

Young Professional Committee Chair

Position Description

The Young Professional Committee Chair is a member of the Board of Governors (non-voting, Membership Board (voting) and chairs the Young Professional Committee.

The Young Professional Committee Chair responsibilities include identifying value/benefit/services to young professional members and recommending policy/mechanism for recruiting young professional members; developing programs and material to facilitate young professional member recruiting and services; maintaining and developing contacts with leadership and membership constituents; and providing proper communication channels and feedback.

The Young Professional Committee Chair oversees the Young Professional events at ICASSP and ICIP, which are supported by the Membership Board.

Position Criteria

Young Professional 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 SPS. Experience in membership related activities or other Society experience is preferred.

Term

The Young Professional Committee Chair term is three years, non-renewable.

Elected/Appointed by

The Young Professional 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

Time Commitment (continued)

Conference calls/email:

- occasionally throughout the year

To summarize, the time required for the position of Young Professional Committee Chair is roughly 5-6 hours per month.

Travel Support

The following travel support is provided for the position:

- The Board of Governors shall qualify to have their hotel room, at the “host” conference hotel, direct billed to the Society for the ICASSP meeting series in the Spring and ICIP meeting series in the Fall. The Society will cover the hotel charge from the night before the Board Member’s first Board or Standing Committee meeting through the night of the Board of Governors meeting; all other nights must be paid by the Board Member-at-Large. Board Members will 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. All reimbursement requests must be made on the IEEE reimbursement form.
- 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).

