MEMBER, IEEE CONFERENCES COMMITTEE: Member-At-Large

Term of office
Two years (reappointment is permissible for one additional term).
Limit of 4 years in a lifetime as a Voting Member of IEEE Conferences Committee.

Appointed by
IEEE Conferences Committee (in consultation with the Conferences Nominations, Appointments and Recommendations (CNAR) Committee as they solicit nominees, selects and announces a slate).
[*Refer to specific details listed in IEEE TAB Operations Manual – IEEE Conferences Committee Charter](…)

> *There are (2) Member-at-Large positions that serve on IEEE Conferences Committee as voting members. One member-at-large is selected each year to serve a two-year term by the voting members of the Conferences Committee. In case of a vacancy, the vacant position is filled by the same selection process, for the remainder of the term. The Conferences Nominations, Appointments and Recommendations (CNAR) Committee solicits nominees, selects and announces a slate of at least two and no more than four candidates for each unfilled position, considering nominee's conference and conference portfolio management experience and including consideration of underrepresented groups. A petition, signed by at least twenty percent (20%) of the voting members of the Conferences Committee, may add a name to those on the slate. Nomination from the floor is not allowed at the selection. The petition and nomination material shall be received by the chair and the staff of CNAR Committee at least 3 weeks prior to the scheduled selection. All candidates are subject to the same eligibility requirements and the same deadlines for submitting supporting materials, and have the same opportunity to address the Conferences Committee. The supporting materials shall be submitted at least 2 weeks prior to the scheduled selection, which allows them to be verified and distributed to the voting members of the Conferences Committee before the selection.*
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> *Reappointment is permissible for voting members, but no individual may spend more than four years total in any combination of these positions.*

Qualifications / Eligibility
All candidates for this position must be IEEE members of Graduate Student Member, Member, Senior Member or Fellow grade. In addition, they must have demonstrated conference management experience and additional experience overseeing a portfolio of conferences (e.g., serving as the Vice President of Conferences for a Society / Council or Regional Conference Coordinator) is highly desired. Self-nominations are permitted.

Responsibilities / Duties
- Attend and participate in three IEEE Conferences Committee meetings per year as well as the monthly virtual meetings.
- Assist Chair to ensure Committee is functioning by charter.

The IEEE Conferences Committee formulates and recommends strategies and policies for IEEE conferences and provides oversight for conference-related activities. The oversight responsibility applies to policy decisions across all conference activities and Conferences Committees in IEEE. The Committee makes recommendations on conferences to the IEEE Board of Directors for possible action; monitors compliance and recommends changes to the IEEE Bylaws and IEEE Policies related to conferences, and promotes innovations in and improvements to the IEEE conference ecosystem.

Selection Criteria

While significant conference expertise is required of all candidates, we have a strong desire for the Conferences Committee to include members from underrepresented groups, which includes such factors as gender, geographical region, and professional sector (academia/industry/other). We are particularly interested in people who are creative and innovative, whose vision includes all of IEEE, and who have skills / experience with conferences outside of IEEE's traditional area of strength, which is academic conferences. Having served on an ICC Subcommittee, especially the Technical Program Integrity Committee (TPIC), is a plus. Other criteria are under discussion for future elections.

Estimated Time Required
- **Travel:** 3 times per year, to the February and November Board of Directors Series and to IEEE Convene (in July or August).
- **Teleconferences:** Monthly one-hour teleconference.
- **E-Mail:** 4 hours a week
- **Subcommittees:** Members are encouraged, but not required, to participate in one or more subcommittees. Such participation will generally increase the time required for teleconferences and email, but not travel.

Travel Reimbursement

Financial support shall be funded by IEEE Conferences Committee.

Nomination & Election Process

Candidates must complete an electronic nomination form **by around mid-September**. The Conference Nominations, Appointments and Recommendations Committee (CNAR) will evaluate the nominations and select the final slate (which will be two candidates for each vacant position) **by around early October**. Each candidate selected will have the opportunity to create a presentation (up to 5 minutes in length, in either video or PowerPoint with voice-over) that presents their platform and will be shown to the Conferences Committee during their November meeting. After the presentations, the Conferences Committee will vote for the candidates.

Nominate Now

To submit a nomination (online form), go to https://ieee.secure-platform.com/a/page/Nominations_and_Appointments/ta_na in center of page, "**Click here to complete a nomination**"; you will be prompted to log in with your IEEE credentials. Then "**Click here to begin a new Nomination/Application**," and make sure that you select the position "***Members at Large, IEEE Conferences Committee***" option under the "**TAB Position**" drop-down menu.