC-S Secretary** who has a list of email addresses of the entire UFFC-S AdCom):

- a. Ask if there will be any **committee meeting** to be scheduled during the symposium with a deadline for response. For your convenience, some example events held in conjunction with a symposium in the **past** are given below as references:
    - i. **The President's Reception**
    - ii. **President's Student Reception**
    - iii. **Standing Committee** meeting(s)
    - iv. **1st TPC** meeting of next year
    - v. **Women-in-Engineering (WIE)**
    - vi. **TUFFC Associate Editor (AE) Luncheon** meeting
    - vii. **Awards** Committee meeting
    - viii. **Finance** Committee meeting
    - ix. **Strategic Planning** Committee meeting
    - x. **Exhibits** Breakfast
    - xi. **Standards** Committee meeting
    - xii. **Guest** Breakfasts
    - xiii. **Pass-the-Baton** meeting
    - xiv. Some **Ad Hoc** Committee meetings, etc.
  - b. Request information on:
    - i. Estimated **number** of attendees
    - ii. **Room** setup
    - iii. Audio/Visual (**A/V**) and **food** requirements
  - c. **Note:** Arrange committee meetings **early** may help to resolve **conflicts** in meeting scheduling and logistic issues, and help meeting attendees.
  - d. **Note:** For your convenience, a sample **Meeting Schedule** for IEEE UFFC-S conferences (containing many of the Committee meetings mentioned above) is provided at: [http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_z\\_appendix\\_c\\_mtg\\_schedules\\_2008\\_lu.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_z_appendix_c_mtg_schedules_2008_lu.pdf) and a Microsoft Excel version of this file is available at (can be easily modified): [http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_z\\_appendix\\_c\\_mtg\\_schedules\\_2008\\_lu.xls](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_z_appendix_c_mtg_schedules_2008_lu.xls)
- (4) **Provide** the following for the IEEE UFFC-S **membership** advertisement (coordinate with the **UFFC-S Member Services Chair** for these tasks):
- a. A **booth** space (may include desk(s), chair(s), and a waste basket etc)
  - b. Whenever possible, a **large-screen TV** (65" or larger if available) for playing back the UFFC-S Introduction **Video** in continuous **loops** for the **entire** duration of the symposium.
  - c. **Notes:**
    - i. Playing the video is a good way to **introduce** UFFC-S to meeting attendees even when the booth is not staffed from time to time

- ii. The video is in an MP4 format with a file size of 940 MB and is [downloadable](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/07_ieee_uffcs_introduction_video.mp4) at [http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/07\\_ieee\\_uffcs\\_introduction\\_video.mp4](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/07_ieee_uffcs_introduction_video.mp4)
- (5) Prepare [Certificates of Appreciations](#) for distribution during the [President's Reception](#) (send information and instructions to the [UFFC-S Administrator](#) who will make the certificates) for:
    - a. Members of the [Organizing Committee](#)
    - b. [Sponsors](#)
    - c. Student Paper Competition [finalists](#)
    - d. [TPC Group Chairs](#)
    - e. [Others](#) whom the General Chair(s) would like to appreciate
  - (6) Consider to put a [checkbox](#) in the conference registration form for Women-in-Engineering ([WIE](#)) events to estimate participation.
  - (7) Consider to put a [checkbox](#) in the conference registration form for the “[Industry and University Employer / Job Seeker network event](#)” to estimate participation if there is such an event.
  - (8) Consider to make the [difference](#) of symposium registration fees between IEEE and non-IEEE members greater than the IEEE membership fee when developing symposium budget.
  - (9) Consider to use IEEE recommended [web server\(s\)](#) (free of charges for IEEE organizations) to develop [symposia websites](#) so that the [contents](#) of the websites can be permanently [preserved](#) and the server [security](#) can be taken care of by IEEE (some earlier UFFC-S symposia such as 2014 IEEE ISAF did not use an IEEE web server and the website has permanently lost). IEEE now recommends that IEEE symposia use the server at [sites.ieee.org](http://sites.ieee.org). Some recent IEEE IUS using this IEEE server are given below as examples:

2016 IEEE IUS: <http://sites.ieee.org/ius-2016/>

2018 IEEE IUS: <http://sites.ieee.org/ius-2018/>

IEEE [contact](#) for setting up the [website](#) (in case the contact person below is changed, the relevant IEEE department can always be reached to find out a new contact person):

Mr. Khanh Luu

Information Management Analyst

Member and Geographic Activities Department

Tel. (732)562-6358 (Office)

Tel. (732)562-5501 (Department) x6358

Email: [k.n.luu@IEEE.org](mailto:k.n.luu@IEEE.org)

#### **35.4. Useful Resource(s) or Information**

- (1) Some Technical Standing Committees may have a position called “[Vice General Chair](#)”. (The Vice General Chair is intended to be the next General Chair, and serves to support the current General Chair and is trained by the current General Chair.)
- (2) A lot of [details](#) as to how to [organize](#) an IEEE [UFFC-S conference](#) is in the following document (about 590 pages / 9.6 MB): [http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_oper\\_ius2008\\_200dpi.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_oper_ius2008_200dpi.pdf) .



Although each conference is different and each UFFC-S Technical Standing Committee organizes its conferences in a different way, this document could still be of some value and be used as a [reference](#). This document may also be useful to anyone who would like to be a [volunteer](#) to organize a UFFC-S conference in the future. In particular, this document may be useful for conferences that plan to use vendors such as [Mira Digital Publishing](#) (a system for abstract review, program assembly, and proceedings paper publication, etc) and/or [YesEvents](#) (a conference registration company). To save time and quickly jump to the sections of interest, please use the bookmarks on the left-hand-side of the PDF file above. The following [8 sections](#) might be of particular interest to you and can be located by the bookmarks:

- a. **Section III.** "A Brief [History](#) of IEEE International Ultrasonics Symposia" on [Page 16](#), which shows the conference history and a historical trend since [1959](#).
  - b. **Section VIII.** "[Technical Program](#) and Mira Digital Publishing" on [Page 54](#), which shows how to organize technical program of a conference using the Mira system.
  - c. **Section IX.** "Conference [Proceedings](#)" on [Page 80](#), which shows how to produce conference proceedings effectively using the Mira system.
  - d. **Section XVIII.** "Suggested [Improvements](#) for Mira and YesEvents Systems" on [Page 122](#), which gives some suggested improvements of the Mira and YesEvents systems if the companies have not already implemented them.
  - e. **Appendix A.** "IEEE International Ultrasonics Symposium (IUS) since [1959](#)" on [Page 128](#), which gives more details on each IEEE IUS conference since 1959 including information such as websites, General Chairs, and TPC Chairs, etc.
  - f. **Appendix W.** "[Calendar of Events](#) and Important Things to Note" on [Page 386](#), which gives an example time line of a conference and important things that might need to be considered when running a conference.
  - g. **Appendix X.** "[Mira Digital Publishing](#) System for [2017 IEEE IUS](#)" on [Page 403](#), which shows what General Chairs, TPC Chairs, conference proceedings Chairs, reviewers, and authors need to do when using the Mira system. It also shows the process of conference registration with the [YesEvents](#) conference registration services.
  - h. "[Screen Captures](#)" on [Page 415](#), which includes step-by-step graphical instructions through [screen shots](#) on how General Chairs, TPC Chairs, and Group Chairs can manage a conference using the [Mira system](#). It also includes step-by-step instructions on how to use [YesEvents](#) services for conference registration. In addition, it shows how the conference [Proceedings Chairs](#) could make use of the Mira system to effectively manage conference proceedings (also see "[Appendix X](#)" above).
- (3) For your convenience, [resources](#) that might be useful for running an IEEE UFFC-S conference are listed [together](#) below (these files may be updated from time to time):
- a. **Fillable Conference Data Collection Form for IEEE UFFC-S Conferences** to collect historical data (download first before filling in) (1 page):  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/00\\_uffcs\\_conf\\_data\\_collection\\_fillable.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/00_uffcs_conf_data_collection_fillable.pdf)
  - b. **Organization of IEEE UFFC-S Conferences** (including IEEE IUS history from 1959) (about 590 pages):  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_oper\\_ius2008\\_200dpi.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_oper_ius2008_200dpi.pdf)

- c. **A Sample Calendar of Events of IEEE UFFC-S Conferences** (about 16 pages):  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_oper\\_ius2008\\_200dpi\\_calendar.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_oper_ius2008_200dpi_calendar.pdf)
- d. **Tutorial of Mira Software for IEEE UFFC-S Conferences** (about 191 pages):  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_oper\\_ius2008\\_200dpi\\_mira\\_tutorials.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_oper_ius2008_200dpi_mira_tutorials.pdf)
- e. **A Sample Meeting Schedule for IEEE UFFC-S Conferences** (about 9 pages):  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_z\\_appendix\\_c\\_mtg\\_schedules\\_2008\\_lu.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_z_appendix_c_mtg_schedules_2008_lu.pdf)  
**Microsoft Excel version:**  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_z\\_appendix\\_c\\_mtg\\_schedules\\_2008\\_lu.xls](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_z_appendix_c_mtg_schedules_2008_lu.xls)
- f. **IEEE IUS Historical Data Plots Since 1959** (about 26 pages):  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_oper\\_ius2008\\_plots.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_oper_ius2008_plots.pdf)  
**Microsoft Excel version:**  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_oper\\_ius2008\\_plots.xls](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_oper_ius2008_plots.xls)
- g. **IEEE ISAF Historical Data Plots Since 1968** (about 15 pages):  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_oper\\_ius2008\\_plots\\_isaf.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_oper_ius2008_plots_isaf.pdf)  
**Microsoft Excel version:**  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_oper\\_ius2008\\_plots\\_isaf.xls](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_oper_ius2008_plots_isaf.xls)
- h. **IEEE IFCS Historical Data Plots Since 1947** (about 15 pages):  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_oper\\_ius2008\\_plots\\_ifcs.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_oper_ius2008_plots_ifcs.pdf)  
**Microsoft Excel version:**  
[http://ewh.ieee.org/conf/ius\\_2008/z\\_doc\\_misc/0\\_oper\\_ius2008\\_plots\\_ifcs.xls](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_oper_ius2008_plots_ifcs.xls)
- i. A sample [statistics](#) of an IEEE IUS conference is at:  
[http://ewh.ieee.org/conf/ius\\_2008/zz\\_index/z29c\\_conference\\_statistics\\_index.html](http://ewh.ieee.org/conf/ius_2008/zz_index/z29c_conference_statistics_index.html)
- j. An example of making [conference photos and videos](#) is at:  
[http://ewh.ieee.org/conf/ius\\_2008/zz\\_index/z29b\\_conference\\_photos\\_index.html](http://ewh.ieee.org/conf/ius_2008/zz_index/z29b_conference_photos_index.html)
- k. [Home](#) page of 2008 IEEE IUS, Beijing, China, which contains a lot of useful information:  
[http://ewh.ieee.org/conf/ius\\_2008/](http://ewh.ieee.org/conf/ius_2008/)
- l. **Note:** There are also [other files](#) that may be of use to future General Chairs and TPC Chairs, including [contracts](#) and [financial](#) information of conferences. If you are interested, please contact Dr. Jian-yu Lu at: [jian-yu.lu@ieee.org](mailto:jian-yu.lu@ieee.org)

## 36. UFFC-S Administrator(s)

### 36.1. General Items

**Service Period:** Specified in [contract\(s\)](#) between IEEE UFFC-S and the vendor(s).

**Method of Appointment:** A point of [contact](#) selected by the [vendor\(s\)](#).

**Attendance:** Regularly scheduled Administrative Committee ([AdCom](#)) [meetings](#) to provide administrative assistance.

**Turn Over:** [Provide](#) a complete and comprehensive [turnover](#) to your successor prior to the starting date of the successor to ensure continuity of UFFC-S operations.

**Note(s):** The [requirements](#) below are [general](#) guidelines and [more](#) are to be expected from the UFFC-S President, Committee Chairs, AdCom, and [contract\(s\)](#).

### 36.2. General Responsibilities

(1) Assist UFFC-S [AdCom meeting logistics](#), including:

a. Arrange with meeting [venues](#):

- i. Ship UFFC-S [equipment](#) to venues, and set up and [test](#) the equipment
- ii. Get meeting [room](#) of appropriate room size with U-shaped tables for 40-50 people
- iii. Get a projection [screen](#) for presentations (about 10 feet wide)
- iv. Ensure reliable [internet](#) connections to the meeting room (such as 1 Ethernet line for one of the UFFC-S computers, 1 phone line to one Polycom unless there is an alternative way for remote meeting participants, and a wireless connection for attendees to use their computers)
- v. Ensure that [power strips](#) are placed about every [5-6 feet](#) around tables
- vi. Get enough number of [stationary \(wired\) microphones](#) and a couple of [mobile \(wireless\) microphones](#)
- vii. Ensure that the hardware (key pads) and software (PowerVote) of the [electronic voting](#) system works
- viii. Ensure [remote presenters](#) have good voice connections so that they can hear and can be heard to satisfy the requirements of remote participants of the UFFC-S Constitution so that their votes are counted

b. Bring a digital [voice recorder](#) to the meeting for the [minutes](#) development

c. Work with [UFFC-S Secretary](#) to operate [equipment](#) during AdCom meetings

(2) Setup an AdCom meeting [registration website](#) whenever possible.

(3) Maintain the “[For AdCom Only](#)” website.

(4) Make requests to IEEE to add people who need to [access](#) the “[For AdCom Only](#)” by providing their [names](#) and [IEEE Membership #](#) to IEEE (IEEE Membership # is available from the IEEE [SAMIEEE](#) database or from the [UFFC-S Member Services Chair](#)). (Do this in [January](#) of each year in [coordination](#) with the [UFFC-S President](#) and add more people during the year as the President requests.)

(5) Produce an AdCom meeting [agenda](#) that is [linked](#) to both oral and written presentation files.

- (6) Collect [presentation \(attachment\) files](#) from each individual who is scheduled to make oral and/or written presentations ([UFFC-S Representatives](#) often make only [written](#) presentations when there is not enough time for oral presentations). Even if a presenter could not attend the AdCom meetings, a [written report](#) should be submitted.
- (7) Ensure a proper file [naming convention](#) for the presentation files in the “For AdCom Only” website.
- (8) Convert all original presentation files to [PDF files](#) right after each AdCom meeting, move/save the original files to a separate folder, and then re-link the AdCom meeting agenda to the converted PDF files.
- (9) Develop a draft meeting [minutes](#) with appropriate [links](#) to the converted PDF presentation files within [one week](#) after the AdCom meeting.
- (10) Print [Certificates of Appreciations](#) (also [deliver](#) them to designated places) for (please coordinate with the symposium [General Chairs](#) for this task):
  - a. [Symposium organizers](#)
  - b. [Symposium sponsors](#)
  - c. [Student Paper Competition finalists](#)
  - d. [Student Paper Competition winners](#)
  - e. Anyone [designated](#) by the symposium [General Chairs](#)
- (11) Print [Certificates of Appreciations](#) (also [deliver](#) them to designated places) for those who are completing their tenure in AdCom (please coordinate with the [UFFC-S Awards Chair](#) for this task):
  - a. [Elected AdCom Members](#)
  - b. [Standing Committee](#) members
  - c. [Others](#)
- (12) Get wooden [plaques](#) for [awards](#) winners (please coordinate with the [UFFC-S Awards Chair](#) for this task):
  - a. [UFFC-S Award winners](#)
  - b. [Awards winners](#) of the three [Technical Standing Committees](#)
- (13) Get the following [items](#) for the [outgoing President](#) during the [last](#) AdCom meeting of the term of the President (please coordinate with the [UFFC-S Awards Chair](#) for this task):
  - a. A [wooden plaque](#),
  - b. A [Certificate of Appreciations](#),
  - c. A [Past-President Pin](#) (notice that the pin is different depending on if the outgoing President is an IEEE Fellow or not)
  - d. A [gift](#) (a gift may or may not be requested)
- (14) Get the following [items](#) for the [incoming President](#) during the [last](#) AdCom meeting of the term of the President (please coordinate with the [UFFC-S Awards Chair](#) for this task):
  - a. A [gavel](#)

- b. A **President Pin** (notice that the pin is different depending on if the incoming President is an IEEE Fellow or not)
- (15) Coordinate with the **UFFC-S Secretary** to get **gifts** for AdCom **annually**.
- (16) Collect **names** and **email addresses** from each of the three UFFC-S annual symposia (from **registration** databases and **abstract** submission databases) for use with various UFFC-S announcements.
- (17) Assist in handling the UFFC-S membership promotion **shops**, if there are any, that contain items such as UFFC-S promotional **mugs**. (The UFFC-S administrator(s) need to be an IEEE UFFC-S **member** and need to be authorized by the UFFC-S to access the IEEE **SAMIEEE** database.)
- (18) Assist on any **other tasks** requested by the Society **Officers**, UFFC-S Standing Committee **Chairs**, and symposium **General Chairs**.