

## Women in Signal Processing Committee Chair

### Position Description

The Women in Signal Processing Committee Chair is a member of the Membership Board and chairs the Women in Signal Processing Committee.

The Women in Signal Processing Committee responsibilities include identifying value/benefit/services to women members and recommending policy/mechanism for recruiting women members; developing programs and material to facilitate women member recruiting and services; maintaining and developing contacts with leadership and membership constituents; and providing proper communication channels and feedback.

The Women in Signal Processing Committee is also responsible for identifying, vetting and submitting women candidates for award and board/committee nominations. The Women in Signal Processing Committee should work with the Technical Committees to create a liaison position within each of the Technical Committees to help support their efforts.

The Women in Signal Processing Committee oversees the Women in Signal Processing events at ICASSP and ICIP, which are supported by the Membership Board.

### Position Criteria

Women in Signal Processing Committee Chair 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 Women in Signal Processing Committee Chair term is three years, non-renewable.

### Elected/Appointed by

The Women in Signal Processing Committee Chair 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

Conference calls/email:

- occasionally throughout the year

To summarize, the time required for the position of Women in Signal Processing Committee Chair is roughly 2-3 hours 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).