Region 3,

Tonight, let's discuss your questions about nominations for Region 3 Director Elect for 2014. As a former Region 3 Director, I encourage all of you to read the requirements for being a Director at,

http://www.ieee.org/about/corporate/position_descriptions.html

and consider nominating an associate or yourself. I have attached the description for Region Director for your review. Keep in mind that it is a six year commitment but I found it to be very rewarding and did not regret a single minute of my term. Also, as Director of Region 3 you do have commitments to serve on the Boards of IEEE MGA and IEEE-USA. More information on duties for those Boards are at,

MGA Operations Manual for Region Director: http://www.ieee.org/documents/section02_24jul09.pdf section 2.6

IEEE-USA Operations Manual for Director: http://www.ieeeusa.org/volunteers/files/opmana.pdf section 2.3

As a Reference, in November 2010, the IEEE Board of Directors approved a specific list of common elements that were included in the Director-elect Nomination Process within each Region. The document includes requirements & best practices for Region Director-elect

1. **Nominating Committee**: There must be a nominating committee. The committee membership should represent the diversity within the organizational unit it serves. No potential candidate forDirector-Elect can serve on the nominating committee. The committee shall have a Chair. The Chair, for the coming term, shall be identified by 1 December. There shall be a minimum of three members on the committee, including the Chair.
2. **Soliciting Nominations:** A broad Call for Nominations shall be distributed within the organizational unit at least 90 days prior to the nominating committee's meeting. The call for nominations shall indicate the deadline for submission and where nominations are to be sent.
3. **Position Criteria/Position Description**: The Description for an IEEE Director, as approved by the IEEE Board of Directors, shall be distributed with the Call for Nominations. The description, as well as any special skills requested by the IEEE Board of Directors, shall be consulted [or considered] when candidates are being reviewed by the Nominating Committee. These Position Descriptions are available at URL: http://www.ieee.org/about/corporate/position_descriptions.html
4. **Biographies and Position Statements**: All potential candidates shall complete and submit the Nominations Form which requires submission of a Biography, list of IEEE Activities, and Position Statement, for evaluation by the Nominating Committee.
5. **Size of the Slate**: The committee shall decide how many candidates to place on the slate. The slate must have a minimum of two candidates. Specific procedures relative to the submission of slates with less than two names must be provided in accordance with IEEE Bylaw I-307.8 Single

Nomination Slates. It is a recommended best practice that the slate contains no more than four candidates.

6. **Voting**: All candidates shall be supported by a majority vote of the nominating committee. It is a recommended best practice that voting be done by secret ballot. It is a recommended best practice to use approval plurality voting when there are three or more candidates (vote for any and all you approve of) or selection plurality voting when there are less than three candidates (vote for one or the other).

7. **Submission of Slates**: In accordance with IEEE Bylaws, the slate of candidates must be forwarded to the election staff for submission to the IEEE Board of Directors no later than **15 March**.

8. **Codify Process:** This process shall be documented in the TAB Operations Manual and the MGA Operations Manual. Additional processes within this framework adopted by the Regions or Divisions shall be codified in their operating procedures or other governing documents.

Finally, the Region 3 N&A Committee needs all submissions for the next Region 3 Director Elect by June 30, 2012 so we can begin the formal evaluation process for the next election cycle.

Sincerely,

Lee Stogner, PMP
2010 - 2011 Director Region 3
Chair, Region 3 Nominations Committee

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IEEE Region ....pdf (82.9 KB)

POSITION TITLE:

IEEE REGION DELEGATE/DIRECTOR

OVERVIEW:

The voting members of each Region shall elect a Delegate to the Assembly designated as its Regional Delegate who shall also by virtue of such election be a Director designated as its Regional Director.

Regional Delegate/Directors represent the membership of his/her Region in the IEEE Assembly (Section I-400 of the IEEE Bylaws) as a voting delegate. Regional Delegate/Directors are also members of the IEEE Board of Directors, the highest governing body in the IEEE.

In addition, Region Delegate/Directors are voting members of the Member and Geographic Board (MGA) and MGA Assembly as a voting delegate. Those Region Delegate/Directors in Region 1-6 are also voting members of the IEEE-USA Board.

Region Delegate/Directors are encouraged to actively participate on MGA and its standing committees. They are encouraged in their elect years to volunteer to serve on committees of the Board outside of MGA, in order to gain a broader perspective of IEEE.

Term
- This is a six year commitment: Two year term as Region Delegate/Director Elect, two year term as Region Delegate/Director, and two year term as Past Region Delegate/Director.

ROLES:

- Serves as member of the IEEE Assembly;

- Serves as a member of the MGA Assembly;

- Serves as a voting member of the MGA Board;

- Regional Delegate/Directors from Regions 1-6 serve as members of the IEEE - USA Board;

- Serves as Chair of their respective Region Committee with responsibilities and authority in consonance in the Region Bylaws.

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IEEE Region Delegate/Director
Position Description

DESCRIPTION OF RESPONSIBILITES:

- See Description of Responsibilities, Member, IEEE Board of Directors. In addition:

- Has the duties, responsibilities, and authority as identified in the IEEE and Region Bylaws;

- Appoints the regional Treasurer, Secretary, and such other Committee Chairs as may be specified in the Region Bylaws or identified in the MGA Operations Manual;

- Holds and chairs at least one Region meeting a year and may hold Region Executive Committee Meetings between the Region meetings if necessary, in accordance with Region Bylaws;

- Maintains communication with Section chairs; address Section requests and encourage Section participation in the regional meetings and address problems faced by the sections;

- Coordinates activities by IEEE Organizational units in his/her Region as needed;

- Identifies, encourages, nominates and mentors candidates for higher volunteer positions within IEEE;

- Visits Sections in the Region as needed;

- Encourages Section/Chapter interaction;

- Develops an appropriate leadership development program and encourage Region and Section Officers to participate;

- Encourages student activities including the formation and successful operation of Student Branches and Student Branch Chapters;

- Presents recommendations for approval of Section and Geographic Council formations and forward petitions to MGA Secretary for ratification and transmission to the MGA Board;

- Approves Technical Chapters, Affinity Group, Student Branch and Student Branch Chapter formations for transmission to the MGA Board;

- Encourages membership development, including recruitment, retention and recovery;

- Participates in and encourage participation in Sections Congress;

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- Ensures that the Region financial statements and Region Committee roster reports are submitted in a timely manner;

- Ensures that the Regional budget is developed, balanced, maintained and audited;

- Presents to MGA Board and its committees any regional items that may require MGA Board action or review;

- Submits a report of activities to the MGA Board before each MGA Board Meeting and a summary report for the MGA Annual Report, if requested;

- Serves on committees, task forces and liaison bodies as needed;

- Works with the Region's Director-elect to ensure appropriate division of workload between the Director and Director-elect, as well as training of the Director-elect in MGA matters;

- Must be able to commit a significant amount of time to the position;

- 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;

- Reside in and be a member of his/her respective Region.

QUALIFICATIONS AND SKILLS:

- See Qualifications and Skills for Member, Board of Directors. In addition,

- Be experienced in Section and Region Committee activities. Preferred to have Sectional/Chapter/affinity group leadership experience.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required: 34 – 61 days
Material/Agenda Review	**TOTAL: 12 Days**
• MGA	4 hours / MGA meeting (3/year)
• Region	8 hours/meeting (up to 2/year)
• Region Executive Committee	8 hours/meeting
• IEEE-USA (Regions 1-6 Directors)	12 hours/meeting (5/year)

IEEE Region Delegate/Director
Position Description

In-Person Meetings (does not include travel time) • MGA/MGA Assembly • Region • IEEE USA Meetings (Regions 1-6 Directors) • IEEE-USA Annual Meeting (Regions 1-6 Directors)	**TOTAL: 10 – 12 Days** Held during Board meeting series 2 days (one or 2 per year) 1 day (5/year) 3 days (once per year)
Teleconferences • Region • IEEE-USA (Regions 1-6 Directors)	**TOTAL: 3 – 7 Days** 1-2 hours every other week (as may be needed)
Travel (does not include meeting time) • Region Travel • MGA Meetings • IEEE-USA Meetings (Directors 1- 6)	**TOTAL: 9-30 Days** Travel within Region is estimated to occur 6-8 times per year for 1-3 days each. Travel to other Regions or out of Region meetings estimated 6-8 times per year for 3-7 days each Held during BoD meeting series 1-2 days (per meeting/3 per year)

REIMBURSED EXPENSES:

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

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