**POSITION TITLE:** Professional Activities Chair (PAC)

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

**APPROVAL:** 05 Nov 2018 \n**LATEST REVISION:** N/A

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### 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