

# IEEE SA GUIDE FOR GENERAL OFFICER EXPECTATIONS AND CONSIDERATIONS

This guide provides potential IEEE SA officers with general expectations and considerations for an IEEE Standards Committee or Working Group.

## ROLE OF THE OFFICER

The role of the officer requires:

- » Understanding of the role as it pertains to the Standards Committee or Working Group policies and procedures (P&P).
- » Clear understanding of the scope of the activity or group.
- » Awareness of the term of office.
- » Financial management and reporting responsibilities for the group (if required).
- » Expended to attend, preside over and facilitate virtual, hybrid, and in-person meetings using currently supported technologies.

## STANDARDS DEVELOPMENT GROUP ENGAGEMENT

The officer should:

- » Maintain a non-biased position.
- » Be proactively engaged.
- » Demonstrate strong leadership skills.
- » Ensure consensus-building focus.
- » Possess a general knowledge of parliamentary procedure.
- » Comprehend additional or supplementary group operations manuals, if applicable.
- » Effectively manage diverse participants with varying experience, expertise, disciplines, and backgrounds.
- » Oversee different levels of participant engagement and contributions to standards development activities, addressing potential contentious issues within the group.

The officer should:

- » Coordinate with other officers and leadership groups for group management, planning upcoming meetings, and drafting standard development, agendas, and minutes.
- » Collaborate with higher-level bodies (e.g., Standard Committees or Society governance boards) regarding responsibilities like overseeing subgroups, preparing reports on group activities, and engaging in cyclical activities such as P&P development.
- » Work closely with IEEE SA staff, responding to procedural, editorial, and governance-related actions, and engaging, planning, and openly communicating with the IEEE SA Program Manager.
- » Engage with external organizations outside IEEE when appropriate.

## FOR STANDARDS COMMITTEES AND INDIVIDUAL WORKING GROUPS

- » [IEEE SA](#) and either [IEEE](#) or [IEEE Society](#) membership is required for all officer positions at the time of assignment and throughout their term in the officer position.

## FOR ENTITY WORKING GROUPS

- » Each officer shall be the Designated Representative (DR) from an [IEEE SA Entity Member](#).
- » The initial chair is appointed by the Standards Committee; subsequent Chairs are elected.
- » IEEE SA Entity Membership shall remain active throughout their term in the officer position.
- » IEEE SA Individual Membership is also required to serve as an officer in an entity-based working group.

# ACCESS AN ARRAY OF RESOURCES TO HELP YOU SUCCEED



## IEEE SA ETOOLS

- Familiarity with [myProject](#)
  - » Entering and maintaining rosters
  - » Awareness of the awards process
  - » Officer/role assignment(s)
  - » Understanding the [SA balloting process](#) including the [Public Review system](#)
  - » Management of email reflectors, web conferencing tools, websites, and other collaborative tools
  - » Access the [IEEE SA Support Portal](#) or additional information

## ADDITIONAL RESOURCES

- [IEEE SA AudCom P&P Baselines](#)
- [IEEE SA Policies](#)
- [IEEE SA Virtual Meeting Best Practices Guide](#)
- [IEEE SA Online Training + Development](#)
- [IEEE SA Quick Reference Guide](#)
- [IEEE SA Guidelines for Publication, Recognition Awards and Maintenance](#)

## SA GROUP OFFICER TRAINING

This training is applicable to all Subcommittee/Working Group members and Responsible Standards Committee Officers.

- » All officers are required to meet training requirements as stated in the [IEEE SA Standards Board \(SASB\) Operations Manual](#), clause 5.
- **Mandatory Training**
  - » [Antitrust, Competition, and Commercial Terms Policies](#)
- **Recommended Training**
  - » [Working Group Chair Fundamentals](#)
  - » [Editorial Training](#)
  - » [Copyright Policy](#)

