



Officer Job Description and Expectations

This document provides a prospective TEMS Officer an initial idea of the role and expectations. A review of both the TEMS Constitution and TEMS Bylaws should be completed by the prospective candidate to ensure a more complete understanding of role and expectations. Attendance at TEMSCON 2017 is encouraged to meet fellow TEMS members and members serving on the TEMS AdCom.

TEMS Constitution:

104.7 : Article IV, Section 7, Election of Officers

The current AdCom shall select officers of the Society for the following year from the Society membership: a President-Elect and/or at least two Vice Presidents as specified in the Society Bylaws. The term of office for each shall be two-years and shall coincide with the calendar year.

104.8 : Article IV, Section 8, Executive Committee (ExCom)

An Executive Committee (ExCom) of the AdCom shall consist of the President, the President-Elect, at least two Vice Presidents, and others as specified in the Society Bylaws.

104.10 : Article IV, Section 10, Term of Office

The Officers and members of the AdCom shall assume office at the beginning of the calendar year and serve until their successors are duly selected and installed. The officers may not be selected for more than two consecutive terms.

104.11 : Article IV, Section 11, Duties of Officers

The duties and responsibilities of the Society officers shall be as defined in the IEEE and Society Bylaws.

104.12 : Article IV, Section 12, President

The President shall have general supervision of the affairs of the Society. The President shall preside at meetings of the AdCom and the ExCom, and at general meetings of the Society, and perform such other duties as may be determined by vote of the Society's AdCom. If the President is absent or incapacitated or cannot fulfill the duties of President, the President-Elect shall perform the President's duties. The President is an Ex-Officio member of all Standing Committees without vote.

106.3 : Article VI, Section 3, AdCom Meetings

The AdCom shall hold at least two meetings during the calendar year. The annual officer election meeting must be held as a face-to-face meeting. Special meetings of the AdCom may be called by the President of the Society or upon request of a majority of the voting members of the AdCom, with at least 30-days' notice.

106.5 : Article VI, Section 5, Decisions between Meetings

Between AdCom meetings, the Executive Committee shall act on behalf of the AdCom as specified in the Bylaws.

TEMS Bylaws:

203.1 : Administrative Committee (AdCom) Composition and Voting Rights

An Administrative Committee, known as the AdCom, chaired by the President, shall consist of up to seventeen voting members. The AdCom also includes non-voting and ex-officio

members. The voting members include up to ten Members-at-Large duly elected by the membership of the Society, and seven officers selected by the AdCom. The non-voting members include the Secretary, Treasurer, the Honorary Members of the Society, and exofficio members as specified in the TAB Governing Documents. The Society Parliamentarian attends all AdCom meetings as an advisor.

203.3 : Society Officers

The officers of the Society shall be the President, immediate Past-President, President-Elect, Vice President Conferences; Vice President Membership, Marketing and Communications; Vice President Publications; and Vice President Technical Activities. An individual may occupy any elected or selected office in the Society for not more than two successive terms. Candidates for President-Elect must be of Member grade or higher. The normal progression of the President-Elect is to serve a two-year term after which the individual becomes President for a two-year term followed by becoming Past President for two years. An individual may only serve once as President-Elect.

203.8 : Executive Committee (ExCom) Composition and Voting Rights

The Society Executive Committee (ExCom) will manage the activities of the Society between AdCom meetings within the AdCom approved budget. The Society's President chairs the ExCom. All Society Officers are ExCom voting members. The Secretary and Treasurer, or Secretary/Treasurer, serves on the ExCom as ex-officio non-voting members. The Society Parliamentarian serves as an Advisor to the ExCom. The Presiding Officer shall have no vote on the Executive Committee except if the vote is by secret ballot or unless the Presiding Officer's vote can change the outcome of the vote. The AdCom shall be informed of any actions taken by the ExCom within fourteen days.

204.1 : Duties of the President

The President shall supervise the affairs of the Society and shall speak for the Society on all matters not specifically delegated to others. The President shall submit the Society's Annual Plan based upon the ExCom member's plans to the AdCom for approval. The President shall present a Society Annual Report to the AdCom based on the ExCom member's reports, as described in the Society Operations Manual.

204.2 : Duties of the President-Elect

The President-Elect shall chair the committees on Finance, Strategic Direction, and Governance, and shall fulfill such other functions as the Society President or the AdCom might from time to time request. If the President is absent or incapacitated, the President-Elect shall fulfill the duties of the President. The President-Elect shall submit an annual plan and an annual report to the Society ExCom as described in the Society Operations Manual.

204.3 : Duties of the Past President

The Past President Chairs the Nominations Committee and takes responsibility for the election process of AdCom members and officers. The Past President is also the Chair of the Awards Committee. The Past President shall submit an annual plan and annual report to the Society ExCom as described in the Society Operations Manual.

204.6 : Duties of the Vice President Conferences

The Vice President Conferences shall be responsible for the development, coordination and oversight of all Society conference activities including developing conference strategy, establishing and supervising of conference committees, developing of conference policies, recommending suitable sites for future conferences, and providing appropriate venues. The

Vice President Conferences is responsible for assuring that all IEEE conference documents are processed in a timely manner. The Vice President Conferences shall submit an annual plan as well as at least a three-year schedule of the Society's annual flagship conference and an annual report to the Society ExCom as described in the Society Operations Manual.

204.7 : Duties of the Vice President Technical Activities

The Vice President Technical Activities shall be responsible for the Society's Fields of Interest statement in the Constitution; the development, coordination and supervision of all Society Technical Activities Committees (TACs); member education and training; and programs as assigned by the AdCom. The Vice President Technical Activities shall submit an annual plan and annual report to the Society ExCom as described in the Society Operations Manual.

204.8 : Duties of the Vice President Membership, Marketing and Communications

The Vice President Membership, Marketing and Communications (VP MMC) shall be responsible for developing, coordinating and supervising of Society activities related to Society membership, marketing and communications. The VP MMC chairs the Membership Committee whose responsibility includes organizing and monitoring Chapters, promoting student activities, coordinating membership outreach. The VP MMC oversees the Marketing and Communications Committee, which is responsible for conference, publications and membership marketing. The VP MMC shall submit an annual plan and annual report to the Society ExCom as described in the Society Operations Manual.

204.9 : Duties of the Vice President Publications

The Vice President Publications shall be responsible for the development, coordination and oversight of all Society publications approved by the AdCom: that includes setting direction with the Editors and any associate editors, proposing ways for meeting members' interests, meeting IEEE publications department requirements, and representing the Society on the IEEE Panel of Editors. The Vice President Publications shall submit an annual plan and annual report to the Society ExCom as described in the Society Operations Manual.

205.4.1 : Officer Selection Criteria

In the preparation of the slate of nominees, consideration shall be given to broad geographical representation, diversity in management disciplines, and balance of academic and practitioner orientation. All nominees must agree to serve if nominated and selected and to fulfill the duties of the office as described elsewhere in these Bylaws.

205.4.2 : Slate of Officers

The Chair of the Nominations Committee shall submit the proposed slate of candidates of officers to be elected to the members of the AdCom, not later than three-weeks prior to the AdCom Election Meeting, The AdCom shall select the officers in a meeting of the current AdCom assembled. The Society Secretary shall announce the results of the AdCom selection to the membership prior to October 31.

205.4.3 : Officer Term of Office

The term of selected officers shall be for a two-year period commencing at the start of the calendar year following their selection. To provide continuity, the President-Elect, and the Vice Presidents of Publications and Conferences will be selected in odd-numbered years and the Vice Presidents of Membership, Marketing and Communications and Technical Activities in even-numbered years. All Officers will take office effective on January 1 following their selection.

205.4.4 : Continuity of Positions

All officers shall continue to serve until their successors take office.

206.6 : AdCom Meetings

AdCom meetings shall be held for the purpose of transacting business. Each member of the AdCom shall be sent a notice of the time and place of such meeting at least thirty (30) days prior to the scheduled date of the meeting. The agenda and agenda materials for the meeting shall be sent to the AdCom members not less than twenty (20) days prior to the meeting.

206.7 : First Meeting of Year

Every effort shall be made to hold the first meeting at a sufficiently early date to prepare and approve a budget for the following year and to ensure a smooth and early transition for new AdCom Members, Officers and committee chairs.

Please reference the TEMS Bylaws for more information about the different Committees on which you may serve.

If there are any questions, please contact Luke Maki, luke.maki@ieee.org.