

## Director-Student Services

### Position Description

The Director-Student Services is a member of the Membership Board and chairs the Student Services Committee.

The Director-Student Services responsibilities include identifying value/benefit/services to Student members and recommending policy/mechanism for recruiting Student members; developing programs and material to facilitate Student member recruiting and service; maintaining and developing contacts with leadership and Student membership constituents; and providing proper communication channels and feedback.

The Director-Student Services oversees the Conference Travel Grant Program, the Student Job Fair, the SP/VIP Cups and the 5-Minute Video Clip Content events at ICASSP and ICIP, which are supported by the Membership Board.

### Position Criteria

Director-Student Services 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 of the IEEE Signal Processing Society. Experience in membership related activities or other Society experience is preferred.

### Term

The Director-Student Services term is three years, non-renewable.

### Elected/Appointed by

The Director-Student Services is appointed by the Vice President-Membership with the advice and consent of the Executive Committee.

### Nomination Period

The nomination period normally opens in April every three years.

### Time Commitment

Travel:

- ICASSP – held annually in the Spring
- ICIP – held annually in the Fall

## Time Commitment (Continued)

Conference calls/email:

- occasionally throughout the year

To summarize, the time required for the position of Director-Student Services is roughly 2-3 days per month.

## Travel Support

The following travel support is provided for the position:

- Members of the Membership Board qualify for up to \$1200 continental or \$2100 intercontinental travel per year in travel assistance to the Membership Board meeting at ICASSP. Additional travel support up to the same level may be provided to the members of the Membership Board to support a second Board meeting. This support will be determined the preceding year by the Executive Committee after review of the Society's financial situation. Membership Board members must adhere to IEEE travel policy. Such funds may not be used for conference registration. Such travel funds will be reimbursed upon submission of appropriate documentation and a completed IEEE reimbursement form.
- Board/Committee/Subcommittee Chairs or his/her designated representative shall qualify for travel support to attend to manage Society sponsored events: the Young Professionals event, the Women in Signal Processing Luncheon, SP/VIP Cup and the Student Career Luncheon, held in conjunction with Society sponsored conferences. Travel support is limited to economy airfare, food for covered days, transfers to/from airport and hotel (day before and day of event).