

## **Regional Coordinator**

### **Geographic Activities Committee, IEEE Computer Society**

#### **About the IEEE Computer Society:**

As the world's top member organization dedicated to computer science and technology, the IEEE Computer Society (IEEE CS) advances the theory, practice, and application of computer and information-processing science and technology, as well as the professional standing of its members. We strive to be the leading provider of technical information, community services, and personalized support to the world's computer science and technology communities, as well as to celebrate the contributions of computer science and engineering professionals, who develop new technologies and applications to improve the lives of people everywhere.

#### **About the Geographic Activities Committee:**

The Geographic Activities Committee (GAC) promotes membership activities within the IEEE CS, at the student branch chapter, section chapter, student branch, section, regional and international levels. GAC, directly and through its standing committees, supports and oversees all local chapters of the IEEE CS including chapters within Student Branches, Sections, Councils or Regions. GAC directly and through its standing committees authorizes and runs geographically-based membership activities for the IEEE CS. GAC also runs global membership activities, except for those focused on students and/or young professionals.

#### **Position Overview and Role:**

Each Regional Coordinator is appointed by the GAC Chair. The GAC Chair may ask the Area Coordinators within the region to recommend one or more candidates for consideration.

In addition to their other duties, as described below, each Regional Coordinator will attend GAC meetings and represent their Regional Committee and the chapters and members within their region to the GAC Committee. The Regional Coordinators report to the GAC Committee on the activities and initiatives of their Regional Committee and its sub-committees (including Area Committees) and on the health and vitality of their region as a whole. The Regional Coordinators, where appropriate, take the discussions and initiatives of the GAC Committee back to their Regional Committee for discussion and where appropriate implementation.

The Regional Coordinator:

- Is the chair of the Regional Committee
- Represents a specific region on GAC
- Serves as a mentor and sounding board for Area Coordinators in their region
- Oversees the activities of their geographic area
- Seeks to resolve challenges that arise within chapters in their region
- Works to achieve the goals of GAC across the region

- Is the primary representative of the IEEE CS at the regional level with delegated responsibility from the GAC Chair to represent the society within their region to all IEEE organizational units and affinity groups, subject to any directions or plans from the GAC Chair for such engagement

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| <b>Eligibility and Qualifications:</b> |
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- Must be an IEEE CS member in good standing
- Must have been a chapter officer
- Must be in the region where they are serving

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| <b>Term and Estimated Time Requirements:</b> |
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Term:

- 1 year with the ability to be reappointed

Correspondence and material creation and review:

- Correspondence may take up to an estimated 8 hours per month
- Material creation and review, including agendas, minutes, and reports may take up to an estimated 2 hours per month

Teleconferences:

- Teleconferences with the staff and with the committee take place about 2 times per month

In-person meetings:

- In-person meetings, lasting 5-7 days, may be required up to 1 time a year
- Ordinary and necessary travel expenses related to this position will be reimbursed in accordance with IEEE travel policies