

## SigPort Chief Editor

### Position Description

The SigPort Chief Editor is a member of the Education Board, oversees SigPort and is a member of the Resource Center Editorial Board.

The SigPort is the Society's online library of tutorials, lectures, presentations and more. The Chief Editor duties include management of the day-to-day operations of SigPort through periodic reports and user feedback; identifying areas that require strengthening of SigPort; oversight of SigPort submissions; monitoring the quality of SigPort; and ensuring the visibility of SigPort.

The Chief Editor is responsible for working with the Society's Vice President-Education to create strategic and long-term plans for SigPort.

### Position Criteria

SigPort Chief Editor 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. Preference will be given to individuals who have experience with both web-based platforms and have experience with society publications, such as former associate editors of IEEE publications and/or past members of the Publications Board.

### Term

The SigPort Chief Editor term is three years, non-renewable.

### Elected/Appointed by

The SigPort Chief Editor is appointed by the Vice President-Education with the advice and consent of the Executive Committee.

### Nomination Period

The nomination period normally opens in January 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 SigPort Chief Editor is roughly 2 hours per week.

## Travel Support

The following travel support is provided for the position:

- Members of the Education Board qualify for up to \$1200 continental or \$2100 intercontinental travel per year in travel assistance to only one Education Board meeting, either at ICASSP or ICIP. Members of the Education Board may choose which Education Board meeting they would like to seek travel reimbursement for. Additional travel support up to the same level may be provided to the members of the Education Board to support the second Board meeting. This support will be determined annually by the Executive Committee after review of the Society's financial situation. Education 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.