

IEEE Computer Society President

The president, under the direction of the Board of Governors, shall be responsible for general supervision of the affairs of the Society.

This is a three-year commitment: one- year term as President-elect, one-year term as President, and one-year term as Past President.

The functions, duties, responsibilities and qualifications of the IEEE Computer Society's President are as follows:

Functions

The functions of the IEEE Computer Society President shall be to:

- (a) Serve as the chief elected officer of the IEEE Computer Society.
- (b) Represent the entire membership.
- (c) Provide leadership and direction for officers and society program.

Duties and Responsibilities

The duties and responsibilities of the IEEE Computer Society President shall be to:

- (a) Serve as chair of the Board of Governors and Executive Committee
- (b) Set and direct achievement of overall Computer Society objectives.
- (c) Appoint executive committee members, standing committee chairs and other officers and representatives.
- (d) Prepare meeting agendas and distribute relevant information of objectives and attention to major issues and purposes.
- (e) Preside over board and committee meetings to ensure achievement of objectives and attention to major issues and purposes.
- (f) Represent the Society to external organizations.
- (g) Generate status reports for the Board of Governors.
- (h) Identify and develop potential future volunteer leaders for the Society.
- (i) Serve as the IEEE Computer Society's representative on the IEEE Technical Activities Board (TAB).
- (j) Serve as the communications link between the Society and TAB Officers, Division Directors and the Technical Activities Department.

Qualifications

The qualifications for the IEEE Computer Society President include the following:

- (a) Must be of the IEEE Senior Member grade or higher and a member of the Computer Society.
- (b) Must be able to commit a significant amount of time to the position.
- (c) Should have the support of his/her employer in meeting the obligations of the position.

Desirable Soft Skills

Desirable soft skills for the President include:

- Technical excellence in computing
- Strategic thinking
- Understand the big picture but able to devote attention to details
- Operational decision making
- Solid business acumen
- Drive towards making things happen
- Work with people with different social styles
- Skilled in conflict resolution
- Influence through others
- Work equally well with staff and volunteers
- Able to recruit, mentor, and coach volunteer leaders

Estimated Time Requirements

The minimum engagement for a President is two days per week on average, in addition to travel and other meetings. The distribution of time is uneven, and can spike depending on activities; at other periods, much less time is required.

(a) Travel

- Computer Society Board Meetings 4-5 days/3 times per year
- IEEE TAB Meetings 3 days/3 per year
- Industry Advisory Board Meetings 1.5 days/2 per year
- Research Advisory Board Meetings 1.5 days/year
- Meeting with IEEE CS partners
 - Information Processing Society of Japan 3-4 days/1 per year
 - China Computer Federation 3-4 days/2 per year
 - Other CS global partners 3-4 days/a couple of times per year, on as needed basis
- Attendance at CS Conferences 1-3 days/3-4 per year

(b) Material Review

4-6 hours/week

(Examples: email, agendas, correspondence, reports, minutes)

(c) Teleconferences

- Weekly telecons among CS presidents and executive staff Up to 45-50 per year (1 hour each)
- Board of Governors and ExCom telecons Up to 4 per year (1-1.5 hours each)
- IEEECS, IEEE and other telecons Up to 10 per year, as needed (1-2 hours each)

IEEE Computer Society President-Elect

The President-elect is first in succession to the President.

The functions, duties and responsibilities and qualifications of the IEEE Computer Society's President-elect are as follows:

Functions

The functions of the IEEE Computer Society President-elect shall be to:

- (a) Be first in succession to the Computer Society President.
- (b) Provide counsel and assistance to the President while preparing to become president in the following year.
- (c) Provide leadership and direction for officers and society programs.

Duties and Responsibilities

The duties and responsibilities of the IEEE Computer Society President-elect shall be to:

- (a) Serve as a member of the Board of Governors and Executive Committee.
- (b) Provide counsel to the president in making Executive Committee, standing committee and other appointments.
- (c) Serve as a member and chair the Constitution & Bylaws Committee and the Planning Committee.
- (d) Prepare meeting agendas and distribute relevant information to all members prior to meetings.
- (e) Preside over committee meetings to ensure achievement of objectives and attention to major issues and purposes.
- (f) Serve on or appoints a member to the Nominations Committee.
- (g) Serve on the Finance Committee and the Intersociety Cooperation Committee.
- (h) Identify and develop potential future volunteer leaders for the Society.
- (i) Serve as the IEEE Computer Society's alternate representative on the IEEE Technical Activities Board (TAB).

Qualifications

The qualifications for the IEEE Computer Society President-elect are the same as for the President.

Desirable Skills

Desirable soft skills for the President-elect are the same as for the President.

Estimated Time Requirements

The minimum engagement for a President-elect is up to one day per week on average, in addition to travel and other meetings. The distribution of time is uneven, and can spike depending on activities and at other times much less time is required.

(a) Travel

- Computer Society Board Meetings 4-5 days/3 times per year
- IEEE TAB Meetings 3 days/1 per year
- Industry Advisory Board Meetings 1.5 days/2 per year
- Research Advisory Board Meetings 1.5 days/year
- Meeting with IEEE CS partners
 - China Computer Federation 3-4 days/1 per year
 - Other CS global partners 3-4 days/a couple of times per year, on as needed basis
- Attendance at CS Conferences (as needed) 1-3 days/1-2 per year

(b) Material Review

3-5 hours/week

(Examples: email, agendas, correspondence, reports, minutes)

(c) Teleconferences

- Weekly telecons among CS presidents and executive staff Up to 45-50 per year (1 hour each)
- Board of Governors and ExecCom telecons Up to 4 per year (1-1.5 hours each)
- IEEE CS, IEEE and other telecons Up to 10 per year, as needed (1-2 hours each)

IEEE Computer Society Past President

The functions, duties and responsibilities and qualifications of the IEEE Computer Society's Past President are as follows:

Functions

The functions of the IEEE Computer Society Past President shall be to:

- (a) Provide counsel and assistant to the President, President-elect and other volunteer leaders.
- (b) Provide leadership and direction for officers and society programs.

Duties and Responsibilities

The duties and responsibilities of the IEEE Computer Society Past President shall be to:

- (a) Serve as a member of the Board of Governors and Executive Committee.
- (b) Provide counsel to the president in making Executive Committee, standing committee and other appointments.
- (c) Serve as a member and chair the Intersociety Cooperation Committee and Nominations Committee.
- (d) Prepare meeting agendas and distribute relevant information to all members prior to meetings.
- (e) Preside over committee meetings to ensure achievement of objectives and attention to major issues and purposes.
- (f) Serve as a member on the Finance Committee and the Planning Committee.
- (g) Plan, initiate and promote ongoing interaction with other societies.
- (h) Identify and develop potential future volunteer leaders for the Society.

Qualifications

The qualifications for the IEEE Computer Society Past President are the same as for the President.

Desirable Skills

Desirable soft skills for the Past President are the same as for the President.

Estimated Time Requirements

The minimum engagement for a Past President is up to one day per week on average, in addition to travel and other meetings. The distribution of time is uneven, and can spike depending on activities and at other times much less time is required.

(a) Travel

- Computer Society Board Meetings 4-5 days/3 times per year
 - IEEE TAB Meetings 3 days/1 per year
 - Industry Advisory Board Meetings 1.5 days/2 per year
 - Research Advisory Board Meetings 1.5 days/year
 - Meeting with IEEE CS partners
 - China Computer Federation 3-4 days/1 per year
 - Other CS global partners 3-4 days/a couple of times per year, on as needed basis
- Attendance at CS Conferences (as needed) 1-3 days/1-2 per year

(b) Material Review

3-5 hours/week

(Examples: email, agendas, correspondence, reports, minutes)

(c) Teleconferences

Weekly telecons among CS presidents and executive staff

Up to 45-50 per year (1 hour each)

Board of Governors and Exec Com telecons

Up to 4 per year (1-1.5 hours each)

IEEE CS, IEEE and other telecons

Up to 10 per year, as needed (1-2 hours each)