

## 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.