

IEEE ORGANIZATIONAL UNIT OPERATIONS COMMITTEE CHARTER

PURPOSE

The IEEE Organizational Unit (OU) Operations Committee (The 'Committee') is a Committee of IEEE reporting to the IEEE Board of Directors (BOD). The Committee is created to provide a venue where executive representatives, both volunteer and staff, from the various Operating Units across the IEEE can come together to discuss their activities and collaborate, thereby strengthening partnerships and emphasizing joint activities. Ultimately driving improved performance across the units, and better experiences for the many constituencies (members, volunteers, non-members, customers, partners, etc.) the organizational units are designed to serve.

Specifically, the IEEE OU Operations Committee shall:

1. Facilitate sharing of information and activities across OUs;
2. Identify opportunities allowing for better collaboration and support for cross-OU activities, which could also result in elimination of redundancies or duplicate efforts;
3. Recommend policies for ensuring operational excellence of IEEE inter-Operational Unit governance and administration;
4. Review and discuss inter-Operational Unit aspects of IEEE activities, with special focus on significant cross-OU initiatives and financial status; as well as other cross enterprise-level concerns; and
5. Provide the IEEE Board with reports on any actions taken or as requested.

COMMITTEE MEMBERSHIP

The membership on the IEEE OU Operations Committee shall be comprised of the Chairs of the six Major Boards, and the corresponding Managing Directors as follows:

- Vice President - IEEE Educational Activities
- Managing Director, Educational Activities
- Vice President - IEEE Member and Geographic Activities
- Managing Director, Member and Geographic Activities
- Vice President - IEEE Publication Services and Product Board (PSPB)
- Managing Director, Publications
- President, IEEE Standards Association
- Managing Director, IEEE Standards Association
- Vice President - IEEE Technical Activities
- Managing Director, Technical Activities
- President, IEEE-USA
- Managing Director, IEEE-USA

The Managing Directors shall serve without vote.

MEETINGS

It is anticipated that the IEEE OU Operations Committee shall meet in-person three times annually, in conjunction with, or prior to, the IEEE Meeting Series.

The Committee may meet by telephonic or other electronic means, provided all members can hear each other as necessary.

The role of Committee Chair, and related responsibilities will rotate among the members throughout the year, based on a schedule determined by the Committee. Responsibilities shall include, but are not limited to calls for agenda items and meeting host responsibilities.

- Quorum. A majority of all Committee members shall constitute a quorum, provided a majority of voting members are present.

REPORTS

In addition to any reports as requested by the IEEE Board, the Committee shall provide a year-end report that provides a summary of activities, actions and discussions that have occurred during the year and any planned activities for the coming year. Responsibility for this report shall reside with the individuals who have served as Chair during the year.

Approved by the IEEE Board of Directors, November 2018