

## **IEEE Global Public Policy Committee Position Description**

### **OVERVIEW:**

The IEEE Global Public Policy Committee reports to the IEEE Board of Directors.

The Global Public Policy Committee shall advise IEEE through the IEEE Board of Directors on matters related to public policy. It shall encourage, assist, coordinate, and oversee public policy activities throughout IEEE with the goal of enhancing and sustaining IEEE's reputation as a globally-relevant resource of high-quality, balanced and effective advice, information and advocacy on public policy issues within IEEE's sphere of technical competence and professional interest.

### **MEMBERSHIP:**

The Committee shall comprise a Chair and six At-Large Members, appointed by the Board of Directors for two-year terms, and are eligible for reappointment for up to six consecutive years of service.

One At-Large Member, chosen by the Committee, shall serve as Vice-Chair.

### **ELIGIBILITY:**

- Committee Members shall have relevant experience in public policy, preferably within IEEE;
- They shall not concurrently serve on the IEEE Board of Directors or the Governing Board of a Major Organizational Unit;
- In selecting members, consideration shall be given to achieving diversity among geographic, professional, technical and other relevant perspectives;
- No more than three At-Large Members may reside within Regions 1-6;
- Within Regions 7-10, no more than one At-Large Member may reside within any single country.

### **RESPONSIBILITIES OF COMMITTEE CHAIR:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Identifying and recommending topics for IEEE Public Policy Position Statements and Whitepapers and leading or guiding their development for Board consideration;
- Reviewing Public Policy Position Statements and Whitepapers proposed for adoption by other IEEE Organizational Units, to ensure they are consistent with applicable IEEE policies, positions and principles, and referring them for Board consideration when discerned conflicts are not resolved;
- Educating IEEE volunteers and members of staff regarding effective and appropriate methods of engaging in public policy discussions and IEEE policies related to such activity
- Provide a thorough and timely orientation for members of the Committee.
- Mentor committee members to ensure continuity of the programs and activities for the next year;

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- Overseeing IEEE’s public policy-related legal and regulatory compliance operations;
- Maintaining an open and searchable public archive of all IEEE public policy positions and associated policy communications;
- Developing metrics and providing reports that gauge the effectiveness of IEEE’s public policy activities;
- Other assignments as may be made by the IEEE Board of Directors;
- The Committee shall keep minutes of its meetings and submit summary reports of its activities to each regular meeting of the IEEE Board of Directors and otherwise as directed;
- Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction;
- Complete compliance training, as required by IEEE;
- Provide leadership and assume ultimate responsibility for the timely fulfillment of all responsibilities of the Committee defined and required by IEEE Governing Documents, as follows: The IEEE Certificate of Incorporation under New York State Not for Profit Corporation Law; the IEEE Constitution; IEEE Bylaws, notably Bylaws I-304, I-305; IEEE Policies; IEEE Global Public Policy Committee Charter and Operations Manual.

### **RESPONSIBILITIES OF COMMITTEE VICE-CHAIR:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Become familiar with the committee Charter and Operations Manual and related sections of IEEE’s Bylaws, Policies and governing documents.
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These may typically include:
  - Participation in such orientation activities as requested by the Chair;
  - Review committee agendas and minutes prior to each meeting;
  - Contribute for the development of the annual schedule of activities;
  - Chair and serve on ad hoc committees, as appointed by the Chair;
  - Actively participate in all committee discussions and meeting;
- Act on behalf of the Chair in the event of his/her incapacity;
- Complete compliance training, as required by IEEE.

### **RESPONSIBILITIES OF COMMITTEE MEMBERS:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Become familiar with the committee Charter and Operations Manual and related sections of IEEE’s Bylaws, Policies and governing documents.
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These may typically include:
  - Participate in such orientation activities as requested by the Chair;
  - Review committee agendas and minutes prior to each meeting;
  - Contribute for the development of the annual schedule of activities;
  - Chair and serve on ad hoc committees as appointed by the Chair;

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- Actively participate in all committee discussions and meetings;
- Complete compliance training, as required by IEEE.

**QUALIFICATIONS AND SKILLS:**

**Knowledge**

- General familiarity with the IEEE’s fields of interests, activities, mission, goals, needs, and direction;
- General familiarity with the functions of IEEE’s Major Organizational Units.

**Experience**

- Experience relevant to the mission of the Committee, acquired either through volunteer activities in IEEE or in similar roles in other organizations;
- Experience in working within IEEE’s operating culture of volunteer/staff partnerships or experience in other organizations that should provide good preparation for working in the IEEE culture.

**Personal Characteristics**

- Ability to think critically;
- Detail oriented;
- Evidence of a high level of professionalism in prior IEEE volunteer roles;
- Strong communications and consensus-building skills;
- Ability to act with discretion and preserve the confidentiality of confidential information;
- Honesty, integrity, and adherence to high ethical standards.

**Additional Qualifications for Chair**

- Excellent leadership skills including, but not limited to, the ability to motivate others, negotiate compromise, and resolve differences;
- Ability to maintain positive working relationships;
- Ability to set direction;
- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures.

**ESTIMATED TIME REQUIREMENTS:**

- A minimum of four members, including the Chair, shall be required to provide a quorum.

<b>Activities:</b>	
<b>Meetings</b> Electronic	Frequently as required
In Person	At Least 1 in-person meeting each year
<b>Correspondence</b> (email, drafting items, etc.)	
<b>Travel (does not include meeting time)</b>	1-2 days/meeting (typically 1 per year)*

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*Travel time depends on meeting venue and location of Committee members.	
<b>Compliance Training</b> (as required)	4-6 Hours

**REIMBURSED EXPENSES:**

- Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies
- The Committee shall be provided an annual budget for operations through the normal IEEE budgeting process.

**STAFF CONTACT:**

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