POSITION TITLE:
Section Professional Activities Chair

OVERVIEW:
The Professional Activities Chair, also known as the PACE Chair (Professional Activities Committees for Engineers) in Regions 1-6. Region 7 has a similar position called the Professional Development Chair.

This position promotes, organizes and conducts professional activities that enhance the status of technical professionals and their success. Focus is placed on the professional needs of the members by working with Affinity Groups, Chapters and student branches by promoting their interests and providing a forum to encourage sharing of member needs in their professional development.

Term: One year

This position may either be an appointment made by the Section Chair or Section ExCom, or it may be elected annually by the Section members. The term of office will date from 1 January through 31 December.

ROLES:
- Serves as a Chair of the Section Professional Activity Committee or supports professional activities in sections that do not have this committee
- Attends meetings of the Section Executive Committee
- Be the representative for member issues and interest in the area of professional development and activities

DESCRIPTION OF RESPONSIBILITIES:
- Establish a communication plan to provide all section members with regular information on professional activities and development programs available to them.
- Obtain member feedback on the areas of professional development that are of importance to them.
- Plan activities in the section, chapters, affinity groups and student branches that are of interest to these groups and possibly the local community.
- Develops, coordinates and presents professional programs for the local section, chapter or branch.
- Present at IEEE meetings and local events
- Establish network of both internal IEEE and external knowledge experts to share information and gain perspective on the changing dynamics of the professional
**ELIGIBILITY:**

- Must be an IEEE member (Graduate Student Member, Member, Senior Member or Fellow grade or higher) in good standing;
- Must be a member of the section and reside in the geographic boundaries of the section.

**QUALIFICATIONS & SKILLS:**

- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;
- Ability to cultivate and recruit Section or Chapter members and other volunteers;
- Honesty, integrity and adherence to high ethical standards;
- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills,
- Excellent relationship skills and the ability to interact with the public, industry, other organizations and diverse communities;
- Excellent leadership skills including the ability to motivate others;
- Ability to adhere to governance practices;
- Ability to dedicate service to the IEEE while maintaining balance with professional and personal life;
- Excellent communication skills;
- Ability to meet deadlines and to respond to communications in a timely fashion;
- Prior volunteer experience desired.
IEEE MGA Geographic Unit Officer Position Description
Section Professional Activities Chair

ESTIMATED TIME REQUIREMENTS:

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<tr>
<th>Item</th>
<th>Correspondence</th>
<th>In–Person Meetings</th>
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<td>As a PACE Chair, it is very important that this individual check their email messages on a regular basis.</td>
<td>- Section and/or Section Executive Committee meetings</td>
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<td>- 4-8 hours per month - this number may vary depending on section and chapter meeting requirements and number of members in the Section</td>
<td>- Depending on the size of the section, annual meetings may range from 1-5 for sections having less than 250 members to 8-12 for sections with greater than 3,000 members.</td>
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<td>- Develop a communication plan that might utilize social media or other solutions that allow members access to information and programs and provides for member feedback</td>
<td>- Section Professional Activities Committee meetings</td>
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<td>- 2-4 meetings per year in larger sections with a PACE committee</td>
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<td>- Sections without a PACE committee will be supported at the Ex-Com</td>
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<td>- Chapter, Affinity and Student Branch Meetings</td>
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<td>- As appropriate</td>
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<td>- Additional local activities</td>
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<td>- Meeting with local associations, industry, etc. As appropriate.</td>
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<td>- May support up to 2 PACE events annually</td>
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REIMBURSED EXPENSES:

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies.

CONTACT:

If you have specific questions regarding the duties noted for this position, please contact IEEE Member & Geographic Activities department (mga@ieee.org)

Section Mission
- Inspire, Enable, Empower and Engage Members of IEEE at the local level.
- For the purpose of …
- Fulfilling the mission of IEEE
- Enhancing the member’s growth and development throughout their life cycle
- Providing a professional home

Section Goals
- Increase member engagement
- Improve relationships with and among members
- Increase operational efficient and effectiveness, within the section and its interfaces
- Enhance collaboration – serve as the local face of IEEE to community
- Increase membership
- Ensure the collection of appropriate information necessary to all the IEEE to become a data driven organization