

POSITION TITLE: Professional Activities Chair (PAC)

TERM: Nominated Position. Confirmed at the start of each year

APPROVAL: 05 Nov 2018

LATEST REVISION: N/A

Outline

The PAC is responsible for organising key events throughout the calendar year. Primary responsibilities include:

1. IEEE representative on JILS (Joint Institutions Lecture Series) Committee.
 2. At a Section level, to ensure the promotion of events to the widest audience. Considerations for maximising potential audience.
 3. Assist Chapters and others in planning/organising activities, especially when more than one group is involved.
 4. Overview and co-ordination of the activities within the section.
 5. Liaise with university representatives to develop joint IEEE talks
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ACTIVITIES

Monthly

- Liaise with university representatives to develop joint IEEE talks (JILS) and ensure they are placed on vTools in timely fashion for communication (for vTools work with Vice-Chair as required)

February

- Work to identify approximately 6 lecturers for the JIL series throughout the year, ensuring all events are listed on vTools in timely fashion for communication
- Submit an article to Circuit Editor on past events

June

- Submit an article to Circuit Editor on past events

July

- Seek a Young Professional for one of the Joint Lectures

August

- Attend annual UNITE event and seek out possible lecture opportunities for the following year

September

- Submit an article to Circuit Editor on past events

October

- Send an email to the Section Executive confirming if you would like to continue the position into the following year

November

- Prepare a report for the Section AGM
- Attend the annual Section AGM and seek out possible lecture opportunities for the following year