

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.