

## **Job Description – Past President of the Sensors Council, IEEE (SC39)**

### **Sensors Council Past President.**

The functions, duties, responsibilities and qualifications of the Sensors Council Past President are to support and assist the President in performing the follows:

#### **Functions.**

The functions of the Sensors Council Past President shall be to assist:

- (a) Assist the Sensors Council President as requested.
- (b) Assist and provide guidance for the Sensors Council administration.
- (c) Serve as the alternate Sensors Council's representative on TAB if requested.
- (d) Assist in determining the needs of the Society's members and advise TAB and the IEEE of specific Council/Societal concerns.
- (e) Represent the interest of all societies that are members of the Sensors Council.
- (f) Serve as the Head of the ExCom Nomination Committee, selecting the slate of potential officer nominees.
- (g) Receive nominations and position statements for Members-at-Large to the AdCom, and vet nominations for presentation to the AdCom for election.
- (h) Serve as the Parliamentarian for the ExCom and AdCom; it expected that the individual is familiar with Roberts Rules.

#### **Duties and Responsibilities.**

The duties and responsibilities of the IEEE Sensors Council Past President shall be to:

- (a) Assist in the development of the agenda for meetings of the AdCom and ExCom.
- (b) Attend TAB meetings and serve on appointed committees.
- (c) Serve as the communications link between the SC and the TAB as requested by the SC President
- (d) Make recommendations to the AdCom for appointments to AdCom Standing Committees and Technical Committees as appropriate.
- (e) Provide counsel for and directly participate in the planning and activities associated with the Sensors Council conferences, symposia, and workshops. Participate in members Society conferences as requested.
- (f) The Sensors Council does not have individual members; its membership is constituted by member Societies Representatives to the Sensors Council AdCom. Support and encourage a continuing member Society expansion/growth program.
- (g) Assist and endorse Sensors Council publications through the Sensors Journal, Newsletter and Transactions.
- (h) Recommend Sensors Council Representatives Appointments to IEEE TAB subcommittees and Interest Groups, i.e., Women In Engineering (WIE), PSPB, Finances, etc. to President for confirmation
- (i) Assist President in ensuring the Sensors Council operates in compliance with its governing documents. (Constitution, bylaws, operating procedures).
- (j) Generate an annual Past President's Report. This report is to be sent to the Secretary/Treasurer for distribution to AdCom members annually.