

Job Description – EDS Vice-President of Technical Activities

The EDS Vice-President of Technical Activities will manage the fourteen EDS Technical Committees under the direction of the EDS President. The VP will initiate, develop and coordinate the strategic plan, programs, and activities in the respective technical areas covered by the committees and attend the two EDS AdCom Meeting Series held each year to report on the progress and status of the same.

Specific responsibilities include coordinating with the Technical Committee Chairs and EDS Executive Office staff to define, delegate and monitor technical committee-related work and to implement and advertise all programs and activities, as well as work with the EDS President and President-Elect to help recruit individuals to fill any open/new Technical Committee Chair positions and provide input and help monitor technical committee member appointments made by the President in conjunction with the respective Technical Committee Chairs. Also, the VP will act as the primary EDS 'volunteer' contact person for EDS and AdCom members, other society/council volunteers and IEEE staff for requests, questions, issues, etc., concerning the work of EDS technical committees. In addition, he/she will serve as a member of the EDS Executive Committee (ExCom) and attend the two ExCom meetings a year (as part of the EDS AdCom Meeting Series) to help in the overall management of the Society. He/she will also be a member of the EDS Meetings Committee and EDS Newsletter Oversight Committee. Finally, the VP will work with the other EDS Vice-Presidents, EDS Officers and EDS staff to prepare the material every 5 years for the TAB Review of EDS.

The specific programs, activities and responsibilities of the Technical Committees that are managed by the VP of Technical Activities are outlined in the separate job description of an EDS Technical Committee Chair.