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)