



Administrative Committee (AdCom) Representative Job Description

The responsibility of the member society representative to the Sensors Council (SC) AdCom is to provide the SC with insights and positions that are in support of the sponsoring Society, and to carry back Sensors Council positions and statements to their sponsoring societies. The individual representative is to guide activities and committees in areas of concern that are jointly shared with other IEEE societies, participate in meetings as requested (funded by the sponsoring society, the SC or the Technical Advisory Board (TAB)) and keep the SC informed on the new products and technologies that are shared with other supporting societies. Society representatives are asked to assist in preparing a summary of activities used in conveying the value of Council participation to member societies (the annual "Return on Investment" document).

The individual may also propose and lead activities that mutually benefit their sponsoring Society and the Sensors Council. Society representatives are encouraged to serve on the various awards, scholarship, or technical committees of the SC. It is a constitutional requirement that candidates for officer positions (ExCom) have served on the SC AdCom to be eligible to run.

The normal term of the representative is two years. The individual may be reappointed at the discretion of the President or VP – Tech Operations of the sponsoring society. The society representative to the Sensors Council AdCom is to serve no more than two consecutive terms. With one term out of this position, the individual is eligible for another two-year term as reappointed by the sponsoring society. However, the societies are encouraged to appoint new representatives to the SC AdCom to become the basis for new idea and policy generation.

Each society representative to the SC AdCom is expected to attend the AdCom Meeting(s) each year. As of 2017, there are two meetings per year: The first is in winter/spring, and includes a half-day orientation for new members (newly-appointed society representatives). The second is held in late October or early November, in conjunction with the annual SENSORS conference.