

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

## **Sensors Council President.**

The functions, duties, responsibilities and qualifications of the Sensors Council President are as follows:

### **Functions.**

The functions of the Sensors Council President shall be to:

- (a) Serve as the highest elected official of the Council and
- (b) Be responsible for the Sensors Council administration.
- (c) Serve as the Sensors Council's representative on TAB.
- (d) Determine 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.

### **Duties and Responsibilities.**

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

- (a) Develop the agenda for and preside over all meetings of the AdCom and ExCom.
- (b) Attend all TAB meetings.
- (c) Serve as the communications link between the S/C and the TAB Officers, Division Directors and the Technical Activities Department of the IEEE.
- (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. This includes signature authority.
- (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) Appoint Sensors Council Representatives to IEEE TAB subcommittees and Interest Groups, i.e., Women In Engineering (WIE), PSPB, Finances, etc.
- (i) Oversee that the Sensors Council operates in compliance with its governing documents. (Constitution, bylaws, operating procedures).
- (j) Appoint Fiduciary Review Responsibility for co-sponsored conferences, symposia, workshops and other events.
- (k) Generate an annual President's Report, which consolidates the reports of ALL ExCom members (Elected Representatives) and Appointed Committee Chairs. Insure that this report is sent to AdCom members at least annually.

### **Qualifications.**

The qualifications for the Sensors Council President include the following:

- (a) Must be of IEEE Senior Member grade or higher.
- (b) Must be able to commit a significant amount of time to the position.
- (c) Should have the support of that person's employer in meeting travel, telephone and secretarial expenses.

