

Awards Board Chair

Position Description

The Awards Board Chair presides over the Awards Board; oversees the Society award activities and Distinguished Lecturer and Distinguished Industry Speaker nominations; presentation of Society awards at the Society's annual Awards Ceremony usually held in conjunction with ICASSP; solicitation of nominations for IEEE Technical Field Awards, Best Paper Awards, Major Medals, or other awards given by IEEE or any of its organizational units in the areas of signal processing; solicitation of nominations for awards in the area of signal processing given by non-IEEE entities; solicitation of SPS Senior Members as candidates for nomination to IEEE Fellow grade; drafting strategic and long-term plans regarding the Society's awards activities for recommendation to the Board of Governors; assisting in the creation of the TAB Five-Year Society Review document; and representing the Society at IEEE meetings or meetings of other organizations on award matters or as requested by the Society's President or Board.

The Awards Board Chair acts as liaison to the Board of Governors for all award, fellow and distinguished lecturer and distinguished industry speaker activities.

By virtue of the Awards Board Chair position, the position is a member of these Boards/Committees:

- Board of Governors (BoG), non-voting member
- Awards Board, voting member
- Fellow Evaluation Committee, non-voting member.

Position Criteria

The Awards Board Chair must be an IEEE Fellow and must have received one or more major Society awards, which excludes the paper awards. The profile of the Awards Board Chair should bring positive attention to the awards program.

Candidates must be an IEEE Signal Processing Society member at the time of nomination, and must remain throughout the term of service, members in good standing of IEEE and SPS.

Term

The Awards Board Chair term is three years, non-renewable.

Elected/Appointed by

The Awards Board Chair position is appointed by the President with the advice and consent of the Executive Committee.

Nomination Period

The nomination period normally in June every three years.

Time Commitment

Travel:

- ICASSP – held annually in the Spring

Conference calls/email:

- occasionally throughout the year

To summarize, the time required for the position of Awards Board Chair is roughly two days per month.

Travel Support

- The Board of Governors shall qualify to have their hotel room, at the “host” conference hotel, direct billed to the Society for the ICASSP meeting series in the Spring and ICIP meeting series in the Fall. For the Awards Board Chair, the Society will cover the hotel charge from the night before the Awards Ceremony through the night of the Board of Governors meeting. Board Members will also be reimbursed for travel expenses associated with the ICASSP and ICIP meeting series provided they adhere to IEEE travel policy. Travel funds may not be used for conference registration. All reimbursement requests must be made on IEEE reimbursement form.
- Travel support up to \$1200 continental or \$2100 intercontinental per person is provided to voting members of the Awards Board to attend the Board meeting at ICASSP. Travel support will be determined annually by the Executive Committee after review of the Society's financial situation. Such funds may not be used for conference registration. Such travel funds shall be reimbursed upon submission of appropriate documentation and a completed IEEE reimbursement form.

