

Vice President-Membership

Position Description

The Vice President-Membership is an Officer of the IEEE Signal Processing Society. He/she chairs the Membership Board and shall act as liaison to the Board of Governors for the activities of the Membership Development Committee, Student Services Committee, Women in Signal Processing Committee and the Young Professionals Committee of the Membership Board.

The Vice President-Membership is responsible for tracking membership trends; drafting strategic and long-term plans regarding the Society's membership for recommendation to the Board of Governors; overseeing the Society's Chapter activities, Distinguished Lecturer/Distinguished Industry Speakers Programs, and Seasonal School activities; 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 membership matters or as requested by the Society's President or Board.

In summary, the Vice President-Membership has the direct overall responsibilities for the development, design, operation, and improvement of the Society's membership and reports to the President.

By virtue of the Vice President-Membership position, the position is a member of these Boards/Committees:

- Board of Governors (BoG), voting member
- Executive Committee (ExCom), voting member
- Conferences Board, non-voting member
- Education Board, non-voting member
- Membership Board, Chair
- Publications Board, non-voting member
- Regional Activities Committee, Chair, voting member
- Technical Directions Board, non-voting member

Position Criteria

The Vice President-Membership should have a high level of management experience and should have previously served the Society in some capacity, such as: Director, Regional Director-at-Large, Section/Chapter Chair or Section Chair, etc.

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-Membership 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-Membership is roughly 8 hours per week/4 days per month.

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.