

IEEE Computer Society Vice President

The First Vice President is second in succession to the president and first in succession to the Computer Society President-elect. The Second Vice President is third in succession to the Computer Society President, and second in succession to the President-elect.

The functions, duties, responsibilities and qualifications of the IEEE Computer Society Vice Presidents are as follows:

Functions

- (a) Provides counsel and assistance to president and other volunteer leaders.
- (b) Provides leadership and directions for officers and society programs.

Duties and Responsibilities

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

- (a) Serves as a member of the Executive Committee and the Board of Governors.
- (b) Presides over board and committee meetings to ensure achievement of objectives and attention to major issues of purposes.
- (c) Assists the president in setting and achieving overall society objectives.
- (d) Executes a portfolio as assigned by the president.
- (e) Trains board members and encourages active participation by Board of Governors and members in Computer Society activities.
- (f) Provides counsel to the President in making executive committee, standing committee, and other appointments.

Qualifications

The qualifications for the IEEE Computer Society Vice Presidents include the following:

- (a) Must be of the IEEE Senior Member grade or higher.
- (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 Vice Presidents include:

- 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

(a) In-Person Meetings

- Computer Society Meetings 4-5 days/3 times per year
- Other meetings 1-2 days/3 -4 times per year

(b) Material Review

2-5 hours/week

(Examples: agendas, correspondences, reports, minutes, email, mail)

(c) Teleconferences

- 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)