

Treasurer Position Description

The functions, duties, responsibilities, and qualifications of the SSIT Treasurer are as follows:

Functions

1. Chair the Finance Committee.
2. Has responsibility for the SSIT's finances, including providing advice, guidance, and information to Board of Governors on financial decisions and processes.

Duties and Responsibilities

1. Attend the Board of Governors Meetings and report as needed.
2. Work with the President, the Vice Presidents, the Committee Chairs, and the Finance Committee to prepare a proposed SSIT budget for the ensuing year in accordance with IEEE budget development guidelines and schedules. The budget shall be reviewed and approved by the Board of Governors prior to submittal to IEEE. When approved by the Society and the TAB, this budget shall become the working budget for the following year. This approved budget will constitute authorization to the Treasurer to disburse the funds in amounts not to exceed any budgeted item.
3. Submit to IEEE the approved budget.
4. Obtain a financial statement of receipts, expenditures, and balances from IEEE at least quarterly and distribute copies of this statement to the Board of Governors.
5. Keep track of monthly financial statements of expenses and commitments made available by IEEE.
6. Work with Vice President Publications and President to complete and submit required publication page count forecasting to IEEE.
7. Work with the Treasurers of Society-sponsored Conferences to ensure that Conference financial operations are in accordance with IEEE policies and procedures.
8. Approve the Conference budgets after they are approved by the Vice President for Conferences prior to being forwarded to IEEE for review and final approval.
9. Establish travel and other expense submission policies for the Society in accordance with IEEE guidelines. Review and approve all expenses to IEEE for payment.
10. Generate annual Financial reports and present to the Board of Governors. Submit to President for the Society Annual report.
11. May utilize the services of IEEE as bursar for all or part of the Society funds, as provided by the IEEE Bylaws and Policies. If any parts of the Society funds are received and deposited separately, the terms and conditions shall be in accordance with IEEE policies and subject to Society Bylaws and any other limitations imposed by the Society.
12. Facilitate transfer of duties, responsibilities, and ongoing business activities to incoming post-holder in a timely manner.

Qualifications

The qualifications for the SSIT Treasurer include the following:

1. Must be of IEEE Member grade or higher.
2. Must be a member of SSIT.

3. Must have served the SSIT in a role such as: member of Board of Governors, SSIT Finance Committee, Editorial Board or Conference Treasurer.

Term of Office

1. The term of the Treasurer is one year, renewable annually.

Time Commitment

1. Up to ten hours a month.

Secretary Position Description

The functions, duties, responsibilities, and qualifications of the SSIT Secretary are as follows:

Functions

1. To ensure the effective operation of the SSIT Board of Governors meetings and supporting the effective operation of the SSIT and SSIT Board of Governors.
2. The Secretary is a voting member of the SSIT Board of Governors.

Duties and Responsibilities

1. Remind Board of Governors officers and other potential attendees of upcoming SSIT Board of Governors monthly meetings. Send web contact information for the 'Board of Governors meetings to them.
2. Send attendees reminders to submit Consent Agenda and Action Items prior to Board of Governors meeting date. Send out the Preliminary Agenda prior to the Board of Governors meetings.
3. Attend the Board of Governors Meetings and monitor that proper rules and procedures are followed.
4. At the beginning of Board of Governors meetings check attendance, verify quorum, and support the overall smooth operation of the meeting.
5. Write and distribute the Minutes of the Board of Governors meetings in a timely fashion.
6. Create a permanent record of Board of Governors meetings, available to the Board of Governors, and generate and maintain a list of Board of Governors action items generated from meetings.
7. Work with the Society President in arranging other SSIT meetings and communicating related information (agendas, documents, etc.)
8. Serve as the Chair of the Constitution and Bylaws Committee and lead the activities of this Committee including ensuring that the Constitution and Bylaws are updated and not in conflict with any requirements, rules, and procedures of IEEE and of the SSIT.
9. Ensure that Society documents including the relevant part of the web site are up to date.
10. Execute other duties as published in the Constitution and Bylaws.
11. Facilitate transfer of duties, responsibilities, and ongoing business activities to an incoming position-holder in a timely manner.

Qualifications

The qualifications for the Secretary include the following:

1. Must be a member of SSIT.
2. Preferably should have served the SSIT in a role such as: member of the Board of Governors, Society Committee, Editorial Board or Conference Organizing Committee.

Term of Office

1. The term of the Secretary is one year, renewable annually.

Time Commitment

1. Ten to twenty hours/month

Vice President (Technical Activities) Position Description

The functions, duties, responsibilities, and qualifications of the Society on Social Implications of Technology (SSIT) Vice President (Technical Activities) are as follows:

Functions

1. Lead all the Technical Operations of SSIT, except those of conferences and education, and oversee the implementation/delivery of technical programs of the SSIT.
2. Work with other IEEE Committees and Member Societies for mutual benefit and collaboration around technical activities.
3. Chair the SSIT Technical Activities Committee.

Duties and Responsibilities

1. Provide direction for the SSIT technical activities, technical studies, and policies development.
2. Represent IEEE SSIT in discussions with IEEE on policy matters related to the SSIT technical activities.
3. Initiate and encourage creation of new Technical Committees (TC) consistent with the vision and mission of SSIT and recommend dissolution of Technical Committees that are no longer relevant.
4. Initiate activities directed toward SSIT's growth and effectiveness.
5. Attend the Board of Governors Meetings and report as needed.
6. Provide information and reports as necessary to the SSIT President and Board of Governors.
7. Submit Technical Activities related budget requirement to the Treasurer.
8. Own the content of the webpage of Technical Activities on SSIT Website and Wikipedia page.
9. Facilitate transfer of duties, responsibilities, and ongoing business activities to incoming post-holder in a timely manner.

Qualifications

The qualifications for the SSIT Vice President (Technical Activities) include the following:

1. Must be of IEEE Member grade or higher.
2. Must be a member of SSIT.
3. Must have served the SSIT in a role such as: member of Board of Governors, member of Technical Activities Committee or as a member of Technical Program Committee of SSIT Conferences.

Term of Office

1. The term of the Vice President (Technical Activities) is one year, renewable annually.

Time Commitment

1. Up to ten hours a month.

Vice President (Conferences) Position Description

The functions, duties, responsibilities, and qualifications of the SSIT Vice President (Conferences) are as follows:

Functions

1. Oversees the delivery of SSIT's fully sponsored and co-sponsored conferences.
2. Brings forward proposals for new conferences to Board of Governors.
3. Works with other IEEE Committees, and Member Societies, when appropriate, for mutual benefit in the conferences area.
4. Chair the SSIT Conferences Committee.

Duties and Responsibilities

1. Attendance and Reporting
 - a. Attends Board of Governors meetings and reports on any issues relevant to the Society's conferences.
2. Website and Publicity
 - a. Works with the Website Editor, Vice President for Public Outreach and Visibility to ensure that SSIT conferences are properly publicized.
3. Conferences
 - a. Is familiar with IEEE Policy 10 (Meetings, Conferences, Symposia and Expositions) and other governing documents' conferences relevant provisions and ensure that SSIT conferences comply with IEEE and SSIT policies.
 - b. Work with Vice President Publications and the General Co-Chairs to support journal-conference synergy.
 - c. Attend meetings of the Organizing Committee of the SSIT conferences, as appropriate.
 - d. Serve as the person to whom the General Co-Chairs report on a regular basis.
4. Co-sponsorship
 - a. Evaluate requests received for Co-Sponsorship and submits for Board of Governors approval.
5. Engagement with IEEE Conferences, Events & Experiences (CEC), IEEE Conferences Committee, the IEEE Conference Publications Committee, Contracts
 - a. Is the point of contact and information exchange between IEEE CEC team, IEEE Contracts team, the IEEE Conferences Committee and the SSIT. Reviews the presentations at the major meetings of the IEEE Conferences Committee and the IEEE Conference Publications Committee (each, typically, 3x a year).
6. Facilitate transfer of duties, responsibilities, and ongoing business activities

to incoming post-holder in a timely manner.

Qualifications

The qualifications for the SSIT Vice President (Conferences) include the following:

1. Must be of IEEE Member grade or higher.
2. Must be a member of SSIT.
3. Must have served the SSIT in a role such as: member of the Board of Governors, Editorial Board or Conference Organizing Committee.

Term of Office

1. The term of the Vice President (Conferences) is one year, renewable annually.

Time Commitment

1. Up to twenty hours a month.

Vice President (Publications) Position Description

The functions, duties, responsibilities, and qualifications of the SSIT Vice President (Publications) are as follows:

Functions

1. Leads the publication operations of SSIT.
2. Chairs the Publications Committee with responsibility for smooth and efficient delivery of the publication operations of the SSIT.
3. Work with IEEE Committees and other Societies for collaboration and establishing best practice in the publications area.

Duties and Responsibilities

1. Responsible for oversight of the Society's archival publications, letters and conference proceedings, the latter in collaboration with conference organizers.
2. Work with the Treasurer on budgetary issues that deal with Publications, i.e., page counts, publication costs, etc.
3. Work with Vice President (Conferences) on issues and actions related to journal- conference synergy.
4. Nominate Editors-in-Chief of the Journals fully owned by the SSIT, as required, for appointment by the President.
5. Nominate members of the Steering Committees of co-sponsored publications, as required, for appointment by the President.
6. Monitor the effectiveness of SSIT's publications goals and policies.
7. Stay current on relevant IEEE policies and communicate pertinent matters to SSIT Board of Governors.
8. Attend and contribute to the Board of Governors Meetings and report as needed.
9. Attend the IEEE Publications Panel of Editors meetings.
10. Attend the IEEE TAB meetings when required/suggested for any business related to the SSIT present or future activities related to Publications.
11. Make recommendations to the Board of Governors on future directions for IEEE SSIT publications, including new publications and alternative modes of publication.
12. Represent the SSIT in discussions and negotiations within IEEE on policy matters related to publications.
13. Facilitates transfer of duties, responsibilities, and ongoing business activities to incoming post-holder in a timely manner.

Qualifications

The qualifications for the SSIT Vice President (Publications) include the following:

1. Must be of IEEE Senior Member grade or higher.
2. Must be a member of SSIT.

3. Must have significant experience as Editor (long-term Associate Editor, or Senior Editor, or Topical Editor, or Associate Editor-in-Chief, or Editor-in-Chief) for one of the journals of the SSIT (fully or partially owned)

Term of Office

1. The term of the Vice President (Publications) is one year, renewable annually.

Time Commitment

1. Up to twenty hours a month.

Vice President (Membership) Position Description

The functions, duties, responsibilities, and qualifications of the Society on Social Implications of Technology (SSIT) Vice President (Membership) are as follows:

Functions

1. Oversee all aspects of SSIT Membership including growth and diversity in all geographic areas and segments.
2. Chair the SSIT Membership Committee.

Duties and Responsibilities

1. Establish, implement and monitor plans to grow SSIT membership in all geographic areas and segments.
2. Provide periodic reports to SSIT Board of Governors on SSIT membership trends and actions to address them.
3. Provide support for SSIT Women In Engineering and Young Professionals Committees.
4. Oversee Student Activities and Chapters Committee. Establish, implement, and monitor plans for fostering Chapter and Student Branch activities to serve local members.
5. Establish and periodically update the roster of SSIT Distinguished Lecturers. Recommend to Board of Governors new Distinguished Lecturers.
6. Own the content of the webpage of Membership on SSIT Website and Wikipedia page.
7. Facilitate transfer of duties, responsibilities, and ongoing business activities to incoming post-holder in a timely manner.

Qualifications

The qualifications for the SSIT Vice President (Membership) include the following:

1. Must be of IEEE Member grade or higher.
2. Must be a member of SSIT.
3. Must have served the SSIT in a role such as: member of Board of Governors, member of Membership Committee, Technical Activities Committee or as a member of Technical Program Committee of SSIT Conferences.

Term of Office

1. The term of the Vice President (Membership) is one year, renewable annually.

Time Commitment

1. Up to ten hours a month.

Vice President (Public Outreach and Visibility) Position Description

The functions, duties, responsibilities, and qualifications of the Society on Social Implications of Technology (SSIT) Vice President (Public Outreach and Visibility) are as follows:

Functions

1. Oversee all aspects of SSIT Public Outreach and Visibility
2. Chair the SSIT Public Outreach and Visibility Committee.

Duties and Responsibilities

1. Establish, implement, and monitor plans to improve SSIT visibility within and external to IEEE.
2. Ensure that SSIT website and Wikipedia page are up to date.
3. Establish, implement, and monitor plans to improve SSIT presence on relevant media channels.
4. Ensure that SSIT brand is well-protected.
- 5.
6. Facilitate transfer of duties, responsibilities, and ongoing business activities to incoming post-holder in a timely manner.

Qualifications

The qualifications for the SSIT Vice President (Public Outreach and Visibility) include the following:

1. Must be of IEEE Member grade or higher.
2. Must be a member of SSIT.
3. Must have served the SSIT in a role such as: member of Board of Governors, member of Public Outreach and Visibility Committee, Membership Committee, Technical Activities Committee or as a member of Technical Program Committee of SSIT Conferences.
4. Possess excellent working relationships within and external to SSIT.

Term of Office

1. The term of the Vice President (Public Outreach and Visibility) is one year, renewable annually.

Time Commitment

1. Up to ten hours a month.