President-Elect

Position Description

The President-Elect is an Officer of the IEEE Signal Processing Society. He/she chairs the TC Review Committee and the Long-Range Planning and Implementation Committee, as well as act as the Society's treasurer. He/she is responsible for preparation of Society budgets, monitoring of the Society's expenses and surpluses.

The President-Elect has oversight of strategic and long-range planning activities for the Society including chairing the Board of Governors Long-Range Planning Retreat and chairing the annual Executive Committee Strategic Planning meeting; preparing agendas and documentation for the retreats and tracking action items; 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 strategic and long-range planning activities or on other Society activities as requested by the President or by the Society's Board of Governors. The President-Elect provides guidance to the Conferences Board, Membership Board and Publications Board on matters concerning finances, including the Society's membership fee; technical meeting registration prices, publication fees, page budgets, etc. The President-Elect is also responsible for the minutes of the Board of Governors and Executive Committee during times when staff are not present.

In summary, the President-Elect has the direct overall responsibilities for the development, design, operation, and improvement of the Society's long-range planning, technical committee reviews, and the Society's finances and reports to the President.

By virtue of the President-Elect position, the position is a member of these Boards/Committees:
- Board of Governors (BoG), voting member
- Executive Committee (ExCom), voting member
- Long-Range Planning and Implementation Committee, Chair
- TC Review Committee, Chair
- Conferences Board, voting member
- Conferences Board Executive Subcommittee, voting member
- Education Board, voting member
- Membership Board, voting member
- Publications Board, voting member
- Technical Directions Board, non-voting member

Position Criteria

Nominations for President-Elect are restricted to individuals who have served as a Vice President of the Society. The President-Elect must be an IEEE Fellow.

Candidates must possess a record of significant technical achievement, some recent management experience. They must be 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.

Term

The President-Elect term is two years. The position automatically succeeds to the position of President, serving two years in that post and then Past President for two years. On becoming Past President, he/she automatically becomes the Chair of the Nominations and Appointments Committee.   Information on President and Past President roles are noted below.

Elected/Appointed by

The President-Elect position is elected by the Society's membership via the Society's annual election

Nomination Period

The nomination period floats annually and is linked to the ICASSP meeting timeframe; it normally opens approximately 16 weeks from the ICASSP Board of Governors meeting.

Presentation of Candidates

The President-Elect candidates are required to be present at the Board of Governors meeting during the ICASSP meeting series to present their background/qualifications, as well as respond to any questions from the Board. Afterwards, the Board of Governors will finalize the slate of President-Elect candidates to move to the annual election ballot.

The Society will cover the President-Elect candidates' expenses for the hotel charges from the night before the Board of Governors meeting through the night of the Board of Governors meeting; all other nights must be paid by the candidate.

Time Commitment

Travel:
- ICASSP – held annually in the Spring
- ICIP – held annually in the Fall
- TAB Meetings (ocassionally) – held in February, June and Novembe

Time Commitment (Continued)

- Long Range Planning Meeting – once during the President-Elect and President term.
- TC Reviews – held annually in the Spring at ICASSP

Conference calls/email:
- ExCom – monthly conference calls
- Other Boards – occasionally throughout the year

To summarize, the time required for the position of President-Elect is roughly 3 hours a week; 2 days per month.

Travel Support

The following travel support is provided for the position:

- Travel of the President-Elect to meetings of the IEEE Technical Activities Board and its associated councils and committees.
- Travel of members of the Executive Committee to meetings of that group that are not held in conjunction with a Society conference, workshop, or Board of Governors meeting.
- Board of Governors: The Officers of the Society are expected to attend the ICASSP or ICIP meeting series in their official capacity and will have their hotel room nights at the "host" hotel covered for the duration of the meeting series. 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.

President

Position Description

The President is an Officer of the IEEE Signal Processing Society, chairs the Boards of Governors and the Executive Committee. The President is also a member of the Technical Activities Board.

The duties of the President include the oversight of all activities of the Signal Processing Society, including but not limited to, awards, conferences, education, membership, publications, technical directions, strategic and long-range planning, etc. The President is responsible for the TAB Five-Year Society Review and Publications Review with the assistance of the Vice Presidents. The President is responsible for enforcing the Society's

Position Description (Continued)

Constitution, Bylaws, and Policies, and ensuring that the Society is compliant with IEEE's Constitution, Bylaws, and Policies. The President is responsible for bringing IEEE and TAB issues that affect the Society's operations to the Board of Governors' attention. The President acts as an ambassador for the Society at IEEE meetings or meetings of other organizations, representing the Society's message as determined by its Board of Governors. The President is the only Society Officer empowered on behalf of the Board of Governors, to engage other IEEE Societies or organizations in discussions regarding partnerships that affect the Society and/or its products and services.

The President is responsible for making all nominations and appointments with the advice and consent of the cognizant Vice President or Technical Committee Chair for all liaison and joint Society, IEEE or non-IEEE activities. The President is responsible for carrying out the strategic plans and policies as established by the Board of Governors and reports to the Board of Governors.

The President also represents the views of the Society's leadership as a voting member of the IEEE Technical Activities Board (TAB) or other IEEE major boards, and shall serve on committees of TAB or other IEEE major boards, as elected or appointed.

By virtue of the President position, the position is a member of these Boards/Committees:
- Board of Governors (BoG), voting member
- Executive Committee (ExCom), voting member
- The President is an ex-officio, voting member on all Society Boards and Committees.

Time Commitment

Travel:
- ICASSP – held annually in the Spring
- ICIP – held annually in the Fall
- Long Range Planning Meeting – once during the President-Elect and President term.
- TAB Meetings – held in February, June and November

Conference calls/email:
- ExCom – monthly conference calls
- Other Boards – occasionally throughout the year

To summarize, the time required for the position of President is roughly 6 hours a week; 4 days per month.

Travel Support
Same as President-Elect position.

Past President

Position Description
The Past President chairs the Nominations and Appointments Committee.

The Nominations and Appointments Committee is responsible to:
a. stimulate nominations and at the same time, keep track of under-representation of key populations for future nominations. Committee members are not allowed to submit nominations or provide seconds for election under their purview;
b. establish a connection to the major boards and committees in order to generate Member-at-Large, Officer and other nominations;
c. rank nominations for Member-at-Large and Officer elections;
d. submit to the Board of Governors a list of candidates recommended for nomination to the positions of Officers. The list shall be submitted in time for the elections and in accordance with balloting requirements (See Sections 303.4, 303.5);
e. submit to the electorate no later than the first working day following 14 August for the annual General Election, at least two candidates for each Member-at-Large position becoming vacant; and
f. submit to the Board of Governors, a list of candidates recommended by the Society to serve on IEEE/TAB boards and committees and seek and obtain comments from the Board of Governors.

Time Commitment
Conference calls/email:
*   occasionally throughout the year

To summarize, the time required for the position of Past President is roughly 1hours a week; 1 day per month.

Travel Support
None, since travel is not required.