

# 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.

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## 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 Activities Committee Operations Manual .....	37
Distinguished Lecturer Program Committee Operations Manual .....	39
Distinguished Lecturer Program Policies .....	40
Distinguished Lecturer Job Description .....	43
Seasonal Schools Committee Operational Manual .....	44
Seasonal Schools Procedures and Guidelines .....	46
Online Education Committee Operational Manual .....	50
Vice President of Conferences Job Description .....	51
Meetings Committee Operations Manual .....	53
Vice President of Publications Job Description .....	54

Publications Committee Operations Manual .....	56
Vice President of Finances Job Description .....	58
Finance Committee Operations Manual.....	60
Secretary-Treasurer Job Description .....	61
Constitution and Bylaws Committee Operations Manual .....	63
Senior Member-at-Large (SMAL) and Member-at-Large (MAL) Job Description .....	64
Member Society Representative on Administrative Committee (AdCom) Job Description .....	66
Publicity Chair Job Description.....	67
Publicity Committee Operations Manual .....	69
Editor-in-Chief of Publications 100%Sponsored by IEEE Sensors Council Job Description .....	70
Web Editor-in-Chief Job Description .....	72

## 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 (LoIs) from prospective venues, giving advice if requested.
- Review the LoIs 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](http://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 recognize best performing chapters based on submitted reports and nominations.
- Support chapters to engage with Sensors Council centrally organized 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](#)



## 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 with consent of the Council AdCom.
- 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 activities of the Sensors Council, excluding those organized under Conferences.
2. Works with other IEEE Committees and Member Societies for mutual benefit and collaboration within the scope of education and related policies.

### Duties and Responsibilities

1. Provide direction for the Sensors Council educational activities' ecosystem, strategy, policies development and operations.
2. Oversee the educational activities including, but not limited to
  - Distinguished Lecturer program,
  - Seasonal Schools,
  - Online Education,
  - Curriculum Development / Certificationand others, as appropriate.
3. Appoint and Chair the Educational Activities Committee.
4. Appoint subcommittees, with delegated responsibilities for running the Distinguished Lecturer program, Seasonal Schools, Online Education, Curriculum Development / Certification and others, as required by the current Educational Activities strategy, policies and operations.
5. Represent IEEE Sensors Council in discussions with IEEE on matters related to educational activities and related policies.
6. Submit to the Vice President Finances budget requirements related to educational activities and their dissemination.
7. Assume responsibility for curating the educational content generated for inclusion in the educational playlist of the Sensors Council YouTube Chanel
8. Attend the ExCom and the AdCom Meetings and report as needed.
9. Provide information and reports, as necessary, to the Sensors Council President and ExCom members.
10. Work with the Women in Sensors Committee, the Diversity and Inclusion Committee, the Young Professionals Committee and other current Sensors Council committees, on matters related to educational activities and events.
11. Own the content of the Educational Activities webpage on the Sensors Council Website and the Wikipedia pages.

12. Coordinate with Web EiC to ensure currency of the information posted at the online locations.
13. Coordinate with Publicity Chair to ensure exposure of educational content on current social media platforms
14. Provide information related to educational activities, as necessary, for the Sensors Council quarterly Newsletter.
15. Facilitate transfer of duties, responsibilities and ongoing operations to the 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**

[Sensors Council Educational Activities Committee Operations Manual](#)

## Educational Activities Committee Operations Manual

### Aims

The Educational Activities Committee provides guidance and support for all educational activities of the Council, towards the professional development of the Sensors community. This involves planning and implementing activity as follows from the general strategy and current operations of the Sensors Council, such as Distinguished Lectures, Seasonal Schools, Online Education, Curriculum Development / Certification and others, as well as responding to the community's emerging specific needs.

The Educational Activities Committee ensures vertical and horizontal integration of all educational activities within the Sensors Council structure, planning and operations.

### Composition

- The Chair of the Educational Activities Committee is the [Vice President Educational Activities](#).
- Six (6) Committee Members, appointed by the Chair, taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified depending on operational requirements.

### Terms 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, but cannot serve more than two consecutive terms without a break from the role of one term duration.

### Specific Responsibilities

The Educational Activities Committee shall:

- Oversee the implementation of approved practice with respect to all educational activities of the Sensors Council, through sub-committees appointed by the Chair
- Maintain the appropriate operational liaison with the Sensors Council's Technical Operations, Publications, Conferences, Publicity, Diversity and Inclusion, Women in Sensors, Young Professionals, Industrial Liaison and others, through the Council's appropriate committees, officers and appointees.
- Assist the Vice President Educational Activities to identify and submit the yearly budget requirements to Vice President Finances.
- Ensure the continuity of current operations as described in the 'Aims' section above.
- Develop, obtain approval, secure funding and implement new educational policies, activities and procedures, as appropriate.
- Implement and deliver approved new activities, to support the educational needs of the Sensors community, including internal Council co-funding arrangements where necessary.
- Provide assistance and advice on the preparation of funding bids for educational initiatives requiring additional budget

- Horizon-scan for future digital technologies that can support the Council's educational engagement with the sensors community and facilitate the adoption of those deemed to be beneficial for the Sensors Council.
- Curate and maintain the educational playlist of the Sensors Council YouTube channel and possibly other online platforms.
- Collaborate with the Sensors Council Publicity teams, as well as various standing committees, to maximize the exposure and dissemination of these educational activities, including through social media.

### **Reporting**

The Committee reports to ExCom and AdCom through the Chair.

### **References**

[Sensors Council Distinguished Lecturer Program Committee Operational Manual](#)  
[Sensors Council Seasonal School Committee Operational Manual](#)  
[Sensors Council Online Education Committee Operational Manual](#)

## Distinguished Lecturer Program Committee Operations Manual

### Aim

To implement a Distinguished Lecturer Program of world-class lectures, delivered by speakers who will travel globally to provide an ambassadorial function on behalf of the Sensors Council, while disseminating the progress in prominent fields of sensor technology.

### Composition

- The Distinguished Lecturer Program Committee is a sub-committee in the [Educational Activities Committee](#) ecosystem.
- The Chair of the Distinguished Lecturer Program Committee is appointed by the Vice President Educational Activities and is member of the Sensors Council Educational Activities Committee.
- The Chair appoints six (6) Committee Members, in compliance with general IEEE Policies, including Diversity and Inclusion. This number can be modified depending on operational requirements.

### Term of Office

- The Chair's term will be for no longer than the tenure of the appointing Vice President Educational Activities. The incoming Vice President Educational Activities may reappoint the Chair.
- 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 Chair ensures that the Distinguished Lecturer program is advertised through all available Sensors Council publicity outlets according to the agreed yearly schedule.
- The Chair ensures that the nominations of prospective Distinguished Lecturer candidates are collected post deadline and are made available to the Committee in a timely manner.
- The Committee members individually review and score off-line all eligible cases, considering the Distinguished Lecturer job description and the general IEEE policies.
- The Chair calls the Committee to an online session to discuss the compiled scores, agree on the ranked list and finalize the names of the Distinguished Lecturer candidates to be submitted for approval by AdCom.
- The Committee submits, through the Chair, for AdCom approval the final list of Distinguished Lecturer candidates, in format suitable for inclusion in the consent agenda.

### Reporting

The Committee reports, through the Chair, to ExCom and AdCom as necessary.

### References

- [Distinguished Lecturer Program policies](#)
- [Distinguished Lecturer Job Description](#)

## Distinguished Lecturer Program Policies

The Sensors Council's Distinguished Lecturer program promotes the field of sensors to the broad engineering and scientific community and to the public at large, by providing lectures by accomplished and eminent scholars in the area of sensing science and engineering. A substantial parallel goal is to attract young engineers and researchers to the great societal potential and excitement of the field of sensing.

Lectures given by the Council's Distinguished Lecturers are meant to be public events given at local IEEE Sections and Chapters, or at public venues like universities, companies, high schools, and science fairs. Geographically the program is world-wide, reflecting the Council's global operations (Asia/Pacific, Europe/Africa/Middle East, and the Americas).

### Distinguished Lecturer Appointment Prerequisites

- Be a member of at least one IEEE Technical Society affiliated with the Sensors Council or become member of at least one IEEE Technical Society affiliated with the Sensors Council, if appointed as Distinguished Lecturer.
- Be recognized as an outstanding researcher and/or practitioner in the field of sensing.
- Be able to serve as a champion of their technical field, of IEEE, and of the Sensors Council.
- Be available and willing to travel widely, as necessary.

### Candidate Evaluation Criteria

- The demonstrated or perceived ability to generate a flexible set of lecture topics, will be an advantage.
- Further advantage would be the potential to secure Distinguished Lectures invitations from a variety of hosts, e.g. IEEE sections, local universities, industry, etc.,
- An additional consideration may be given to the balance of geographical distribution of Distinguished Lecturers in the Program, as well as industrial experience.
- IEEE Sensors Council strictly adheres to the [IEEE Policy Against Discrimination and Harassment](#). The nomination of candidates with defined protected classes/characteristics is encouraged. All Distinguished Lecturer appointments will be on merit.

### Distinguished Lecturer Appointment Process

A solicitation call for the Distinguished Lecturer program nominations is widely published annually, on or before July 1, with a deadline no later than August 31. Further, nominations are solicited from the Sensors Council AdCom, Chairs and Co-Chairs of Technical Committees, Editorial Board of the IEEE Sensors Journal, IEEE SENSORS Conference Series organizers, and current and former Distinguished Lecturers.

The Distinguished Lecturer [nomination form](#), with the list of required materials, is freely available from the Program page of the Council's website. Nominators and nominees are encouraged to collect multiple reference letters from sensors professionals deemed as good judges on the nominee's outstanding credentials. Nominees must confirm in writing their willingness to serve, if appointed.

Each nomination is reviewed and scored by the Council's Distinguished Lecturer Program Committee. The list of successful candidates is approved at the Fall session of AdCom and listed on the Distinguished Lectures program website by name, affiliation, contact information,



biography, specific field of expertise and intended topic/abstract of lecture(s) appear at the SC website.

### **Term of Office**

Three (3) years, beginning on January 1, renewable for another 3-years' term, subject to successful performance.

### **Duties and Expectations**

- Each Distinguished Lecturer is expected to give at least three talks or more per year, thus a minimum of nine talks per term. Face-to-face delivery is the norm, however online delivery is also eligible for approval in appropriate circumstances.
- To reach the widest possible audience, each Distinguished Lecturer is expected to give at least one webinar per year.
- The Distinguished Lecturers, as ambassadors for the field of Sensors, for the Council, and for IEEE, are advised to use before their talk the approved "[Presentation file](#)" slides, available from the Program webpage, as well as references to available publicity materials, particularly targeting young professionals and students.
- Distinguished Lecturers shall promptly submit expense reports, interim annual reports to Distinguished Lecturer Program Committee Chair on interim activities, and a summary report at the end of the term, with a copy to the Sensors Council Newsletter.
- Distinguished Lecturers shall endeavour to minimize travel expenses by seeking funding from the inviting host and combining multiple talks within a given geographic region. As a typical example, a USA-based Distinguished Lecturer should not fly to Asia for a single lecture and should aim to deliver multiple talks within that region during a single trip.
- Within the duration of their tenure, Distinguished Lecturers shall produce one publication in their technical area (tutorial paper or review), as well as at least one recorded full-length video (direct recording of a Distinguished Lecture event, or voice over PPT), with quality suitable for the educational playlist of the Council's YouTube channel. The production and sharing of additional high-quality short videos and video-abstracts are particularly encouraged.

### **Travel Policies Guidance**

Travel reimbursement rules must be strictly followed, as detailed in the [Expense Reimbursement Guidelines for IEEE Volunteers](#) (e.g economy class airfare and other requirements).

Each Distinguished Lecturer is allocated a budget of up to \$5,000 per year for travel expenses. This should mainly cover airfare to a location close to the event. It is encouraged and expected that local travel, accommodation and subsistence expenses would be covered by the host.

Priority for trips is given to events at IEEE Sensors Council Chapters and Sections (current or potential). Funding for non-IEEE events may be approved on a case-by-case basis, particularly if included in a trip with multiple lectures.

Funding should not be used to provide lectures as part of the program of a conference or meeting (i.e., workshops, symposia, colloquia) that charges registration fees.

Arrangements for shared funding with other parts of the Sensors Council, as well as Council member societies and other parts of IEEE, are particularly encouraged

Every lecture trip is to be approved by the Distinguished Lecturer Committee Chair, well in advance of the planned event, to avoid delays and other problems with reimbursement.

Approval should be requested via the [online form](#), available from the Program webpage.

**Questions** about all aspects of the Council's Distinguished Lecturer Program should be referred to the Distinguished Lecturer Program Committee Chair.

**References**

[Distinguished Lecturer Program Committee Operations Manual](#)

[Distinguished Lecturer Job Description](#)

## Distinguished Lecturer Job Description

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

### Functions

1. Serve as an Educator and Ambassador of the Sensors Council, promoting the Sensors technical field, the Sensor Council activities and IEEE as organization.
2. Encourage and support, at the Lecture events, young professionals and students to pursue IEEE membership and engagement with Council.

### Duties and expectations

1. Organize and present at least three lectures per year.
2. Respond to enquiries pertinent to the area of sensors and within the Distinguished Lecturer's area of expertise, submitted from structures of the Council and IEEE in general.
3. Be willing to travel as widely as appropriate, including to geographical areas and regions which are identified as under-supported, adhering to the IEEE [travel policy and guidelines](#).
4. Interact with and champion the Council's relevant activities and Technical and other Committees, such as Publicity, Diversity and Inclusion, Women in Sensors, Young Professionals, Industrial Liaison, as appropriate.
5. Exercise reasonable financial management to minimize travel cost, by seeking low-cost air fare and combining multiple talks within a given geographic region during a given trip (e.g., a USA-based Lecturer should avoid travelling to Asia to present just a single lecture).
6. Promptly submit expense reports (if travel is funded by the Council), interim annual reports to Distinguished Lecturer program Chair and at the end of term, a summary report for the IEEE Sensors Newsletter.
7. Deliver at least one webinar per year
8. Within the duration of their tenure, Distinguished Lecturers shall produce one publication in their technical area (tutorial paper or review), as well as at least one recorded full-length video (direct recording of a Distinguished Lecture event, or voice over PPT), with quality suitable for the educational playlist of the Council's YouTube channel. The production and sharing of additional high-quality short videos and video abstracts are particularly encouraged.

### Duration

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

### References

- [Distinguished Lecturer Program Committee Operations Manual](#)
- [Distinguished Lecturer Program policies](#)

## Seasonal Schools Committee Operational Manual

### **Aim**

To operate a comprehensive set of guidelines and procedures enabling Seasonal Schools in the area of interest of the Sensors Council.

### **General**

The Sensors Council's Seasonal Schools Committee promotes the field of sensors to the younger audience in the broad engineering and scientific community and to the public at large, by supporting Seasonal Schools in both semesters of the year, winter and summer. A typical Seasonal School format is a thematic workshop, organized as a set of invited lectures focusing on a selected topic of Sensors Council's area interest (e.g., sensor technologies, sensor networks and systems, etc.). Lectures of a seasonal school can be scheduled for 2-5 days and can be operated in an onsite, virtual (e.g. electronic tele-conferencing), or hybrid mode (both onsite and virtual attendance is possible).

### **Composition**

- The Seasonal Schools Committee is a sub-committee in the Educational Activities Committee ecosystem.
- The Chair of the Seasonal Schools Committee is appointed by the Vice President Educational Activities and is member of the Sensors Council Educational Activities Committee.
- The Chair appoints at least 3 Committee Members, in compliance with general IEEE Policies, including Diversity and Inclusion. Additional consideration may be given to the Committee Members' geographical coverage, to ensure better outreach and efficiency of operation.

### **Terms of Office**

- The Chair's term is nominally for two years, but no longer than the tenure of the appointing Vice President Educational Activities. The incoming Vice President Educational Activities may reappoint the Chair, if an overall limit of two consecutive full terms has not been exceeded.
- The appointed Committee Members' term of office is two years. The Committee Members are eligible for reappointment but cannot serve more than two consecutive full terms without a break of at least one term from the role.

### **Specific Responsibilities**

- The Chair ensures that the Seasonal Schools activity is advertised through the Council's website and all available Sensors Council publicity outlets.
- The Committee publicly solicits proposals for organizing Seasonal Schools on the Sensors Council website. Typically, proposals can be submitted at any time, but it is possible to set submission deadlines in connection with a certain planned event.
- Proposal submission is online, using the Seasonal Schools Proposal Form.
- The Chair receives all submitted Seasonal School proposals and ensures that they reach all Committee members without delay.
- Each Committee member reviews the incoming bid by a set deadline and provides a

recommendation for the Committee decision and feedback, at an online Committee meeting, or by email exchange.

- The Chair formulates the outcome of the proposal review and, after confirming with the Committee, communicates the decision to the proposer(s).
- The Committee receives a report, submitted by the organizers(s) upon completion of the event. All publicity material is passed (through the Chair) to the Council's Publicity Committee Chair.

### **Reporting**

- The Committee reports, through the Chair, to Vice-President Educational Activities, as necessary.

### **Reference**

[Seasonal School definition of terms](#)

[Seasonal Schools procedures and guidelines](#)

[Seasonal School Proposal guidelines](#)

[Seasonal School Report guidelines](#)

## Seasonal Schools Procedures and Guidelines

### **Definition of Terms**

#### **Educational Activities Committee**

A Sensors Council standing Committee, which leads all Educational Activities of the Sensors Council and maintains the required ecosystem.

#### **Seasonal Schools Committee**

A sub-committee in the [Educational Activities Committee](#) ecosystem, responsible for all Seasonal School activities.

#### **Seasonal School**

A form of educational activity, sponsored and owned by IEEE Sensors Council. Usually comprises a set of invited lectures focusing on a selected topic of IEEE Sensors Council's interest (e.g., sensor technologies, sensor networks and systems, etc.). A Seasonal School takes place over 2-5 days and is delivered in one of three modes: onsite, virtual, or hybrid.

#### **Seasonal School Organizer**

A volunteer who leads the technical and financial aspects of the Seasonal School, such as preparation, running, reporting and reimbursement of costs.

#### **Seasonal School Proposal**

A proposal for organizing a Seasonal School, prepared by the applicant(s) according to the Seasonal School proposal guidelines and received by [Seasonal Schools Committee](#), through Chair, for evaluation.

#### **Seasonal School Report**

A report upon completion of the event, prepared by the [Seasonal School Organizer](#) according to the Seasonal School Report guidelines and received by Seasonal Schools Committee, through Chair, for evaluation.

### **Procedures**

#### **Proposal preparation, submission and evaluation**

1. The Seasonal School Committee actively identifies potential Seasonal School Organizers and solicits high-quality Seasonal School Proposals, while considering the balance and diversity in terms of technical areas, regional aspects, diversity and inclusion, etc.
2. The prospective Seasonal School Organizer prepares and submits a Proposal according to the guidelines, at least one year prior to the start date and/or within deadlines which may be announced in particular calls. The Proposal must be sent to the Chair of the Seasonal Schools Committee.
3. The Seasonal Schools Committee reviews the Proposal with a main view to quality, but also considering the balance and diversity in terms of technical areas, regional aspects, chapter engagement.
4. The decision of the Committee, as one of the following:
  - approval
  - approval, with mandatory changes
  - rejection, with major rework and resubmit
  - rejection, without the option to resubmit,

is communicated by the Chair to the prospective Organizer, together with appropriate feedback and deadlines for further action, as/if necessary.

5. The Chair keeps track of the financial commitment to all approved proposals at any time against the outstanding budget and reports to Vice President Educational Activities and Vice President Finances on identified issues requiring attention.

### **Organization and running**

6. Following approval, the Seasonal School Organizer starts the advertising campaign in due course by publishing a Call for Attendance. It is recommended that a one-page flyer is produced, together with its text version, for use on the Council website and passed to the Publicity Committee for exposure in social media. This material should be updated at least once at a later stage, when the Program full details are finalized.
7. The Seasonal School Organizer issues speaker invitations, including suitable lecturers from the Council's [Distinguished Lecturers](#) Program pool, and proceeds with the assembly of the School Program as per the approved Proposal, considering issues of sustainability and diversity/inclusion. A hybrid mode of delivery and participation is preferred, allowing both onsite and online attendance.
8. The Organizer secures permissions/consent (from speakers and audience) and facility to record the lectures with quality suitable for publication on the Council's YouTube channel, as well as short video-clips and pictures suitable for social media.
9. The Organizer ensures feedback collection from participants, during and/or after the conclusion of the Program.
10. The Organizer delivers to Chair all consented media recordings, with clear labelling to which item in the Program they belong to, for future use on the Council's YouTube Channel and social media.

### **Reporting and reimbursement**

11. The Seasonal School Organizer prepares and submits to the Seasonal Schools Committee (through Chair) a [Seasonal School Report](#) following the available [guidelines](#). If the Seasonal School is organized as a Sensors Council activity, it should also be reported in [vTools](#),
12. The Chair forwards the approved Report to the Vice-President Educational Activities indicating the conclusion of all aspects of the event and requesting the release of funds for Organizer reimbursement.
13. The Vice-President Educational Activities sends a request to Vice-President Finance for approval of reimbursement.
14. The Vice-President Finance sends a notification of the approved reimbursement to Chair and arranges with the Council Operations Manager for the payment to be received by the Organizer, preferably through a IEEE Local Chapter.

### **Seasonal Schools Proposal Guidelines**

All [Seasonal School](#) proposals are [submitted online](#), by filling in a dedicated form.

A [Seasonal School Proposal](#) should generally contain, but would not be limited to, the following information:

#### **General**

- Name(s), affiliation(s), and contact information of [Seasonal School Organizer\(s\)](#).
- Dates of the proposed Seasonal School;

- Running mode of the proposed Seasonal School: onsite, online, or hybrid participation. Provision of the latter (mixed onsite and online attendance) is always encouraged, irrespective of the main mode.
- Venue of proposed Seasonal School (if not exclusively online); suitability of venue for lecture recording (standard equipment and support on-site or provided by the Organizer).

### **Technical**

- Detailed introduction and the rationale of the proposed Seasonal School.
- Title, technical area and theme of the proposed Seasonal School.
- List of the [Sustainable Development Goals](#) addressed by the proposed Seasonal School.
- Details of the plan to attract participants number of expected participants.

### **Program**

- Preliminary list of speakers including their names, affiliation, and the title of their lectures. Seasonal Schools should consider inviting some of the [Distinguished Lecturers](#) of Sensors Council to complement their selected local/regional topical experts on the chosen theme;
- Preliminary program and schedule of the proposed Seasonal School.

### **Financial (if financial support is requested)**

- Budget estimate with a detailed breakout of the envisaged use of the funds provided by the Sensors Council, together with any other funds available
- Bank transfer details (e.g., bank name, bank address, bank account name, bank account name, bank account or IBAN number, SWIFT number). It is preferred that transfers are sought through a IEEE Local Chapter.

## **Seasonal School Report Guidelines**

### **Format**

The [Seasonal School Report](#) should be prepared in PowerPoint format using the template [here](#). A SSR must be sent to the Chair of the Seasonal Schools Committee, copied to the Vice-President Educational Activities and the Council Operations Manager. If the Seasonal School is organized as a Sensors Council Chapter's activity, it should also be reported in [vTools](#),

### **Contents**

The Seasonal School Report should contain the following information:

- Brief overview of essential information on the hosted Seasonal School (budget, dates, venue, etc.), final program schedule and list of the organizing committee/volunteers.
- Brief account of the contribution of the Seasonal School to (as applicable) Diversity and Inclusion, Chapter Engagement and involvement of Young Professionals and the promotion of Educational Activities.
- Statistics, incl. in graphic format, about the participants (countries/regions, education degrees, gender, etc.), typically obtained from a registration page set up by the Organizer.
- Links to all media material linked to the Seasonal School (e.g., the recordings of the presentations as individual video files for each lecture).



- Feedback (e.g. lessons learned and suggestions) to the Seasonal School Committee and future Seasonal School Organizers.

**Reference**

Online Education Committee Operational Manual

**To be provided by August 2025**

## 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.