

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.