**Area Chair**

**Position Description**

The purpose of this position description is to develop a shared mutual understanding between the ExCom of Region 3 and potential volunteers for an Area Chair position, for the benefit of both. The description below is intended to state the purpose of this position, describe the general expectations of the volunteer filling this position, and identify possible strategies and resources that the volunteer might utilize to successfully fill this position.

**Position Purpose**

The purpose of this position is to better enable and empower the Section officers so that they may serve their members and fulfill the mission and goals of the Section, the Region, and MGA. The Area Chair is responsible for 1) serving as a “first line of defense” for a troubled Section, 2) enabling the exchange of best practices between Sections, 3) representing the Sections to the Region, and the Region to the Sections, ~~4) voting on Region awards~~, and 5) actively participating in Region meetings. The Area Chair should continually seek opportunities to engage Section volunteers and should endeavor to assist them when needed. The Area Chair is a voting member of the Region 3 ExCom and the Region 3 Committee.

**Expectations of Area Chair**

The chair is expected to conduct/coordinate the following activities:

* Serve as a member of the Region 3 Committee
* Serve as a member of the Region 3 ExCom
* ~~Serve as a member of the Region 3 Awards and Recognitions Committee~~
* Represent the Area at IEEE gatherings
* Represent the Area at Region Committee Meetings; vote on Region issues on the basis of the best interest of IEEE and your Area
* Ensure that Section Officers understand their role within the Region
* Verify that each Section and its subunits are conducting activities on a regular basis and reporting all meetings via vtools
* Verify that a Section Nominating Committee is established in accordance with MGA Guidelines
* Inform Region leadership if a Section seems to be floundering, assist or identify resources for the Section, as needed
* Coordinate Area meetings or telecons to share best practices among Section leadership; if funding is available, travel to Section meetings
* ~~Actively participate in the Region 3 Awards and Recognitions Committee by reviewing Awards guidelines and participating in selecting award winners each year~~
* Stay informed about IEEE and its business, mission, services, policies and programs
* Be familiar with matters affecting the Area
* Review IEEE documents as they relate to the position of Area Chair, including IEEE Bylaws, IEEE Policies, IEEE Financial Operations Manual and the MGA Operations Manual.
* Become familiar with IEEE Policies regarding funding sources for Geographic Units, the appropriate use of IEEE Funds, establishing bank accounts, contract administration, annual reporting requirements and insurance coverage. Assist Sections with identifying appropriate funding sources, as needed
* Act as mentor to your successor

**Suggested Strategies and Resources**

* Identify new Section Officers via ~~SAMIEEE~~ OU Analytics or direct contact with previous Section Officers
* Help subunits share information and speakers; assist with identifying Distinguished Lecturers
* Become familiar with and use the [Center for Leadership Excellence](https://ieee-elearning.org/CLE/) resources
* Identify well-received activities that should become annual / semi-annual events. Planning should draw upon previous years’ experiences and lessons learned. Share best practices among the Sections
* Search for external (i.e., non-Section) funding sources. Potential resources include Region 3, IEEE USA, WIE, etc., plus local businesses.
* Make good use of your mentor. Create an ongoing list of questions that need to be addressed. Feedback on additional information that Area Chairs need will help future Area Chairs.