

Young Professionals Chair¹

The Young Professionals Chair is the Chief Operating Officer of the IEEE Young Professionals (YP) Affinity Group. The Chair is responsible for ensuring that the YP Affinity Group is engaging its members and supplementing their professional knowledge by conducting informative meetings and events at the local level. The Chair learns and practices all aspects of leadership, including working well with others, displaying honesty, integrity and adherence to high ethical standards. There is a tremendous satisfaction in seeing others in the YP Affinity Group grow and gain self-confidence. The Chair can prepare for a possible greater role in IEEE. Most importantly, the experience and organizational skills gained in chapter management stay with the Chair forever beyond IEEE and are easily transferable to professional life as well as other activities. The ideal candidate is an enthusiastic member who is willing to uphold the Vision and Mission of IEEE to directly benefit the profession for the common good of humanity.

Primary Duties

- *Ensure that at least two professional meetings are conducted in a calendar year.*
- Recruit volunteers, provide leadership and guidance to them, mentor a successor, and ensure that YP Affinity Group activities are focused on increasing member engagement and satisfaction.
- Identify the needs of the YP Affinity Group members and provide feedback to the Section Executive Committee.
- Ensure the success of the YP Affinity Group as defined by YP Global.
- Ensure that the YP Affinity Group is in compliance with IEEE Policies and local regulations.

Term: One year

Eligibility

- Must be an IEEE member in good standing.
- Must be of IEEE Graduate Student Member, Member, Senior Member or Fellow grade or higher.
- Must be a member of the IEEE Young Professionals.
- Must reside in the geographic boundaries of the Section.

¹ **Reference:** IEEE Center for Leadership Excellence

Young Professionals Vice Chair²

The Young Professionals Vice Chair assists the Chapter Chair in managing the operations of the IEEE Young Professionals (YP) Affinity Group in the best interest of its local members and provides leadership, guidance and a sense of purpose for other volunteers. If the YP Chair is unable to perform his/her duties, the YP Vice Chair will be responsible for ensuring that the tasks are completed and actively represent the YP Affinity Group.

Primary Duties

- *Ensure that at least two professional meetings are conducted in a calendar year.*
- Assist and work closely with the YP Chair in managing the YP Affinity Group.
- Recruit volunteers, provide leadership and guidance to them, mentor a successor, and ensure that YP Affinity Group activities are focused on increasing member engagement and satisfaction.
- Identify the needs of the YP Affinity Group members and provide feedback to the Section Executive Committee.
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Young Professionals Secretary³

The Young Professionals Secretary acts as the gateway between the IEEE Young Professionals (YP) Affinity Group members and the IEEE, having a leadership role in bringing the needs of members to the YP Executive Committee. Part of the role involves having accountability and ownership of the records and correspondence of the YP Affinity Group including meeting records, reporting officer changes and submitting reports of committee activities. The Young Professionals Secretary's role is much more than record keeping – he/she is a steward of the YP Affinity Group's history and future, bringing critical data to enable decision making by the YP Executive Committee and deliver real value to members that keeps the YP Affinity Group engaged, relevant and sustainable in the long term. The YP Secretary plays a key role in ensuring that the IEEE members of the YP Affinity Group within the Section are engaging in IEEE activities.

Primary Duties

- Oversee management of the YP Affinity Group.
- Prepare for, attend, and actively participate in all meetings of the YP Executive Committee.
- Assist the YP Chair and other officers in planning a calendar of activities and meetings.
- Maintain records of YP Affinity Group meetings and financial documents.
- Work with the YP Chair in developing the YP Affinity Group meeting agenda.
- Ensure the success of the YP Affinity Group as defined by YP Global.
- Ensure that the YP Affinity Group is in compliance with IEEE Policies and local regulations.

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Young Professionals Treasurer⁴

The Young Professionals Treasurer is an important member of the YP Executive Committee. His/her guidance will influence the overall direction of the YP Affinity Group and influence the completion of key projects and initiatives. It is the responsibility of the Treasurer to assure the processes and policies are executed properly and that IEEE funds are spent appropriately.

Primary Duties

- Manages the YP Affinity Group's finances in consultation with the YP Executive Committee.
- Files in expense reports to the Section Treasurer and YP Global upon completion of a local event.
- Provides the YP Executive Committee with advice and information about expense and spending commitments throughout the year and the financial implications on YP Affinity Group planning.
- Maintains accurate and up-to-date financial records for the YP Affinity Group.
- Ensure the success of the YP Affinity Group as defined by YP Global.
- Ensure that the YP Affinity Group is in compliance with IEEE Policies and local regulations.

Term: One year

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