



## **Past President Job Description**

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

### **Functions:**

1. Assist the Sensors Council President as requested.
2. Assist and provide guidance for the Sensors Council administration.
3. Serve as the alternate Sensors Council's representative on TAB if requested.
4. Represent the interest of all Societies that are members of the Sensors Council.
5. Serve as Chair of the Council's Member Societies Relations Committee.
6. Serve as the Chair of the Council's Nominations and Appointments Committee, selecting the slate of potential officer nominees.
7. Receive nominations and position statements for Members-at-Large to the AdCom, and vet nominations for presentation to the AdCom for election.
8. Serve as the Parliamentarian for the ExCom and AdCom; it is expected that the individual is familiar with Roberts Rules.

### **Duties and Responsibilities:**

1. Assist in the development of the agenda for meetings of the AdCom and ExCom.
2. Serve as the communications link between the SC and the TAB as requested by the SC President.
3. Make recommendations to the AdCom for appointments to AdCom Standing Committees and AdHoc Committees as appropriate.
4. Provide counsel for and directly participate in the planning and activities associated with the Sensors Council conferences, symposia, and workshops. Participate in Member Society conferences as requested.
5. Assist and endorse Sensors Council publications through the Sensors Journal, Newsletter, and Transactions.
6. Recommend Sensors Council Representatives Appointments to IEEE TAB subcommittees and Interest Groups, i.e., Women in Engineering (WIE), PSPB, Finances, etc. to the Council President for confirmation.
7. Assist President in ensuring the Sensors Council operates in compliance with its governing documents (Constitution, Bylaws, Operating Procedures).
8. Generate an annual Past President's Report. This report is to be sent to the Secretary/Treasurer for distribution to AdCom members.