

Sensors Council Operations Manual

This manual presents the duties and responsibilities of elected and appointed Sensors Council officials, and the composition and tasks of the Council's Committees.

Officials and Committees will operate and conduct business in accordance with the IEEE Constitution, Bylaws and Policies.

Committee meeting rules of procedure shall be Robert's Rules of Order.

Care has been taken to ensure that this manual is consistent with the Sensors Council Constitution and Bylaws. In case of conflict, the Sensors Council Constitution and Bylaws take precedence.

March 2023

Insert date here when updated, do not delete previous dates

Table of Contents

President Job Description	4
Journal-Conference Synergy Committee Operations Manual	6
President-Elect Job Description	7
Strategic and Operational Plans Committee Operations Manual	9
New Initiatives Committee Operations Manual	10
Past President Job Description	11
Member Society Relations Committee Operations Manual	12
Nominations and Appointments Committee Operations Manual	13
Senior Past President Job Description	14
Venue Search Panel Operations Manual	15
Awards Committee Operations Manual	16
Fellow Evaluation Committee Operations Manual.....	17
Vice President Technical Operations (VP-TO) Job Description	19
Technical Operations Committee Operations Manual	21
Diversity and Inclusion (D&I) Committee Operations Manual	22
Industry Liaison Committee Operations Manual.....	24
Standards Committee Operations Manual	25
Women in Sensors (WiSe) Committee Operations Manual	27
Chapter Engagement Committee Operations Manual	29
Technical Committees Operations Manual	31
Young Professionals Committee Operations Manual.....	33
Vice President Educational Activities Job Description	35
Educational and Digital Educational Activities Committee Operations Manual	37
Distinguished Lecturer Job Description	39
Distinguished Lecturer Program Committee Operations Manual	40
Vice President of Conferences Job Description	41
Meetings Committee Operations Manual	43
Vice President of Publications Job Description	44
Publications Committee Operations Manual.....	46
Vice President of Finances Job Description	48
Finance Committee Operations Manual.....	50

Secretary-Treasurer Job Description	51
Constitution and Bylaws Committee Operations Manual	53
Senior Member-at-Large (SMAL) and Member-at-Large (MAL) Job Description	54
Member Society Representative on Administrative Committee (AdCom) Job Description	56
Publicity Chair Job Description	57
Publicity Committee Operations Manual	59
Editor-in-Chief of Publications 100% Sponsored by IEEE Sensors Council Job Description	60
Web Editor-in-Chief Job Description	62

President Job Description

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

Functions

1. Serve as the highest elected official of the Sensors Council.
2. Ensure the Council's efficient operation, administration and delivery of activities.
3. Serve as the Council's representative on TAB, and represent the Council's interests and views at TAB and other IEEE Committees.

Duties and Responsibilities

1. Prepare the agenda for AdCom and ExCom meetings with assistance of the Council Operations Manager.
2. Preside over AdCom and ExCom meetings.
3. Attend and represent the Council's interests at Technical Activities Board (TAB) meetings and in other IEEE Committees and meetings.
4. Serve as the communications link between the Council and the TAB Officers, Division Directors and the TAB committees.
5. Make recommendations to the AdCom for appointments to Standing Committees and Technical Committees.
6. Appoint AdHoc Committees as needed.
7. Provide counsel and support for Sensors Council committees and activities, as appropriate.
8. Appoint Council Representatives to TAB committees and Interest Groups.
9. Support the interests of the Sensors Council in all co-sponsored activities.
10. Generate an annual President's Report, which consolidates the reports of all ExCom Officers and Committee Chairs. Ensure that this report is provided to AdCom members in a timely manner.
11. Be the signatory of all documents that obligate the Sensors Council, such as MoUs, co-sponsorship agreements and other contracts. When the President is not available, the signatory shall be the President-Elect. Whenever the President (or President-Elect) signs a document that obligates the Sensors Council, the ExCom shall be notified no later than 7 days of the signing.
12. Facilitate transfer of duties, responsibilities and ongoing business activities to incoming post-holder in a timely manner.

Qualifications

The qualifications for the Sensors Council President include the following:

1. Must have served as the President-Elect immediately preceding Presidency.
2. Must be of IEEE Senior Member grade or higher.
3. Must be a member of one of Sensors Council's Member Societies.

4. Must have served the Sensors Council or one of its Member Societies in a role such as: member of the Administrative Committee, Board of Governors, Society Committee, Editorial Board or Conference Organizing Committee.

Term of Office

The President serves for two years (non-renewable).

Journal-Conference Synergy Committee Operations Manual

Aim

The Journal-Conference Synergy Committee establishes the process and methodology for interaction between the Council's publications and conferences with a view to enhancing both of these Council's businesses through collaboration and innovative actions.

Composition

- The Chair of the Journal-Conference Synergy Committee is the Council President.
- Vice President Conferences.
- Vice President Publications.
- Vice President Technical Operations.
- Senior Member-at-Large (appointed by the President).

Term of Office

- The Chair and Vice Presidents will serve for the duration of their posts.
- The Senior Member-at-Large will serve for two years, renewable once. Senior Member-at-Large cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

The Journal-Conference Synergy Committee will:

- Deliver approaches to generate journal publications from submissions made to the conferences by facilitating the publication by the Council's journals of high-quality papers initially submitted to conferences.
- Deliver approaches where conference presentations which have been highly-regarded and have attracted strong interest from the conference attendees are invited for expansion and potential publication in the relevant journals of the Council.
- Deliver approaches where authors of recent, highly-downloaded journal papers are encouraged to attend the appropriate conference of the Council in order to present their work, explaining the merits and advantages of this to the authors.
- The above activities will at all times be aligned to all the Publication and Conference Policies of IEEE.

Reporting

- The Committee reports to ExCom and AdCom through the Chair.

President-Elect Job Description

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

Functions

1. To assist the President in administrative duties, as needed.
2. Represent the interests of the Sensors Council at the IEEE TAB and other IEEE Committees, as needed.
3. Chair the Strategic and Operational Plans (SOP) Committee.
4. Chair the New Initiatives Committee.

Duties and Responsibilities

1. Attend ExCom and AdCom meetings and participate in the discussions and voting as needed.
2. Assist the President as needed in the Sensors Council administrative activities.
3. Participate in AdCom Committees as requested by the President.
4. Organize the meetings of the New Initiatives Committee to finalize the funding recommendations for the approval by AdCom.
5. Analyze and assess Sensors Council strategic activities, and ensure that the recommendations by the New Initiatives Committee are in line with Sensors Council's strategic plans.
6. Serve as the alternate Sensors Council's representative on TAB during the second year of their President-Elect term, if requested by the President.
7. Review the operating information of all standing committees, arrange their regular updates on the Sensors Council website and assist the President to present the latest information during Spring and Fall AdCom meetings.
8. Familiarization with the Constitution and Bylaws of Sensors Council and support the President and Secretary-Treasurer to regularly update these documents as well as the job responsibilities for various officers. The updated documents to be presented to AdCom for approval. Once approved by the AdCom, the President-Elect will get these documents updated on the Council's websites.
9. Help promote the Sensors Council publications and events via Newsletter and Digital Platforms.
10. Responsible for Regular updates of Sensors Council Wikipedia pages.
11. Be the signatory of all documents that obligate the Sensors Council, such as MoUs, co-sponsorship agreements and other contracts when the President is not available. Whenever the President-Elect signs a document that obligates the Sensors Council, the ExCom shall be notified no later than 7 days of the signing.
12. Facilitate transfer of duties, responsibilities and ongoing business activities to incoming post-holder in a timely manner.

Qualifications

The qualifications for the Sensors Council President-Elect include the following:

1. Must be of IEEE Senior Member grade or higher.
2. Must be a member of one of Sensors Council's Member Societies
3. Must have served the Sensors Council or one of its Member Societies in a role such as: member of the Administrative Committee, Board of Governors, Society Committee, Editorial Board or Conference Organizing Committee.

Term of Office

The President-Elect serves for two years (non-renewable).

Strategic and Operational Plans Committee Operations Manual

Aim

The IEEE Sensors Council Strategic and Operational Plans (SOP) Committee is a standing committee whose role is in the planning and development of future strategic directions and activities. The Chair of this committee has the responsibility for: (a) the development and identification of long-term objectives for the Sensors Council, (b) establishing development directions, (c) establishing strategic plans for Sensors Council, (d) analyze and assess Sensors Council strategic activities and (e) evaluate the funding recommendations by the New Initiatives committee in terms of alignment with strategic plans. The Chair is responsible for preparation of documents, and schedule their regular review.

Composition

- The Chair of the Strategic and Operational Plans Committee is the President-Elect.
- Three Past Sensors Council Presidents (appointed by the Sensors Council President with consent and advice of the Sensors Council ExCom, preferably including at least one Life AdCom member).
- One Senior MAL (appointed by the Sensors Council President with consent and advice of the Sensors Council ExCom).
- Vice Presidents as ex-officio members

Term of Office

- The Chair will serve for two years.
- The term of office for Committee members is two years.
- The Committee members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

- Actively participate in the planning and direction setting of Sensors Council, ensuring alignment with IEEE Sensors Council goals and priorities.
- Provide recommendations to the Sensors Council President, and Sensors Council AdCom on matters related to strategy and planning of Sensors Council.
- Identify opportunities to improve the efficiency and effectiveness of the Sensors Council operations and contribute to the development of resourcing initiatives to achieve these improvements.
- Assist Sensors Council President in preparation of IEEE Reviews and any other matters deemed appropriate.
- Assist the Chair in the identification of long-term objectives for the Sensors Council, establishing development direction, establishing strategic plans for Sensors Council, and the analysis and assessment of Sensors Council activities. The Chair shall present these plans during Spring AdCom of Sensors Council. However, if need arises the presentation could also be made during Fall AdCom meeting.
- Interact with Sensors Council Officers in order to verify the progress toward the implementation of the strategic actions and the operational plans.

Reporting

The Committee reports to ExCom and AdCom through the Chair.

New Initiatives Committee Operations Manual

Aim

IEEE Sensors Council invites innovative funding applications for New Initiatives (NIs) aligned with the Council's goals and interests, as well as being in line with IEEE's motto of Advancing Technology for Humanity. The New Initiative Committee is responsible for evaluation of the NI proposals received. New Initiative Committee members will also review and support NI projects as appropriate.

Composition

- The Chair of the New Initiatives Committee is the President-Elect.
- All Vice Presidents (VPs) of the Council are Committee Members.

Term of Office

- The Chair will serve for two years.
- The Committee Members will serve for the duration of their Vice President posts.

Specific Responsibilities

The New Initiatives Committee will:

- Review and score all NI applications sent to them, ensuring alignment with Sensors Council strategic priorities.
- Provide their scores in a timely manner.
- Participate in the NI Committee meetings to discuss and rank the applications.
- Review progress reports and support the progress of those NI proposals assigned to them.
- Provide progress information on their assigned NI projects to the AdCom when requested.

Reporting

The Committee reports to ExCom and AdCom through the Chair.

Past President Job Description

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

Functions

1. Assist the Sensors Council President as requested.
2. Assist and provide guidance for the Sensors Council administration.

Duties and Responsibilities

1. Assist in the development of the agenda for meetings of the AdCom and ExCom.
2. Attend meetings of the AdCom and ExCom, and report as needed.
3. Make recommendations to the AdCom for appointments to AdCom Standing Committees and AdHoc Committees as appropriate.
4. Provide counsel and support for Sensors Council Committees and activities when requested.
5. Advise the President on Sensors Council Representative Appointments to IEEE TAB committees and Interest Groups.
6. Advise the President on ensuring the Sensors Council operates in compliance with its governing documents (Constitution, Bylaws, Operating Procedures).
7. Serve as the alternate Sensors Council's representative on TAB the first year after presidency, if requested by the President.
8. Serve as Chair of the Council's Member Society Relations Committee
9. Serve as the Chair of the Council's Nominations and Appointments Committee, selecting the slate of potential officer nominees.
10. Facilitate transfer of duties, responsibilities and ongoing business activities to incoming post-holder in a timely manner.

Term of Office

The Past President serves for two years (non-renewable).

Member Society Relations Committee Operations Manual

Aim

The Member Society Relations Committee is responsible for identifying and communicating the value of the Sensors Council and its activities to the Member Society leadership and members. The committee creates the communications materials for explaining member society benefits, and return on their investment.

Composition

- The Chair of the Member Society Relations Committee is the Past President.
- Recommend three (3) Committee Members appointed by the Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

Term of Office

- The Chair will serve for two years.
- The term of office for appointed Committee Members is two years.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

The Member Society Relations Committee will:

- Participate in meetings with Member Society leadership if requested.
- Create communications materials to explain benefits and return on investment to the Member Society.
- Investigate and implement collaboration and event co-sponsorship with Member Societies.

Reporting

The Committee reports to ExCom and AdCom through the Chair.

Nominations and Appointments Committee Operations Manual

Aim

The Nominations and Appointments Committee is responsible for advertising forthcoming vacant positions of Sensors Council officials and presenting a slate of suitable candidates to the AdCom for approval to stand for election for these positions.

Composition

- The Chair of the Nominations and Appointments Committee is the Past President.
- Recommend four (4) Committee Members appointed by the Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

Term of Office

- The Chair will serve for two years.
- The term of office for appointed Committee Members is two years.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

The Nominations and Appointments Committee will:

- Ensure that all forthcoming vacancies for positions of Sensors Council officials are advertised through all available Sensors Council publicity and information channels in a timely manner (this is Chair responsibility).
- Ensure that all requests for information from prospective candidates are responded to in a timely manner.
- Study and discuss the applications received from prospective candidates to ensure that these match with the qualifications and experience required for the position.
- Take into consideration Diversity and Inclusion policies of IEEE.
- Present a slate of candidates to the AdCom for election to the various positions.
- Chair or chair designee will supervise the elections, usually held during the Spring AdCom, for the various positions ensuring transparency and integrity of the election.

Reporting

The Committee reports to ExCom and AdCom through the Chair.

References: Article III of [Sensors Council Bylaws](#)

Senior Past President Job Description

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

Functions

1. Support and assist the Council President as requested.
2. Provide advice to the Council and promote collaboration with the Member Societies and IEEE Committees.

Duties and Responsibilities

1. Assist the Council President as requested.
2. Attend the Council's ExCom and AdCom meetings and report as needed.
3. Form and chair the Council's Ad Hoc committee on SENSORS conference venue selection (Venue Search Panel).
4. Work with the Vice President Conferences to implement venue selection process (Letter of Intent, Full Bids, Interview with Bid Teams etc.) for the Council's flagship annual SENSORS conferences.
5. Serve as Awards Chair. Appoints awards subcommittee chair for each of the Council's awards and ensures the [Sensors Council Awards Procedure](#) is properly followed.
6. Facilitate transfer of duties, responsibilities and ongoing business activities to incoming post-holder in a timely manner.

Term of Office

The Senior Past President serves for two years (non-renewable).

Venue Search Panel Operations Manual

Aim

Recommend a venue for future editions of the SENSORS conference four years before the year of conference, ensuring that the venue rotates between the Americas; Europe/Middle East/Africa; and Asia/Pacific sectors such that the conference is held in each geographical sector once every three years.

Composition

- The Chair of the Venue Search Panel is the Senior Past President
- Six (6) Panel Members appointed by the Chair (2 each representing the Americas; Europe/Middle East/Africa; Asia/Pacific) taking into consideration various IEEE Policies including Diversity and Inclusion.
- Vice President Conferences

Term of Office

- The Chair will serve for two years.
- The term of office for appointed Panel members is two years.

Specific Responsibilities

The Venue Search Panel will:

- Ensure that a call for future SENSORS venues at a given geographical sector is publicised on the Sensor's Council information/publicity sites at the beginning of each calendar year (20XX) for the (20XX + 4) edition of the SENSORS conference.
- Identify other potential venues for SENSORS through personal knowledge and contacts.
- Obtain Letters of Intent (Lols) from prospective venues, giving advice if requested.
- Review the Lols and invite an appropriate number to develop into full bids.
- Be available to advise prospective applicants on the development of their full bids, if requested.
- Review the full bids and select two finalists.
- Invite the two finalists to make an audio/visual presentation in support of their bids – have a Q&A session with each bid team. The AV presentation plus Q&A session must be recorded.
- Select the winning bid/venue to recommend for approval to AdCom.
- Ensure that the two final bid and recorded AV presentation plus Q&A session is available on the Sensors Council Management site.
- At the Fall AdCom meeting, the Chair will present the key features of the two final bids to the AdCom, and recommend the winning bid/venue. This will be followed by an AdCom vote.

Reporting

The Panel reports to AdCom and ExCom through the Chair.

Awards Committee Operations Manual

Aim

To seek nominations for Sensors Council Awards (including co-sponsored awards), evaluate the nominations received and select Award winners following the procedures detailed in “Sensors Council Awards Procedures” document referenced below.

Composition

- The Senior Past President is the Awards Chair.
- For each Sensors Council Award, a Committee Chair and Members are appointed following the procedures detailed in “Sensors Council Awards Procedures” document referenced below.
- Committee Members will be appointed by the Chair, taking into consideration various IEEE Policies including Diversity and Inclusion

Term of Office

- The Awards Chair will serve for two years.
- The term of office for Committee Chairs and Members is one year.
- The Committee Chairs and Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

The Awards Chair will:

- Ensure that the Call for Nominations for Awards are advertised through all available Sensors Council publicity and information channels in a timely manner.
- Ensure that all requests for information are responded to in a timely manner.
- Remind Committee Chairs that all nominations should be reviewed and discussed by the Committees with the highest level of integrity and confidentiality, with no Conflict of Interest.
- Remind Committee Chairs that all discussions regarding nominations should take into consideration Diversity and Inclusion policies of IEEE.

Reporting

The Awards Chair reports to ExCom and AdCom.

Reference: [Sensors Council Awards Procedures](#)

Fellow Evaluation Committee Operations Manual

Aim

The Sensors Council Fellow Evaluation Committee evaluates nominations for IEEE Fellow that fall within the field of interest of the Sensors Council and reports the results of the evaluation to the IEEE Fellow Committee. The Committee consists of individuals all of whom are Council participants and IEEE Fellows. The Committee operates within the rules and guidelines of the IEEE Fellow Evaluation process and manual.

Composition

- The Council President recommends a Chair to the AdCom for approval.
- The President, in consultation with the Chair, appoints a minimum of three (3) and a maximum of five (5) evaluators to the committee, taking into consideration IEEE Policies including Diversity and Inclusion.
- The Chair of the Fellow Evaluation Committee shall appoint a Vice-Chair.
- The appointments will be staggered, such that not more than about one-third of the members conclude their service on the committee in any calendar year.
- The names of the Chair, Vice-Chair, Evaluators must be posted on the Council website.

Term of Office

- The Chair serves for a one-year term and is eligible for re-appointment to a second, one-year term. The Chair may serve as an evaluator for four or three (in the case she/he had already served in two mandates) additional years, immediately after having served as the Chair.
- The Vice-Chair serves for a one-year term, and is eligible for re-appointment, but cannot serve for more than three consecutive one-year terms.
- Evaluators serve for one-year terms. Evaluators are eligible for re-appointment, but cannot serve for more than three consecutive one-year terms.
- The evaluators may serve up to three consecutive one-year terms, and they can then serve up to two, one-year terms as the Chair. No member may serve for more than five (5) consecutive years, regardless of the position held.

Specific responsibilities

The evaluation of Sensors Council Fellow nominations is the sole task of the Sensors Council Fellow Evaluation Committee. The Chair shall not perform evaluations nor score nominations. However, the Vice-Chair may serve as an evaluator and score nominations. The IEEE Fellows Manual takes precedence over the Council's governing documents related to the Fellows nomination and evaluation procedures.

Guidelines for the Chair

The Chair should become familiar with the IEEE processes and documents related to the elevation of Fellows, which can be found at ieee.org. The current Chair should establish contact with the past Fellow Evaluation Committee Chair for any suggestions, and to ensure continuity of Committee activities.

Evaluation of Fellow Nominations

The Chair will have access to a secure and confidential website with all nominations and

pertinent documents. Any nominations deemed to be inappropriate for evaluation by the Sensors Council should be brought to the immediate attention of the IEEE Fellow Committee.

In early May, the Chair will receive the official list of nominees from the secretary of the IEEE Fellow Committee, along with appropriate forms and directions. All directions must be followed closely to prevent voiding all the Council's recommendations for the year.

Note that Sensors Council Fellow Evaluation Committee members may not nominate Sensors Council Fellow candidates, nor act as references for Sensors Council Fellow nominees. If a member has inadvertently acted as a reference for an individual Sensors Council Fellow nomination, that member is recused from participating in all nominee evaluations.

Reporting

The Committee reports to ExCom and AdCom through the Chair.

Vice President Technical Operations (VP-TO) Job Description

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

Functions

1. Lead all the Technical Operations of Sensors Council, except those of conferences and education, and oversee the implementation/delivery of technical programs of the Sensors Council.
2. Work with other IEEE Committees and Member Societies for mutual benefit and collaboration around technical activities.

Duties and Responsibilities

1. Attend the ExCom and the AdCom Meetings and report as needed.
2. Provide information and reports as necessary to the Sensors Council President, ExCom and AdCom members.
3. Submit technical operations related budget requirement to the Vice President Finances.
4. Represent IEEE Sensors Council in discussions with IEEE on policy matters related to the Sensors Council technical activities.
5. Provide direction for the Sensors Council technical operations, technical studies, and policies development.
6. Chair Sensors Council committees as appointed by the Sensors Council President.
 - a. Initiate and monitors related work on those committees.
7. After consultation with the Sensors Council President, Vice President Technical Operations will appoint Sensors Council Chapters Engagement Committee Chair.
8. Coordinate with Sensors Council President regarding the formation of local Sensors Council chapters.
9. Monitor engagement of Chapters with Sensors Council and reports to the AdCom.
10. Recommend the Outstanding Chapter of the Year Award finalist to the AdCom.
11. Monitor the progress of Sensors Council Standards Committee and report to the AdCom.
12. Evaluate the emerging technologies (e.g., through focused sessions in Sensors Council conferences) which could eventually mature as a Technical Committees (TC).
13. Initiate and encourages creation of Technical Committees (TC) according to the vision and mission of Sensors Council.
14. Work with Women in Sensors (WiSe) committee, Diversity and Inclusion committee, YP Committee and other AdHoc committees announced by Sensors Council President to take forward technical activities and events.
15. Own the content of the webpage of Technical Activities on Sensors Council Website and Wikipedia page.
16. Coordinate with Web EiC and Vice President Educational Activities to ensure currency of the information posted at the above two places.
17. Initiate activities directed toward the Council's growth and effectiveness.

18. Seek new opportunities to enhance relationship with Sensors Council Member Societies.
19. Facilitate transfer of duties, responsibilities and ongoing business activities to incoming post-holder in a timely manner.

Qualifications

The qualifications for the Sensors Council Vice President Technical Operations include the following:

1. Must be of IEEE Senior Member grade or higher.
2. Must be a member of one of Sensors Council's Member Societies.
3. Must have served the Sensors Council or one of its Member Societies in a role such as: member of the Administrative Committee, Board of Governors, Society Committee, Editorial Board or Conference Organizing Committee.

Term of Office

1. The term of the Vice President Technical Operations is two years, renewable once.
2. After the maximum of two consecutive terms has been served, the Vice President Technical Operations is not eligible for re-election in that role until there has been a break of at least one year.

Technical Operations Committee Operations Manual

Aim

The Technical Operations Committee (TOC) reviews and supports the technical operations of the Council, including, but not limited to, chapter activity, technical committee/community activities, industrial liaison and standards activities, WiSe and D&I activities, at all times ensuring that all of the Council's Technical Operations are within IEEE policies and guidelines,

Composition

- The Chair of the Technical Operations Committee (TOC) is the Vice President Technical Operations.
- Other Committee Members are:
 - Sensors Council-Industry Liaison Committee Chair.
 - Sensors Council-Standards Committee Chair.
 - WiSe Committee Chair.
 - Diversity and Inclusion Committee Chair.
 - YP Committee Chair.
 - Chapter Engagement Committee Chair.
 - Technical Committee Chairs.

Term of Office

- The Chair will serve for the duration of their Vice President post.
- The term of office for Committee members is for the duration of their post.

Specific Responsibilities

The Technical Operations Committee will:

- Provide reports to the AdCom on the planning and delivery of technical activities undertaken by Chapters, Technical Committees, Industrial Liaison, Standards, WiSe, YP and D&I
- Ensure that financial resources allocated to chapters and technical activities are properly spent and accounted for, while the outcomes and deliverables are generated and reported in a timely manner.
- Ensure the continuity of technical operations irrespective of personnel changes. This requires an on-going program of development of individuals trained as back-up for key functions.
- Recommend the annual budget for technical operations, submits it to the Vice President Finances for Council budgeting.

Reporting

The Committee reports to ExCom and AdCom through the Chair.

Diversity and Inclusion (D&I) Committee Operations Manual

Aim

The Diversity and Inclusion Committee of the Sensors Council aims to collect the diversity metrics across gender, geographic region, and work sectors of Sensors Council leadership, conferences, publications, and awards. It is also responsible for gathering information about activities and best practices focused on diversity and inclusion within our Council to share across all of IEEE. With this information, the D&I Committee aims to ensure the Sensors Council is encouraging diversity within its scope of the technical field of interest, and supporting an inclusive and unbiased environment in all its activities.

Composition

- Chair appointed by Sensors Council President.
- Women in Sensors Committee Chair (or alternate appointed by WiSE Chair).
- Chapter Engagement Committee Chair (or alternate appointed by CEC Chair).
- Young Professionals Committee Chair (or alternate appointed by YP Chair).
- Recommend three (3) additional Committee Members appointed by the Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

Term of Office

- The Chair will serve for one year.
- The Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term
- The term of office for Committee members is one year.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

The Diversity and Inclusion Committee will:

- Support the Chair in ensuring that all Sensors Council activities are understanding of and compliant with the IEEE Diversity and Inclusion policies.
- Advise and guide all Sensors Council Committees on improving Diversity and Inclusion and also address Diversity and Inclusion related issues.
- Initiate new initiatives and supportive measures to actively promote diversity across all areas; gender, geographic region, and work sectors of Sensors Council leadership, conferences, publications and awards.
- Gather diversity metrics across gender, geographic region, and work sectors of Sensors Council leadership, conferences, publications, and awards.
- Gather information on key activities and best practices within these areas.
- Share diversity metrics and qualitative data with the IEEE TAB D&I Committee.
- Facilitates transfer of duties, responsibilities and ongoing business activities to incoming post-holders in a timely manner.

Reporting

The Committee reports to ExCom, AdCom and Vice President Technical Operations through the Chair.

Industry Liaison Committee Operations Manual

Aim

The Industry Liaison Committee (ILC) of the Sensors Council aims to drive stronger industry engagement in the areas of sensors and sensor systems.

Composition

- Chair appointed by Sensors Council President.
- Vice Chair is appointed by the Chair.
- Recommend six (6) additional Committee Members appointed by the Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

Term of Office

- The Chair will serve for 1 year.
- The Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.
- The Vice Chair will serve for 1 year.
- Vice Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.
- The term of office for appointed Committee members is 1 year, and Committee members cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

The Industrial Liaison Committee will:

- Support the Chair in generating stronger bilateral industrial engagement in the areas of sensors and sensor systems.
- Undertake a range of initiatives to deliver the above goal.
- Support industry tracks and events as part of the IEEE SENSORS flagship conference, and other Sensors Council conferences.
- Encourage Sensors Council Industry participants and partners to implement industry-focused events and activities.
- Coordinate with the Sensors Council Standards Committee, IEEE-SA, and other IEEE Societies to identify opportunities for collaboration to increase industry participating in the Council.
- Facilitates transfer of duties, responsibilities and ongoing business activities to incoming post-holders in a timely manner.

Reporting

The Committee reports to ExCom, AdCom and Vice President Technical Operations through the Chair.

Standards Committee Operations Manual

Aim

The Sensors Council Standards Committee (SC-SC) is responsible for the development and coordination of standards project(s), including their maintenance after their approval as standard(s) by the IEEE-SA Standards Board. Specifically, the IEEE Sensors Council Standards Committee is responsible for those IEEE-SA Standards Board approved project(s) for which IEEE Sensors Council Standards Committee has been identified or assigned as either the sole sponsor or the primary sponsor.

Composition

- **Officers:** Chair, Vice Chair, Secretary, and Treasurer (if needed). The Chair is appointed by Sensors Council President.
- Vice Chair, Secretary and Treasurer (if needed) are appointed by Standards committee Chair, taking into consideration various IEEE policies including Diversity and Inclusion.
- Officers must be members of a Sensors Council Member Technical Society as well as a member of the IEEE Standards Association.
- **Voting Members:** Individuals send a membership request to the Chair indicating a direct and material interest in the Committee's work, their qualifications, and their willingness to participate in sensor standards development. Voting Members must be members of a Sensors Council Member Technical Society as well as a member of the IEEE Standards Association. The Chair answers the requests and adds those who qualify to the SC-SC Listserv. Voting rights are earned by attending two-of-the-last-four committee meetings. Those who do not qualify can participate as Observers.
- **Observers:** Anyone can participate the meetings of the committee by joining the Listserv via the Committee's [website](#).

Term of Office

- The term of office for the Officers is two years. Officers are eligible for reappointment and cannot serve for more than two consecutive terms without a break from the role of one term.
- There is no term of office for Voting members and Observers.

Specific Responsibilities

The Standards Committee will:

- Support the Chair in development, maintenance and approval of standards relating to sensors technologies.
- Monitor and assist sensor standards working groups.
- Collaborate with the Standards Committees of the IEEE Sensors Council Member Societies.
- Create new standards study groups in emerging sensor technology areas.
- Promote standards activities at Sensors Council conferences and workshops.
- Encourage synergy between programs of the Sensors Council and Standards Association.

- Facilitates transfer of duties, responsibilities and ongoing business activities to incoming post-holders in a timely manner.

Reporting

The Committee reports to ExCom, AdCom and Vice President Technical Operations through the Chair.

Reference: [Policies and Procedures for Standards Development for the IEEE Sensors Council Standards Committee](#)

Women in Sensors (WiSe) Committee Operations Manual

Aim

The Women in Sensors (WiSe) Committee of the Sensors Council aims to promote globally, the presence and advancement of persons who identify as women in the technical areas and professions related to sensors. It is targeted at professional women in sensing technology, from industry or academia, and will provide the opportunity to create communities to facilitate knowledge sharing and provide support through highly interactive events designed to foster discussion and collaboration.

Composition

- Chair appointed by Sensors Council President
- Recommend six (6) Committee Members appointed by the Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

Term of Office

- The Chair will serve for one year.
- The Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.
- The term of office for appointed Committee members is one year.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

The Women in Sensors Committee will:

- Support the Chair in undertaking activities which can help in promoting, advancing and generating opportunities for persons who identify as women in the technical areas and professions related to sensors.
- Globally connects women professionals working in the area of sensors through sessions conducted in all Sensors Council conferences.
- Builds a network of women mentors to guide women/men in the sensors community.
- Supports WiSe sessions in various Chapters or sensors related activities.
- Promote women by highlighting their achievements in various platforms and invite women leaders (academia, industry or entrepreneurs) to WiSe events.
- Encourage and support women leaders to apply for DL positions in the Sensors Council.
- Participates in other committees of Sensors Council like YP, Publicity committee and Chapter Engagement committee.
- Prepares NI proposals for implementation of new ideas/proposals.
- Facilitates transfer of duties, responsibilities and ongoing business activities to incoming post-holders in a timely manner.

Reporting

The Committee reports to ExCom, AdCom and Vice President Technical Operations through the Chair.

Chapter Engagement Committee Operations Manual

Aim

The Chapter Engagement Committee of the Sensors Council supports Sensors Council chapter activities, facilitates creation and sustenance of new Sensors Council chapters, promotes interactions between the Sensors Council chapters, and aid initiatives with strong local impact that are in line with the mission of IEEE Sensors Council.

Composition

- Chair appointed by Vice President Technical Operations after consultation with the President.
- Two of the Chairs of YP, WiSe, EAC, and D&I committees invited by the Chair
- Recommend two (2) additional Committee Members appointed by the Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

Term of Office

- The Chair will serve for one year.
- The Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.
- The term of office for Committee Members is one year.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

The Chapter Engagement Committee will:

- Support the Chair in launching, supporting, promoting and advising new and existing Chapters.
- Support worldwide Chapter activities to maintain the link between the Sensors Council and local initiatives and matters.
- Provide guidance, advice, and support for the formation of new Sensors Council chapters around the world.
- Disseminate funding and other Sensors Council resources to support chapter activities.
- Recommend best practices and support collaboration between the Chapters.
- Receive detailed reports from the local chapter Chairs every 12 months.
- Review the reports, provide feedback and advice to the chapter Chairs to ensure long term sustainability of the chapters.
- Encourage activity and identify and recognise best performing chapters based on submitted reports and nominations.
- Support chapters to engage with Sensors Council centrally organised activities and events in their areas, including Sensors Council sponsored conferences, workshops, and DL talks.
- Facilitates transfer of duties, responsibilities and ongoing business activities to incoming post-holders in a timely manner.

Reporting

The Committee reports to ExCom, AdCom and Vice President Technical Operations through the Chair.

Technical Committees Operations Manual

Aim

The aim of the Sensors Council Technical Committees (TCs) includes supporting future science, technology and engineering of next-generation sensing devices, sensor networks and sensor data processing; supporting the academic and practitioner communities, ranging from students to professionals, in training, education and knowledge exchange in the field of sensors; engaging with sensor communities internationally from under-represented to advanced regions; and supporting and sustaining the development of future sensor technologies leaders from around the world.

Composition

- Each TC will have a Chair appointed by the President in concurrence with VP-TO.
- Each TC will have a Leadership group appointed by the TC Chair taking into consideration various IEEE Policies including Diversity and Inclusion.

Term of Office

- The Chair will serve for two years.
- The Chair is eligible for reappointment, and cannot serve more than three consecutive terms without a break from the role of one term.
- The term of office for appointed Leadership Group members is two years.
- The Leadership Group members are eligible for reappointment, and cannot serve more than three consecutive terms without a break from the role of one term.

Specific Responsibilities of each TC Chair

1. Define and annually update the TC scope.
2. Serve as a reliable point of contact for the TC (e.g. via email).
3. Coordinate and promptly submit semi-annual (six months) reports to the Vice President of Technical Operations (VP-TO).
4. Post an updated single slide on TC Technical Progress on appropriate Sensors Council platforms, website and other Sensors Council publicity channels.
5. Coordinate and promptly submit Triennial TC self-evaluation reports (once every 3 years).
6. If a TC Chair is away from email for more than 2 weeks, he or she shall notify the VP-TO and set up appropriate auto-reply messages and appoint an alternate to handle communication during this period. Chairs can be replaced after a 4-week warning by the President if they are unresponsive to communication. Best efforts will be made to ensure an emergency has not occurred causing this issue.

Specific Responsibilities of TC Leadership group

1. Organize conferences, symposiums, workshops, seminars, seasonal schools, organized sessions, etc. to promote the field.
2. Update the TC webpages at IEEE Sensors Council website.
3. Maintain the TC membership list (including email addresses) within the limits of GDPR.
4. Recruit new members.
5. Communicate at least twice a year with TC members via group email.
6. Social media accounts may be set up to further increase communication in a timely manner.
7. Encourage research in their area.
8. Advise junior researchers in their area.
9. Track and alert relevant stake-holders of major developments (research, markets, conferences, funding etc.) in their area.
10. Promptly respond to inquiries from fellow researchers and the media/press.
11. Evaluate new ideas and initiatives when requested by the VP-TO.
12. Recommend reviewers when requested by EICs.
13. Facilitates transfer of duties, responsibilities and ongoing business activities to incoming post-holders in a timely manner.

Reporting

Each Technical Committee reports to ExCom, AdCom and Vice President Technical Operations through the TC Chair.

Reference:

Guide to Establishing a Sensors Council Technical Committee (in preparation)

Young Professionals Committee Operations Manual

Aim

The Young Professionals (YP) Committee of the Sensors Council aims to provide students, graduates, postgraduates and young professionals with information and support on career development, progression and networking, especially in the field of sensors. It also aims to develop a strong and mutually beneficial engagement between the early-career sensors community and the Sensors Council through on-line and on-site activities.

Composition

- Chair appointed by Sensors Council President.
- Recommend seven (7) Committee Members appointed by the Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

Term of Office

- The Chair will serve for one year.
- The Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.
- The term of office for appointed Committee members is one year.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

The Young Professionals Committee will:

- Support the Chair who will lead the activities of the Committee in developing initiatives to engage the Sensors Council further with the Young Professionals' community in sensors.
- Organize regular on-site and on-line Council events relevant to Young Professionals and Early Career Researchers.
- Provide students, graduates, post-graduates and young professionals with career-progression information and networking opportunities.
- Provide information and support to students, graduates and postgraduates in transitioning to higher levels of IEEE membership and explaining IEEE member benefits.
- Support the Sensors Council in the delivery of its activities in education, publication, conferences and other technical areas.
- Link bilaterally with the IEEE Young Professionals program and represent Sensors Council when needed.
- Guide the Council's activities and Council's committees in areas of importance to Young Professionals.
- Work with the Sensors Council's Conferences to organize events specific to Young Professionals during the Sensors Council conferences and to serve on the various awards, scholarship or technical committees of the Sensors Council.

- Attend other Council meetings, when invited.
- Liaise with ExCom members and Publicity Chair to help them highlight via social media the Sensors Council's achievements and various activities in the field of interest of Sensors Council – particularly the activities related to YPs.
- Liaise with Women in Sensors (WiSE) and Diversity and Inclusion (D&I) Committees for synergy between activities planned and organized by WiSE, D&I and YP.
- Facilitates transfer of duties, responsibilities and ongoing business activities to incoming post-holders in a timely manner.

Reporting

The Committee reports to ExCom, AdCom and Vice President Technical Operations through the Chair.

Vice President Educational Activities Job Description

The functions, duties, responsibilities and qualifications of the Sensors Council Vice President Educational Activities (VP-EA) are as follows:

Functions

1. Leads the educational program of the Sensors Council excluding conferences.
2. Leads and delivers on utilizing a range of methodologies (on-site delivery; on-line delivery applying information technology and digital platforms) to deliver educational activities of the Sensors Council.
3. Works with other IEEE Committees and Member Societies for mutual benefit under the scope of education and digital educational platforms and related policies.

Duties and Responsibilities

1. Attend the ExCom and the AdCom Meetings and report as needed.
2. Provide information and reports as necessary to the Sensors Council President and ExCom members.
3. Submit educational activities and dissemination of digital content related budget requirement to the Vice President Finances.
4. Represent IEEE Sensors Council in discussions with IEEE on matters related to educational activities and digital educational platforms and related policies.
5. Provide direction for the Sensors Council educational and digital education operations, studies, and policies development.
6. Initiate and implement the educational and digital educational platform activities including, but not limited to, maintaining Council's YouTube channel, Webinar Program, Seasonal School, Podcast series, StudyTube, Free workshops by academicians or industry experts, Books on sensors for pre-university kids, Sensors Portal etc.
7. Appoint an Educational and Digital Educational Activities Committee to help deliver the above.
8. Initiate, implement and help maintain Sensors Council's digital media contents related to educational activities such as webinars, Sensors Council's YouTube channel, and similar future platforms (e.g., smartphone App aimed towards enhancing educational reach worldwide, online educational tools, Instagram, short educational videos via platforms such as TikTok etc.).
9. Chair Sensors Council Distinguished Lecturer Program (DLP) Committee.
10. Appoint DLP Committee to recommend appointment of DLs to the AdCom in the Fall meeting.
11. Coordinate with the Sensors Council conferences General Co-Chairs to ensure that presentations of plenary talks, tutorials, invited talks and regular papers are recorded, where consents have been received.
12. Curate these videos on Sensors Council YouTube channel re-checking that appropriate consents have been received.

13. Understand, plans and initiates creation of regular Webinar Program (online series) and monthly podcast series, StudyTube (an emerging way of delivering state-of-the-art technologies).
14. Support a pipeline of online lectures (e.g., by speakers other than DLs) whenever possible.
15. Initiate activities directed toward the Council's growth and effectiveness (e.g., Engagement policy for Gen Z & Millennial, free workshops, etc.).
16. Seek collaboration with Member Societies to jointly develop and deliver educational activities, including those requiring digital platforms.
17. Work with Women in Sensors (WiSe) Committee, Diversity and Inclusion Committee, YP Committee and other AdHoc committees announced by Sensors Council President to take forward educational activities and events.
18. Own the content of the webpage of Educational Activities on Sensors Council Website and the Wikipedia page.
19. Coordinate with Web EIC to ensure currency of the information posted at the above two locations.
20. Coordinate with Publicity Chair to ensure smooth functioning of social media platform and content related to educational activities.
21. Provide information related to educational activities and digital contents for Sensors Council quarterly Newsletter.
22. Facilitate transfer of duties, responsibilities and ongoing business activities to incoming post-holder in a timely manner.

Qualifications

The qualifications for the Sensors Council Vice President Educational Activities include the following:

- 1 Must be of IEEE Senior Member grade or higher.
- 2 Must be a member of one of Sensors Council's Member Societies.
- 3 Must have served the Sensors Council or one of its Member Societies in a role such as: member of the Administrative Committee, Board of Governors, Society Committee, Editorial Board or Conference Organizing Committee.

Term of Office

1. The term of the Vice President Educational Activities is two years, renewable once.
2. After the maximum of two consecutive terms has been served, the Vice President Educational Activities is not eligible for re-election in that role until there has been a break of at least one year.

Reference: [SC Seasonal School Guidelines](#)

Educational and Digital Educational Activities Committee Operations Manual

Aim

The Educational and Digital Educational Activities Committee provides and supports educational requirements for the professional development of the sensors community. This will involve applying the most up-to-date digital services and digital platforms available to promote and support all aspects of the Sensors Council educational engagements with its community. Educational and digital educational activities include, but are not limited to Webinar Programs, Seasonal Schools, Podcast series, YouTube and StudyTube, workshops by academics, industry experts and practitioners sharing new strategies or teaching new ideas and concepts.

Composition

- The Chair of the Educational and Digital Educational Activities Committee is the Vice President Educational Activities.
- Recommend six (6) Committee Members appointed by the Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

Term of Office

- The Chair will serve for the duration of their Vice President post.
- The term of office for appointed Committee members is two years.
- The Committee Members are eligible for reappointments, and cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

The Educational Activities Committee will:

- Develop educational policies and implement the same after approval by the AdCom.
- Ensure the continuity of regular operations in educational activities as described in the 'Aim' section.
- Implement and deliver new and innovative activities to support the educational activities and needs of the sensors community.
- Help maintain and curate Sensors Council YouTube channel and other digital educational platforms.
- Organize webinars (take advantage of online delivery of educational content) and archiving recorded webinars on YouTube channel.
- Collaborate with various standing committees, such as Publications Committee, Conferences Committee, WiSe and YP teams to maximize the dissemination of these educational activities including through digital platforms.
- Horizon-scan for future digital technologies that can support the Council's educational engagement with the sensors community, and bring these to the attention of ExCom and AdCom.
- Submit budget requirements for accessing digital services and digital platforms for supporting education to Vice President Finances.

Reporting

The Committee reports to ExCom and AdCom through the Chair.

Reference: [SC Seasonal School Guidelines](#)

Distinguished Lecturer Job Description

The functions, duties and responsibilities of the [Distinguished Lecturer](#) (DL) are as follows:

Functions

1. Serve as an Educator and Ambassador of the Sensors Council, promoting the field of Sensors, the Council, and IEEE.
2. At the Lecture events encourage and support young professionals and students to pursue IEEE membership and engagement.

Duties and responsibilities

1. Organize and present at least three lectures per year.
2. Respond to enquiries pertinent to the area of sensors within the DL's area of expertise, if requested by the Council's ExCom.
3. Interact with and champion the Council's relevant activities and Technical Committees, as appropriate.
4. Promptly submit expense reports (if travel is funded by the Council), semi-annual reports to VP-EA on interim activities, and at the end of the DL's term, a summary report for the IEEE Sensors Newsletter.
5. The DL should minimize travel expenses to the extent possible, by seeking low-cost air fare and combining multiple talks within a given geographic region during a given trip – e.g., a USA-based DL should not travel to Asia to present a single lecture.
6. Be willing to travel widely, as appropriate. Adhere to the IEEE [travel policy and guidelines](#).

Duration

The IEEE Sensors Council Distinguished Lecturer position is held for three years, renewable once.

Distinguished Lecturer Program Committee Operations Manual

Aim

To implement a Distinguished Lecturer Program of world-class speakers who will travel internationally, including to areas and regions which are under-supported, to present the progress in their respective fields of sensor technologies, and also act as ambassadors of the Sensors Council.

Composition

- The Chair of the Distinguished Lecturer Program Committee is the Vice President Educational Activities
- Recommend six (6) Committee Members appointed by the Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

Term of Office

- The Chair will serve for the duration of their Vice President post.
- The term of office for appointed Committee members is two years.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

- Ensure that DL program is advertised through all available Sensors Council publicity and information channels in a timely manner (this is Chair responsibility).
- Ensure that all requests for information from prospective DL candidates are responded to in a timely manner.
- Study and discuss the applications received from prospective candidates to ensure that these match with the qualities and experience expected for the position.
- All discussions will take into consideration various IEEE Policies including Diversity and Inclusion.
- Present a list of DL candidates to the AdCom for approval.

Reporting

The Committee reports to ExCom, AdCom through the Chair.

Reference: [SC DLP Procedures](#)

Vice President of Conferences Job Description

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

Functions

1. Oversees the delivery of Sensors Council's fully sponsored and co-sponsored conferences.
2. Brings forward proposals for new conferences to ExCom and AdCom.
3. Works with other IEEE Committees, and Member Societies, when appropriate, for mutual benefit in the conferences area.

Duties and Responsibilities

1. Attendance and Reporting
 - a. Attends ExCom meetings and reports on any issues relevant to the Council's conferences. Reports to AdCom at the Spring and Fall AdCom meetings.
2. Website and Publicity
 - a. Works with the General Chairs, Web EIC and PCO staff to keep the conference-relevant pages of the website up to date. Works with the Web EIC, Publicity chair and PCO staff to ensure that Sensors Council conferences are properly publicized. (Web EIC approves all materials put on Sensors Council site, Conference sites are handled by General Chairs and PCO)
3. Meetings Committee
 - a. Works with the Meetings Committee and others to identify new conference opportunities.
 - b. Works with ExCom and the Meetings Committee to evaluate new conference proposals.
4. Conferences
 - a. Is familiar with IEEE Policy 10 (Meetings, Conferences, Symposia and Expositions) and other governing documents' conferences relevant provisions. Ensures that Sensors Council conferences comply with IEEE and Sensors Council policies.
 - b. Works with Vice President Publications and the General Co-Chairs to support journal-conference synergy.
 - c. Works in tandem with the Venue Search Panel to select future venues for the SENSORS conference.
 - d. Recommends to ExCom the General Co-Chairs for future editions of the SENSORS conference.
 - e. When possible, chairs the Wash-Up meetings at the end of every edition of Sensors Council conferences.
 - f. Ensures feedback from Wash-Up meetings is forwarded to the following year's conference.
 - g. Attends meetings of the Organizing Committee of the Sensors Council conferences, as appropriate.

- h. Serves as the person to whom the General Co-Chairs report on a regular basis (in the last 6 months before the conference at a minimum frequency of once per month).
5. Co-sponsorship
 - a. Evaluates requests received for Co-Sponsorship for discussion with ExCom.
6. Engagement with MCE, IEEE Conferences Committee, the IEEE Conference Publications Committee, Contracts
 - a. Is the point of contact and information exchange between IEEE MCE (Meetings, Conferences, Events) team, IEEE Contracts team, the IEEE Conferences Committee and the Sensors Council. Reviews the presentations at the major meetings of the IEEE Conferences Committee and the IEEE Conference Publications Committee (each, typically, 3x a year).
7. Engagement with Professional Conference Organizers (PCO)
 - a. Serves as the primary link to the PCO when a PCO is responsible for delivery of a conference.
8. Facilitates transfer of duties, responsibilities and ongoing business activities to incoming post-holder in a timely manner.

Qualifications

The qualifications for the Sensors Council Vice President Conferences include the following:

1. Must be of IEEE Senior Member grade or higher.
2. Must be a member of one of Sensors Council's Member Societies.
3. Must have served the Sensors Council or one of its Member Societies in a role such as: member of the Administrative Committee, Board of Governors, Society Committee, Editorial Board or Conference Organizing Committee.

Term of Office

1. The term of the Vice President Conferences is two years, renewable once.
2. After the maximum of two consecutive terms has been served, the Vice President Conference is not eligible for re-election in that role until there has been a break of at least one year.

Meetings Committee Operations Manual

Aim

The Meetings Committee establishes the process and methodology for organization and successful execution of all Council conferences, symposia and workshops, in a manner that meets all IEEE conference policies and rules. The Committee reviews schedules, budgets, and performance of conferences for which it has oversight responsibility. The Committee strives to ensure that every conference generates a revenue surplus. The Committee reviews new conference proposals and makes a recommendation to the ExCom and AdCom.

Composition

- The Chair of the Meetings Committee is the Vice President Conferences.
- Recommend six (6) Committee Members appointed by the Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

Term of Office

- The Chair will serve for the duration of their Vice President post.
- The term of office for appointed Committee members is two years.
- The Committee Members are eligible for reappointments, and cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

The Meetings Committee will:

- Consider proposals for new conferences and bring new conference recommendations to the ExCom and AdCom for approval.
- Provide guidance and direction to those responsible for organizing Conferences and events that are sponsored or co-sponsored by the Society and that require registration fees and budgeting.
- Endorse dates, locations, and budgets of Conferences and meetings noted above.
- Provide a master schedule of all conferences and other meetings for the use of the AdCom and for publicity.
- Obtain timely financial reports of all conferences and ensure that monetary advances and surpluses are appropriately handled.
- Keep the President and the AdCom informed of key developments associated with Conferences and provide conference financial and other data.
- Coordinate activities with other Committees, e.g. Technical Operations, Publications Committee.
- When required, recruit a Professional Conference Organizer (PCO) and work closely with the PCO for successful delivery of the conference/event.

Reporting

- The Committee reports to ExCom and AdCom through the Chair.

Reference: [SC Conference Planning Guide](#)

Vice President of Publications Job Description

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

Functions

1. Leads the publication operations of Sensors Council (SC)
2. Chairs the Publications Committee with responsibility for smooth and efficient delivery of the publication operations of the Sensors Council.
3. Work with IEEE Committees and Member Societies for collaboration and establishing best practice in the publications area.

Duties and Responsibilities*

1. Responsible for oversight of the Council's archival publications, letters and conference proceedings, the latter in collaboration with conference organizers.
2. Appoint members of the Sensors Council Publications Committee.
3. Work with Vice President Finances on budgetary issues that deal with Publications, i.e., page counts, publication costs, etc.
4. Work with Vice President Conferences on issues and actions related to journal-conference synergy.
5. Nominate Editor-in-Chiefs of the Journals fully owned by the Sensors Council, as required, for appointment by the President.
6. Nominate members of the Steering Committees of co-sponsored publications, as required, for appointment by the President.
7. Appoint a Publications Committee member to serve on the Council's Publicity Committee with the aim to organize and facilitate generation of publicity materials for the Sensors Council publications.
8. Monitor the effectiveness of Sensors Council's publications goals and policies.
9. Stay current on relevant IEEE policies and communicate pertinent matters to the ExCom and the AdCom.
10. Attend and contribute to the ExCom and the AdCom Meetings and report as needed.
11. Attend the IEEE Publications Panel of Editors meetings.
12. Attend the IEEE TAB meetings when required/suggested for any business related to the Sensors Council present or future activities related to Publications.
13. Make recommendations to the ExCom on future directions for IEEE Sensors Council publications, including new publications and alternative modes of publication.
14. Represent the Sensors Council in discussions and negotiations within IEEE on policy matters related to publications.
15. Facilitates transfer of duties, responsibilities and ongoing business activities to incoming post-holder in a timely manner.

*The Vice President for Publications has authority to delegate specific responsibilities to other members of the Publications Committee.

Qualifications

The qualifications for the Sensors Council Vice President Publications include the following:

1. Must be of IEEE Senior Member grade or higher.
2. Must be a member of one of Sensors Council's Member Societies.
3. Must have significant past experience as Editor (long-term Associate Editor, or Senior Editor, or Topical Editor, or Associate Editor-in-Chief, or Editor-in-Chief) for one of the journals of the Sensors Council (fully or partially owned)

Term of Office

1. The term of the Vice President Publications is two years, renewable once.
2. After the maximum of two consecutive terms has been served, the Vice President Publications is not eligible for re-election in that role until there has been a break of at least one year.

Publications Committee Operations Manual

Aim

The Sensors Council Publications Committee supports the publication operations of the Sensors Council, in particular journal editors and editorial teams of IEEE publications fully or partially owned by the Sensors Council. The Publications Committee goal is to ensure the high standard of publications in which the Sensors Council is involved, in terms of adopted metrics and compliance with the IEEE PSPB manual and policies, as well as any further guidance or controls prescribed by the AdCom.

Composition

- The Chair of the Publications Committee is the Vice President Publications. This function can be delegated to another Member with the approval of ExCom.
- Current Editors-in-Chief of all Sensors Council fully owned publications.
- Recommend four (4) Additional Committee Members appointed by the Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

Term of Office

- The Chair will serve for the duration of their Vice President post.
- The EICs will serve for the duration of their posts.
- The term of office for Additional Committee members who are not Editors-in-Chief is two years.
- The Additional Committee members are eligible for reappointments, and cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

The Publications Committee will:

- Consider a pool of candidates for Editor-in-Chief appointments in fully owned publications; receives the Vice President Publication's Nomination for Editor-in-Chief and makes a recommendation (through the Chair) for appointment by the President by informing the AdCom.
- Ensures the continuity in publications operations by sustaining on-going development of individuals trained to assume key functions in said operations.
- In consultation with individual publications, recommends the annual budget for the Sensors Council publication operations and submits it to the Vice President Finances to aid budgeting.
- Receives Editor-in-Chief reports on journal performance and metrics, before presentation to AdCom.
- Provides analysis, guidance and support in prospective bids for new publications.
- Nominates candidates for best paper awards to the Nominations and Awards Committee, as required for Sensors Council fully owned publications.

Reporting

The Committee reports to ExCom and AdCom through the Chair.

Vice President of Finances Job Description

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

Functions

1. Chair the Finance Committee.
2. Has responsibility for the Council's finances, including providing advice, guidance and information to ExCom and AdCom on financial decisions and processes.

Duties and Responsibilities

1. Attend the ExCom and the AdCom Meetings and report as needed.
2. Work with the President, the Vice Presidents, the Committee Chairs, and the Finance Committee to prepare a proposed Council budget for the ensuing year in accordance with IEEE budget development guidelines and schedules. The budget shall be reviewed and approved by the ExCom prior to submittal to IEEE. When approved by the Council and the TAB, this budget shall become the working budget for the following year. This approved budget will constitute authorization to the Vice President Finances to disburse the funds in amounts not to exceed any budgeted item.
3. Submit to IEEE the approved budget, and IEEE will thereby be authorized to disburse the funds in accordance with instructions from the Vice President Finances.
4. Obtain a financial statement of receipts, expenditures, and balances from IEEE at least twice yearly and distribute copies of this statement to all members of the Council ExCom.
5. Keep track of monthly financial statements of expenses and commitments made available by IEEE.
6. Work with Vice President Publications and President to complete and submit required publication page count forecasting to IEEE.
7. Serve, or appoint another experienced volunteer to serve, as Treasurer for Sensors Council Conferences. In this role, the Treasurer will work with the Conference organizers, including any Professional Conference Organizers (PCOs), to obtain the Council's approval of the conference budget. The Treasurer of Council-sponsored Conferences, or the PCO working under instruction and direction from the Treasurer, is authorized to open an account in the Conference's name, to be used for the deposit and disbursement of funds related to the Conference. The Council shall be advised of the name of the bank, the anticipated size of the account, the names of the account, the names of signatories, and of arrangements for insurance and bonding, all of which must be in accordance with IEEE policies and procedures. In all cases of appointed Treasurers, the Vice President Finances shall also be a signatory on any bank accounts opened by a meeting or conference sponsored by the Council.
8. Prepare financial reports as requested by the Council President, and keep the Treasurers of the Member Societies informed on Council financial matters affecting their budgets, if any.
9. Approve the Conference budgets after they are approved by the Meetings Committee prior to being forwarded to IEEE for review and final approval.

10. Working with the Treasurer and the Finance Committee, set travel and other expense submission policies for the Council in accordance with IEEE guidelines. Review and submit all expenses to IEEE for payment.
11. Generate and present an annual Financial report at the bi-annual AdCom meetings. Submit to President for the Council Annual report.
12. May utilize the services of IEEE as bursar for all or part of the Council funds, as provided by the IEEE Bylaws and Statements of Policy. If any parts of the Council funds are received and deposited separately, the terms and conditions shall be in accordance with IEEE policies and subject to Council Bylaws and any other limitations imposed by the Council. Disbursements shall be made on the signature or instructions of the Vice President Finances. If the Vice President Finances is disabled or unable to serve, the President may make disbursements during the period of incapacity.
13. Facilitate transfer of duties, responsibilities and ongoing business activities to incoming post-holder in a timely manner.

Qualifications

The qualifications for the Sensors Council Vice President Finances include the following:

1. Must be of IEEE Senior Member grade or higher.
2. Must be a member of one of Sensors Council's Member Societies.
3. Must have served the Sensors Council or one of its Member Societies in a role such as: member of the Administrative Committee, Board of Governors, Society Committee, Editorial Board or Conference Organizing Committee.

Term of Office

1. The term of the Vice President Finances is two years, renewable once.
2. After the maximum of two consecutive terms has been served, the Vice President Finances is not eligible for re-election in that role until there has been a break of at least one year.

Finance Committee Operations Manual

Aim

The Finance Committee plans and prepares the budget and advises the President, ExCom and AdCom of the financial position of the Council. The Committee assures the financial welfare of the Council and advises the AdCom towards prudent courses of action to maintain a healthy financial state. The Finance Committee seeks to understand IEEE financial policies and then to implement those policies in the Council's financial operations. The Finance Committee reviews initiatives and activities to maintain appropriate fiscal operation within the AdCom and Council.

Composition

- The Chair of the Finance Committee is the Vice President Finance.
- Other Committee Members are:
 - The Secretary-Treasurer.
 - The President-Elect.
 - The Past President.
 - Senior MAL (2-year term, appointed by Chair).
 - Past Vice President Finance (advisor without a vote, 2-year term appointed by Chair).

Term of Office

- The Chair will serve for the duration of their Vice President post.
- The Secretary-Treasurer, President-Elect and Past President will serve for the duration of their post.
- The Senior MAL and Past Vice President Finance are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

The Finance Committee will:

- Assist the Vice President Finance in the preparation of the annual budget according to IEEE policies.
- Review the final budget proposal prior to submission for approval by the AdCom; the budget will be submitted for approval by the AdCom at the last meeting of the year ending before the new year to which the budget will apply. Note: IEEE generally requires a response to the first-pass budget by August 1 of the preceding year. The response to the second-pass budget is typically submitted by early September of the preceding year. The final budget is approved by IEEE TAB at the November TAB meeting of the preceding year.
- Review the financial position of the Society and its conferences.
- Assure compliance with the IEEE Bylaw provisions regarding financial conflict of interest.

Reporting

The Committee reports to ExCom and AdCom through the Chair.

Secretary-Treasurer Job Description

The functions, duties, responsibilities and qualifications of the Sensors Council Secretary-Treasurer are as follows:

Functions

1. The financial administration of the Council, in conjunction with the Vice President for Finances.
2. Ensuring that the Council actions are recorded and functions are properly administered.

Duties and Responsibilities

1. Attend the ExCom and the AdCom Meetings and report as needed.
2. Participate in the finance committee, supporting the Vice President Finances to: submit budget inputs to TAB finance by due date; develop mid-year 2nd pass budget update and return to TAB by the due date; provide TAB with input from ExCom on desired number of journal pages and print run size.
3. Review and approve expense reports and purchase orders made by ExCom and AdCom members.
4. Work with Council President and Council Operations Manager (OM) in arranging AdCom meetings and communicating related information (agendas, documents, etc).
5. Call roll, confirm voting rights, and assess quorum. Communicate number of votes required to pass motions or elect candidates in each case. Assist N&A Chair in administering elections.
6. Serve as the Chair of the Constitution and Bylaws Committee, and lead the activities of this Committee including ensuring that the Constitution and Bylaws are updated and not in conflict with any requirements, rules and procedures of IEEE or of the Sensors Council.
7. Work with the Operations Manager to create a record of ExCom and AdCom meetings, distribute them to ExCom and AdCom, and generate and maintain list of ExCom action items generated from meetings.
8. Support the Vice President Finances to review budget parameters and results to ExCom bi-annually (twice per year).
9. Assist Vice President Finances in communicating new financial policies that affect the Sensors Council to ExCom. With help of financial analyst, determine impact of new policies on budget.
10. Ensure that Council documents including the relevant parts of the website are up-to-date.
11. Execute other duties as published in the Constitution and Bylaws.
12. Facilitate transfer of duties, responsibilities and ongoing business activities to incoming post-holder in a timely manner.

Qualifications

The qualifications for the Secretary-Treasurer include the following:

1. Must be of IEEE Senior Member grade or higher.
2. Must be a member of one of Sensors Council's Member Societies.

3. Must have served the Sensors Council or one of its Member Societies in a role such as: member of the Administrative Committee, Board of Governors, Society Committee, Editorial Board or Conference Organizing Committee.

Term of Office

- The Secretary-Treasurer is appointed by the Sensors Council President.
- The Secretary-Treasurer serves for two years.
- The Secretary-Treasurer is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

Constitution and Bylaws Committee Operations Manual

Aim

The Constitution and Bylaws Committee is responsible for ensuring that the Council's Constitution and Bylaws are updated, published, and do not conflict with IEEE rules of operation.

Composition

- The Chair of the Constitution and Bylaws Committee is the Secretary-Treasurer of the Council.
- Recommend four (4) Committee Members appointed by the Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

Term of Office

- The Chair will serve for the duration of their Secretary-Treasurer post.
- The term of office for Committee members is two years.
- The Committee members are eligible for reappointments, and cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

The Constitution and Bylaws Committee will:

- Maintain up-to-date copies of the Constitution and Bylaws and make them available on the Council's Web Site.
- Ascertain that the Constitution and Bylaws are not in conflict with any requirements or rules of IEEE.
- Recommend changes in the Constitution or Bylaws as necessary to conform to the development of the Council or to changes by IEEE.
- Ensure that any changes in the Constitution and Bylaws are approved by the AdCom.
- Ensure that any changes in the Bylaws and Constitution are notified to the relevant sections of IEEE e.g. the Technical Activities Board.
- When requested, support the Chair in completing other actions related to the Constitution and Bylaws.
- The Chair of the Constitution and Bylaws Committee shall serve as Parliamentarian and consultant on procedural matters at meetings of the Council AdCom.

Reporting

The Committee reports to ExCom and AdCom through the Chair.

Senior Member-at-Large (SMAL) and Member-at-Large (MAL) Job Description

The functions, duties, responsibilities and qualifications of the Sensors Council Senior Member-at-Large and Member-at-Large are as follows:

Functions

1. Provide the Sensors Council with additional support across a range of activities to deliver its current programs, future directions and overall goals.

Duties and Responsibilities

Duties will be selected from the following, and decided after discussion with the President.

1. When requested, guide and inform Sensors Council's activities and committees in the areas aligned with their technical expertise and interests.
2. Participate in Special Interest Groups (SIG) meetings as requested by a sponsoring Society, the Sensors Council or the Technical Advisory Board.
3. When requested, work with Sensors Council Publicity Chair to highlight the broad range of developments in the areas aligned with their technical expertise and interests, and be a conduit for the sharing of best practices.
4. Can propose and lead own projects or studies that benefit the Sensors Council and the sensors community after discussion with Council President.
5. Serve on the various committees of the Sensors Council as requested.
6. Work in an appointed capacity with the Sensors Council Conferences as requested.
7. The SMAL/MAL is expected to attend the Spring and Fall AdCom Meetings each year and report as needed.
8. Facilitate transfer of duties, responsibilities and ongoing business activities to incoming post-holder in a timely manner.

Qualifications

The qualifications for the Sensors Council SMAL and MAL include the following:

1. Must be of IEEE Member grade or higher.
2. Must have served the Sensors Council or one of its Member Societies in a role such as: member of the Administrative Committee, Board of Governors, Society Committee, Editorial Board or Conference Organizing Committee.
3. Senior Members-at-Large must also meet the following criteria:
 - a. Has served the Council in some elected or appointed capacity for a minimum of six (6) years, and
 - b. Is a member of a Member Society of the Council

Term of Office

- The term of office for Senior Member-at-Large is two years, renewable once. Senior Member-at-Large cannot serve more than two consecutive terms without a break from the role of one term.

- The term of office for Member-at-Large is two years, renewable once. Member-at-Large cannot serve more than two consecutive terms without a break from the role of one term.

Member Society Representative on Administrative Committee (AdCom) Job Description

The functions, duties, responsibilities and qualifications of the Member Society AdCom representative are as follows:

Functions

1. Provide the Sensors Council with opportunities, insights and positions that promote collaboration with the Member Society.
2. Convey Sensors Council positions, statements and opportunities to the Member Society.
3. Support and contribute to collaboration between Sensors Council and all of its member Societies across all of the Council's activities.

Duties and responsibilities

1. Attend the Spring and Fall AdCom meetings and report as needed.
2. Contribute to Council technical and educational activities and in areas of interest that are jointly shared with the Council and other member societies, participating in meetings where requested.
3. Keep the Council informed on any relevant new sensors related products and technologies that are relevant to the Council and the other member Societies.
4. Assist in preparing a summary of activities used in conveying the value of Council participation to member Societies (the "Return on Investment" document).
5. Propose and lead activities that mutually benefit member Societies and the Sensors Council.
6. Serve on Council committees when requested.
7. Communicate activities and progress of Sensors Council to the Member Societies.
8. Facilitate transfer of duties, responsibilities and ongoing business activities to incoming post-holder in a timely manner.

Duration

- The term of the Society AdCom Representative is two years.
- The Society AdCom Representative is eligible for reappointment, and cannot serve more than two consecutive terms.

Publicity Chair Job Description

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

Functions

1. Promotion of the Sensors Council's activities through all types of media and platforms.
2. Provide oversight when publicity is being implemented by the Sensors Council Operations Manager.

Duties and Responsibilities

1. Attend the ExCom and AdCom Meetings and report as needed.
2. Ensure that relevant posters and flyers promoting the Council's activities are created and distributed through appropriate channels.
3. Monitor the Council's website in partnership with the Web Editor-in-Chief; ascertain that the website covers the broad range of Council activities. Note: Presidents, Vice Presidents and committee chairs are requested to send website updates so their areas are kept current.
4. Ensure a Sensors Council booth is set-up at the annual Flagship conference, IEEE SENSORS 20XX. Organize Council exhibit booths at other Sensors Council conferences, IEEE, as well as non-IEEE, sensor-related conferences as deemed appropriate by ExCom and budgets.
5. Organize photo backdrops at the SENSORS conference for awards, conference attendee "selfies" and at the Sensors Council booth. The intent is to provide publicity of the event as seen through the videos and photos taken during the conference(s). These backdrops may be integrated with other logos such as Young Professionals logo, INERTIAL, FLEPS or other conference logos.
6. Organize the creation of new logos and/or taglines when appropriate.
7. Selection of Sensors Council promotional and publicity items for Sensors Council activities. These may be given in Conference attendee bags, and/or the Sensors Council booth.
8. Work with the Council's social media editors to review and upload content on the Council's social media sites.
9. Facilitates transfer of duties, responsibilities and ongoing business activities to incoming post-holder in a timely manner.

Qualifications

The qualifications for the Sensors Council Publicity Chair include the following:

1. Must be of IEEE Member grade or higher.
2. Must have served the Sensors Council or one of its Member Societies in a role such as: member of the Administrative Committee, Board of Governors, Society Committee, Editorial Board or Conference Organizing Committee.

Term of Office

1. The Publicity Chair is appointed by the President.
2. The Publicity Chair will serve for one year.
3. The Publicity Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

Publicity Committee Operations Manual

Aim

The Publicity Committee is responsible for promoting the Council through identifying, initiating and implementing actions that disseminate information on the Council's activities, publications and programs to the sensors community and to the Council's Member Societies.

Composition

- The Chair of the Publicity Committee is the Publicity Chair of the Council.
- Recommend four (4) Committee Members appointed by the Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

Term of Office

- The Chair will serve for the duration of their post.
- The term of office for Committee members is one year.
- The Committee members are eligible for reappointments, and cannot serve more than two consecutive terms without a break from the role of one term.

Specific Responsibilities

The Publicity Committee will:

- Support the Publicity Chair in undertaking publicity duties.
- Work with the Council Operations Manager to promote Council activities through available channels, at all times ensuring GDPR compliance.
- Oversee the distribution of the notices of Council activities. Ensure that Council notices are brief and refer the reader to the Council website or conference websites for further details.
- Ensure that appropriate promotional materials or online resources of documents are provided to requesting AdCom members.
- Support all Sensors Council committees' publicity needs including backdrops, flyers, promo items, and social networking.
- Any other duties specified by the Publicity Chair.

Reporting

The Committee reports to ExCom and AdCom through the Chair.

Editor-in-Chief of Publications 100% Sponsored by IEEE Sensors Council Job Description

The functions, duties, responsibilities and qualifications of the Sensors Council Editor-in-Chief of a wholly sponsored Sensors Council publications are given below. In case of conflict, Section 2.4 (Editor-in-Chief of any IEEE Refereed Journal) of the IEEE Publications Services and Products Board (PSPB) Operations Manual, will take precedence.

Functions

1. Responsible for the overall operation of the publication.
2. Report on publication performance to ExCom and AdCom.
3. Monitor performance of the publication compared to the competition and be proactive regarding trends in the publishing market and actions of rival publishers.

Duties and Responsibilities*

1. Manage the day-to-day operations of the publication, as required by the peer-review process and the publication management environment.
2. Manage the Editorial Board of the Journal, including: appointments and termination of editors; changes to editorial structure; procedures and internal audit and communications; periodic performance assessment; meetings of the Editorial Board; seek AdCom approval of the changes in the Editorial Board at earliest opportunity.
3. Update the Editorial Board by adding/removing new Editors in case, by regularly reporting to the AdCom for approval.
4. Keep accessible and updated all Editorial Board job descriptions (if any), editorial procedures, instructions for authors and editors, templates, keywords and other information supporting the peer review.
5. Promptly address problems that arise from time to time, such as resolving suspected plagiarism and complaints.
6. Work with IEEE Publications administrative staff to monitor and improve operations as well as the effectiveness of the editorial goals and policies of the Journal.
7. Work with the Sensors Council's Publication Committee to update policies and procedures for the efficient and ethical operation of the Journal; make recommendations to the Council's Publications Committee and AdCom on the Journal's future directions.
8. Work with the Sensors Council's Publicity Chair to ensure the proper level of worldwide publicity for the Journal (e.g., in formal and social media, technical events, etc.).
9. Develop new initiatives to keep the Journal at the forefront of publishing sensor research.
10. Deliver the Journal's annual report to AdCom in accord with adopted metrics.
11. Represent the Journal at the annual IEEE Panel of Editors meeting.
12. Attend and contribute to the Sensors Council's ExCom and AdCom meetings.
13. Lead the Sensors Council's response to the five-year TAB Periodicals Review (completing the required forms, gathering financial and review data, reporting on the specific journal's status and future directions and attending the review meeting).
14. Facilitate transfer of duties, responsibilities and ongoing business activities to incoming post-holder in a timely manner.

* The Editor-in-Chief shall have the authority to delegate specific responsibilities to other members of the Editorial Board.

Qualifications

The qualifications for the Sensors Council journal Editor-in-Chief include the following:

1. Must be of IEEE Member grade or higher.
2. Must have served the Sensors Council, or one of its Member Societies, in a role with substantial hands-on journal editorial experience, for example long-term Associate Editor, or Senior Editor, or Topical Editor, or Associate Editor-in-Chief.

Term of Office

- The term of office for the Editor-in-Chief of the Council's Periodicals is three years, renewable once.
- No Editor-in-Chief may serve more than two consecutive terms (six years).

Web Editor-in-Chief Job Description

The functions, duties, responsibilities and qualifications of the Web Editor-in-Chief are as follows:

Functions

1. Has overall responsibility for the Sensors Council website and YouTube channel.

Duties and responsibilities

1. Provide direction and instruction to the Website administrator for upkeep of the website. The Website administrator shall receive instructions, and the information to be placed on the website, only from the Web Editor-in-Chief, and, when the Web Editor-in-Chief is unavailable, from the Sensors Council Publicity Chair.
2. The Website administrator shall be responsible for maintaining the website and YouTube channel, and shall be the only one authorized to make or allow making changes to the website.
3. Solicit web content from the Council leadership and other Council volunteers. The officers of the Sensors Council shall oversee and provide the information for the pages within their areas of responsibility – including changes in TAB and IEEE policies and procedures.
4. Work with Sensors Council Operations Manager and other appropriate personnel in implementing these duties.
5. Facilitate transfer of duties, responsibilities and ongoing business activities to incoming post-holder in a timely manner.

Procedures

Requests for changes to the website shall be transmitted to the Web Editor-in-Chief who will review the request prior to forwarding it to the Website administrator. The website shall include information of general interest - to be provided primarily by the officers, Journal Editors-in-Chief, standing committee chairs, etc. The website shall include information on upcoming and past Sensors Council conferences, Sensors Council Journal special issues, governance, awards, historical information, educational information, distinguished lecturer program, review, tutorial and special issue papers, and other information relating to the Sensors Council that will be of interest to the sensors community.

Qualifications

The qualifications for the Sensors Council Web Editor-in-Chief include the following:

1. Must be of IEEE Member grade or higher.
2. Must have served the Sensors Council or one of its Member Societies in a role such as: member of the Administrative Committee, Board of Governors, Society Committee, Editorial Board or Conference Organizing Committee.

Term of Office

- The Web Editor-in-Chief is appointed by the Sensors Council President.
- The Web Editor-in-Chief serves for two years.
- The Web Editor-in-Chief is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.