

IEEE Region Delegate/Director Position Description

POSITION TITLE:

IEEE REGION DELEGATE/DIRECTOR

OVERVIEW:

The voting members of each Region shall elect a Delegate to the Assembly designated as its Regional Delegate who shall also by virtue of such election be a Director designated as its Regional Director.

Regional Delegate/Directors represent the membership of his/her Region in the IEEE Assembly (Section I-400 of the IEEE Bylaws) as a voting delegate. Regional Delegate/Directors are also members of the IEEE Board of Directors, the highest governing body in the IEEE.

In addition, Region Delegate/Directors are voting members of the Member and Geographic Board (MGA) and MGA Assembly as a voting delegate. Those Region Delegate/Directors in Region 1-6 are also voting members of the IEEE-USA Board.

Region Delegate/Directors are encouraged to actively participate on MGA and its standing committees. They are encouraged in their elect years to volunteer to serve on committees of the Board outside of MGA, in order to gain a broader perspective of IEEE.

Term

- This is a six year commitment: Two year term as Region Delegate/Director Elect, two year term as Region Delegate/Director, and two year term as Past Region Delegate/Director.

ROLES:

- Serves as member of the IEEE Assembly;
- Serves as a member of the MGA Assembly;
- Serves as a voting member of the MGA Board;
- Regional Delegate/Directors from Regions 1-6 serve as members of the IEEE - USA Board;
- Serves as Chair of their respective Region Committee with responsibilities and authority in consonance in the Region Bylaws.

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DESCRIPTION OF RESPONSIBILITIES:

- See Description of Responsibilities, Member, IEEE Board of Directors. In addition:
- Has the duties, responsibilities, and authority as identified in the IEEE and Region Bylaws;
- Appoints the regional Treasurer, Secretary, and such other Committee Chairs as may be specified in the Region Bylaws or identified in the MGA Operations Manual;
- Holds and chairs at least one Region meeting a year and may hold Region Executive Committee Meetings between the Region meetings if necessary, in accordance with Region Bylaws;
- Maintains communication with Section chairs; address Section requests and encourage Section participation in the regional meetings and address problems faced by the sections;
- Coordinates activities by IEEE Organizational units in his/her Region as needed;
- Visits Sections in the Region as needed;
- Encourages Section/Chapter interaction;
- Develops an appropriate leadership development program and encourage Region and Section Officers to participate;
- Encourages student activities including the formation and successful operation of Student Branches and Student Branch Chapters;
- Presents recommendations for approval of Section and Geographic Council formations and forward petitions to MGA Secretary for ratification and transmission to the MGA Board;
- Approves Technical Chapters, Affinity Group, Student Branch and Student Branch Chapter formations for transmission to the MGA Board;
- Encourages membership development, including recruitment, retention and recovery;
- Participates in and encourage participation in Sections Congress;
- Ensures that the Region financial statements and Region Committee roster reports are submitted in a timely manner;

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- Ensures that the Regional budget is developed, balanced, maintained and audited;
- Presents to MGA Board and its committees any regional items that may require MGA Board action or review;
- Submits a report of activities to the MGA Board before each MGA Board Meeting and a summary report for the MGA Annual Report, if requested;
- Serves on committees, task forces and liaison bodies as needed;
- Works with the Region's Director-elect to ensure appropriate division of workload between the Director and Director-elect, as well as training of the Director-elect in MGA matters;
- Must be able to commit a significant amount of time to the position;
- Should have the support of that person's employer in meeting the obligations of the position.

ELIGIBILITY:

- Must be an IEEE member [in good standing](#);
- Must be of IEEE Senior Member grade or higher;
- Reside in and be a member of his/her respective Region.

QUALIFICATIONS AND SKILLS:

- See Qualifications and Skills for Member, Board of Directors. In addition,
- Be experienced in Section and Region Committee activities. Preferred to have Sectional/Chapter/affinity group leadership experience.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required: 34 – 61 days
Material/Agenda Review <ul style="list-style-type: none"> • MGA • Region • Region Executive Committee • IEEE-USA (Regions 1-6 Directors) 	TOTAL: 12 Days 4 hours / MGA meeting (3/year) 8 hours/meeting (up to 2/year) 8 hours/meeting 12 hours/meeting (5/year)
In-Person Meetings (does not include travel time) <ul style="list-style-type: none"> • MGA/MGA Assembly 	TOTAL: 10 – 12 Days Held during Board meeting series

