

IEEE Fellow Committee Position Description

OVERVIEW:

The Fellow Committee is a Committee of the IEEE responsible to and appointed by the IEEE Board of Directors. The Committee shall make recommendations for nominees to be conferred the grade of Fellow. The Fellow Committee shall also provide a citation for each such nominee. The total number of Fellow recommendations in any one year must not exceed one-tenth of one percent of the IEEE voting membership on record as of 31 December of the year preceding. The nomination process shall be set forth in the Fellow Manual.

MEMBERSHIP:

Not more than 52 members, including the Chair and Vice Chair.

ELIGIBILITY:

- Must be an IEEE member in good standing;
- Must hold IEEE Fellow grade;
- Cannot serve on any Society/Technical Council Fellow Evaluation Committee and the IEEE Fellow Committee at the same time;
- Cannot serve as a Nominator, Reference or Endorser for any Fellow Nominations during term of service.
- Cannot serve in any Society/Technical Council Fellow Advisory for Recruiting Fellow Nominees Committee at the same time; Must be acquainted with the Fellow Evaluation Process.
- Chosen from among those of Fellow grade, with consideration to geographical, Society/Council membership, and professional representation.

TERMS OF OFFICE:

- Chair, Vice Chair and Member serve one-year terms and may be reappointed for up to three consecutive years of service.

RESPONSIBILITIES OF THE CHAIR:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- 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 Fellows Committee Operations Manual.
- Submit to the IEEE Nominations and Appointments Committee recommendations of potential IEEE Fellow Committee Members;
- Suggest nominees for the IEEE Fellow Committee Vice-Chair position to the IEEE Nominations and Appointments Committee;
- Schedule, attend, and facilitate orientation teleconferences for the Society/Technical Council Fellow Evaluating Committee Chairs and IEEE Fellow Committee members, and prepare the related orientation material;
- Schedule, attend, and facilitate meetings of the IEEE Fellow Committee and prepare the related material;

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- Mentor committee members to ensure continuity of the programs and activities for the next year;
- Conduct the final review and selection of proposed Fellow nominees in Executive Session;
- Review eligible Fellow nominations, if necessary;
- Review meeting agendas and minutes with staff;
- Assist with the preparation of submissions to the IEEE Board of Directors;
- Assign responsibility for oversight of the IEEE Fellow Committee duties under the IEEE Fellow Communication Plan (Fellow Publicity);
- Establish IEEE Fellow Ad Hoc Committees;
- Serve on ad hoc committees appointed by the IEEE Board of Directors, if necessary;
- Attend IEEE Board of Directors, Members and Geographic Activities or Technical Activities Board meetings, as necessary;
- Handle inquiries or grievances regarding the Fellow Program in consultation with the IEEE Fellow Committee Vice-Chair, past IEEE Fellow Committee Chair or Vice-Chair, IEEE professional staff, and IEEE legal counsel, if necessary;
- Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF THE VICE-CHAIR:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Act on behalf of the Chair in the event of his/her incapacity;
- Conduct a review of the IEEE Fellow Committee Operations Manual, other related documents, and procedures on an annual basis;
- Participate and assist the Chair in the orientation teleconferences for the Society/Technical Council Fellow Evaluating Committee Chairs and IEEE Fellow Committee members;
- Become familiar with the committee Operations Manual and related sections of IEEE's Bylaws, Policies and related governing documents;
- Review eligible Fellow nominations, if necessary;
- 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;
- Handle inquiries or grievances regarding the Fellow Program in consultation with the IEEE Fellow Committee Chair, Past IEEE Fellow Committee Chair, IEEE professional staff, and IEEE legal counsel, if necessary;
- Attend in-person and teleconference meetings of the IEEE Fellow Committee;
- 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 Operations Manual and related sections of IEEE's Bylaws, Policies and related governing documents;

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- Evaluate eligible nomination packages, which include nomination, reference, endorsement (optional), and society/technical council evaluation forms, received in accordance with procedures outlined in this Manual;
- Recommend to the IEEE Board of Directors an appropriate number of nominees who qualify for elevation to Fellow grade along with a citation for each nominee;
- Assist in revisions to the Fellow Nomination package and the Recommendation Guides;
- Attend in-person and teleconference meetings of the IEEE Fellow Committee;
- 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 meetings;
- Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF ALTERNATE MEMBERS:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Attend orientation teleconference meeting of the IEEE Fellow Committee;
- If an IEEE Fellow Committee member resigns, becomes ill, or cannot serve for other reasons, serve as a Member;
- 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

- Evidence of a high level of professionalism in prior IEEE volunteer roles;
- Strong communication 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

- Familiarity with the overall Fellow Evaluation Process by having served at least one or two years in the Fellow Strategic Planning Subcommittee;

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

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Chair and Vice-Chair	
Prepare for and conduct orientation for Committee, Chairs, and Society/Technical Council Evaluation Committees and annual In-Person meeting	40-60 hours (not including additional travel)
Committee Orientation (teleconference)	5-6 hours/
Reviewing and scoring nominations	Approximately 160 hours
Correspondence	2-3 hours/month
Fellow Staff Orientation (in NJ)	1 Day (January, preferable)
In-person meeting	2 days (not including travel)
Reports preparation and presentations	5-6 hours
Fellow Staff Meetings (teleconference)	1 h/month
IT Meetings (teleconference)	1h/month
Travel time	1-3 Days/year (more for Chair and Vice-Chair)
Compliance Training (as required)	4-6 hours

Item	Estimated Time Required
Fellow Committee Members (All)	
Committee Orientation (teleconference)	2-3 hours

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Reviewing and scoring nominations	Approximately 160 hours
Correspondence	2-3 hours/month
In-person meeting	2 days (not including travel)
Travel time	1-3 Days/year (more for Chair and Vice-Chair)
Compliance Training (as required)	4-6 hours

REIMBURSED EXPENSES:

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

STAFF CONTACT:

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