Vice President-Conferences

Position Description

The Vice President-Conferences is an Officer of the IEEE Signal Processing Society. He/she chairs the Conferences Board and shall act as a liaison to the Board of Governors for all technical meeting activity.

The Vice President-Conferences is responsible for the management of all Society conference and workshop teams; identification of locations to propose future ICASSP, and ICIP and any other SPS-sponsored major conference locations; recommend policy to the Board of Governors in the area of management of the Society's technical meetings and apply such policy on behalf of the Board of Governors; enforce IEEE policy as it applies to the Society's technical meetings; creation of strategic and long-term plans for the Society's technical meeting activities; assist in the creation of the TAB Five-Year Society Review document; and represent the Society at IEEE meetings or meetings of other organizations on matters concerned with the Society's technical meetings or as requested by the Society's President or Board.

In summary, the Vice President-Conferences has the direct overall responsibilities for the development, design, operation, and improvement of the Society's conferences and workshops, and their proceedings and reports to the President.

By virtue of the Vice President-Conferences position, the position is a member of these Boards/Committees:
- Board of Governors (BoG), voting member
- Executive Committee (ExCom), voting member
- Conferences Board, Chair
- Conferences Board Executive Subcommittee, Chair
- Education Board, non-voting member
- Publications Board, non-voting member
- Membership Board, non-voting member
- Technical Directions Board, non-voting member

Position Criteria

The Vice President-Conferences preferably should have served as a General Chair, Technical Program Chair or Finance Chair for an IEEE symposium or major conference. Preferred candidates are those who have served as past General Chair or Finance Chair for ICASSP, ICIP, or GlobalSIP.

Position Criteria (continued)

Candidates must possess a record of significant technical achievement, some recent management experience, and must hold the IEEE grade of Senior Member or higher. 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.

A current-serving Vice President may not be nominated for another Vice President position until his/her term has officially concluded.

Term

The Vice President term is three years.

Elected/Appointed by

The Vice President-Conferences position is elected by the Society's Board of Governors.

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.

Time Commitment

Travel:
- ICASSP – held annually in the Spring
- ICIP – held annually in the Fall
- Long Range Planning Meeting

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

To summarize, the time required for the position of Vice President-Conferences is roughly 5-6 hours per week.

Travel Support

The following travel support is provided for the position:
- 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.