

Volunteer Position Description – EDS Chair of a Technical Committee

An EDS Technical Committee Chair will manage an EDS Technical Committee under the direction of the EDS Vice-President of Technical Committees and Meetings. The Chair will initiate, develop and coordinate programs and activities in the respective technical area covered by the committee and, when possible, attend an EDS Governance Meeting Series held each year to report on the progress and status of the same.

Specific responsibilities include coordinating with his/her respective Technical Committee members to define, delegate and monitor work in their respective technical area and to implement and advertise all programs and activities. Also, he/she will act as the primary EDS 'volunteer' contact person for EDS and Forum members, other society/council volunteers and IEEE staff for requests, questions, issues, etc., concerning the work of EDS in the respective technical area covered by his/her committee.

The programs, activities and responsibilities of a Technical Committee include the following:

- Support educational activities such as webinars and mini-colloquia by identifying recognized experts to provide talks
- Support EDS sponsored or co-sponsored journals through committee engagement on editorial board, developing topics for special issues, or through the preparation of review papers on topics of significant interest to EDS members
- Monitoring the status of all EDS meetings, education programs and activities, publications and awards in the respective technical area covered by the Technical Committee
- Identifying new or hot areas of technology as related to the technical area covered by the committee and providing this information to the EDS VP of Technical Activities to pass on to the other EDS VPs, TAB New Technology Directions Committee and IEEE Spectrum for its annual technology issue
- Helping the EDS Meetings Committee and the EDS Regions/Chapters Committee to recommend the start of new EDS meetings in new or hot areas of technology and/or in a specific geographic area
- Participating in the EDS Meetings Committee's review and approval process for all new requests for EDS support
- Participating in the EDS Meetings Committee's review and approval process for the next occurrence of all meetings currently supported by EDS
- Helping the EDS Meetings Committee to recommend solutions for dealing with EDS meetings having consistently low attendances and/or poor financial outcomes, etc.
- Initiating or helping the EDS Meetings Committee, EDS Educational Activities Committee and EDS Regions/Chapters Committee to initiate workshops or mini-colloquia for new or hot areas of technology
- Helping the EDS Publications Committee to recommend new EDS publications in new or hot areas of technology
- Participating in the EDS Publication Committee's review and approval process for all new requests for EDS support of a publication
- Helping the EDS Publications Committee to recommend solutions for dealing with EDS publications having consistently low submissions and/or poor financial outcomes, etc.
- Helping the EDS VP of Awards to recommend the start of new EDS awards in new or hot areas of technology
- Participating in the Awards Committee's review and approval process for new award proposals in the respective technical area covered by the Technical Committee
- Support the implementation of the EDS Strategic Plan
- Working with the EDS Executive Office Staff to maintain a web-site of the information related to the respective technical area covered by the Committee
- Submitting, at least annually, a report in the EDS Newsletter dealing with issues related to their respective committee's area of focus
- Actively engage in identifying and recruiting geographically and technically diverse committee members
- Support committee leadership transitions as needed