

VICE PRESIDENT – IEEE EDUCATIONAL ACTIVITIES

The IEEE Vice President – Educational Activities Board (EAB) is elected by the IEEE Assembly and serves as Chair of the IEEE Educational Activities Board.

Term of Service

- One year
- Reappointment is permissible

Description of Roles

- Serves as Member of the IEEE Board of Directors;
- Chairs the EAB and EAB Operating committee (OpCom) and presides over their meetings;
- Serves as an alternate voting member of ABET, Inc. Board of Directors

Description of Responsibilities

The Vice President, Educational Activities responsibilities include:

- Director on the IEEE Board of Directors (See Member, Board of Directors Position Description)
- Appoints EAB and EAB council/committee members and EAB representatives to other IEEE organizations;
- Makes recommendations for changes to EAB structure, policies, and procedures;
- Establishes EAB ad hoc committees when required and monitor their progress;
- Informs the EAB of IEEE Board of Directors pertinent discussions, actions taken and subsequent actions required by EAB;
- Appears in person or through an informed representative in meetings of IEEE committees and organizational units when significant EAB-related matters are discussed or when significant input from EAB is needed;
- Meets frequently, in person or by phone, with members of the IEEE staff, especially the Managing Director of Educational Activities and members of the Educational Activities Department (EAD), to provide input from IEEE volunteers and assist in guiding activities and operations relevant to EAB;
- Appears in person or through an informed representative in meetings of EAB committees when issues of strategic importance involving EAB or significant financial impact on EAB are discussed;

- Appears in person or through an informed representative in meetings of EAB committees on accreditation and in principal meetings of external organizations on accreditation which have impact on IEEE's activities and plans. These organizations include ABET and other accreditation agencies;
- Seeks opportunities to appear in meetings of IEEE geographical and technical organizational units in order to promote use of EAB programs and promote cooperation and coordination of efforts;
- Seeks opportunities to develop, with the help of members of the IEEE staff as well as EAB members and other volunteers, new initiative and other proposals for new activities in line with EAB goals and the IEEE strategic plan;
- Seeks opportunities to develop contacts and joint projects with industry and governmental agencies that can promote education in engineering, computing and technology;
- Attends important gatherings of IEEE organizational units (such as Sections Congress) where opportunities exist to inform members and volunteers on EAB activities and on opportunities for cooperation with EAB.
- Following service as Vice President, Educational Activities, serves as Past Vice-President, Educational Activities Board as a member of the EAB, its Operating Committee and as Chair of the EAB N&A Committee.
- Must be able to commit sufficient time to carry out duties and responsibilities. This requirement includes, as a minimum, time for participation in all EAB meetings and availability to communicate frequently and in a timely manner with Educational Activities staff.
- Should have the support of that person's employer in meeting the obligations of the position

Eligibility

- Must be an IEEE member in good standing;
- Must be of IEEE Senior Member grade or higher.

Qualifications and Skills:

- See Qualifications and Skills for Member, Board of Directors. In addition,
- Strong leadership skills;

- Knowledge of the IEEE and its mission, organization, structure, goals and direction;
- Knowledge of the workings of the IEEE Educational Activities;
- Qualified through proven experience and knowledge in academic and industry communities to serve as a principal IEEE representative to external bodies regarding education-related matters.

Must possess the ability to:

- Understand and lead the development of strategies to meet the current needs of IEEE members, the engineering, academic and scientific communities; and the general public for high-quality educational products and services;
- Identify new and valuable educational products and services to serve a continuously changing global environment;
- Devise strategies to facilitate the establishment and implementation of systems that assure and improve the understanding and quality of accreditation in engineering, computing and technology;
- Provide guidance regarding accreditation to external organizations, including professional associations and governmental decision-making bodies worldwide;
- Lead development of innovative tools to promote and enhance the level of technological literacy of pre-university educators and students;
- Develop positions and implement actions to help assure high-quality science, mathematics, and engineering and technology educational backgrounds for pre-university students;
- Direct development of programs that motivate practitioners to pursue continuing education throughout their careers;
- Develop cooperative efforts with other organizational units to raise awareness of the contributions to human welfare by researchers and practitioners involved in IEEE fields of interest.

Estimated Time Requirements:

Item	Estimated Time Required: 40- 78 days/year
Material/Agenda Review <ul style="list-style-type: none"> • Educational Activities Board (EAB) meetings 	TOTAL: 6-9 days per year 2-3 days/meeting (3 meetings per year)

<p>In-Person Meetings (not including travel time)</p> <ul style="list-style-type: none"> • Educational Activities Board • EAB Operating/Finance Committee • IEEE Finance Committee Meetings • ABET Board meetings • IEEE Region Meetings (OPTIONAL) 	<p>TOTAL: 8-20 DAYS/Year</p> <p>Held during BoD Meeting Series (3 per year)</p> <p>Held during BoD Meeting series (3 per year)</p> <p>1-2 days/meeting (2-4 meeting/year)</p> <p>1 day/meeting (2 /year held in March & November)</p> <p>1-2 days/meeting (4-6 meetings/year)</p>
<p>Teleconferences</p> <ul style="list-style-type: none"> • EAB Operating Committee • EAB Finance Committee • EAB Staff discussions 	<p>TOTAL: 5 DAYS/Year (flex-time)</p> <p>1 hour/month (12/year)</p> <p>1 hour/month (12/year)</p> <p>1-2 hours/month (12/year)</p>
<p>Correspondence</p> <ul style="list-style-type: none"> • Email 	<p>TOTAL 20 -40 days (flex time)</p> <p>½ - 1 hour/day on average</p>
<p>Travel</p> <ul style="list-style-type: none"> • EAB Meetings • ABET Board meetings 	<p>TOTAL: 2-4 days/Year</p> <p>Held during BoD Meeting Series (3 per year)</p> <p>1-2 days/2 times per year</p>

Reimbursed Expenses:

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies.