

IEEE Foundation

Position Description

Member - IEEE Foundation Board of Directors

Position Overview

The Board of Directors supports the work of the IEEE Foundation and is responsible for the management of the Foundation. The Board establishes policy, oversees the activities of its committees and committees of the Foundation, and approves all grants and contributions and other financial obligations of the Foundation.

The Board partners with the Executive Director, IEEE Foundation, who is charged with the day to day operations of the Foundation, to advance the overall mission of the Foundation.

Responsibilities

- Defends and protect the integrity and purpose of the Foundation
- Participates in the development and implementation of the Foundation's strategic plan
- Approves the Foundation's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Reviews outcomes, reports and metrics created by the Foundation for evaluating its impact, and regularly considers its performance and effectiveness using those metrics
- Reviews agenda and supporting materials prior to board and committee meetings; regularly attends and actively participates at these meetings
- Represents the Foundation to stakeholders and acts as an ambassador for the organization
- Makes an annual gift at a level consistent with his/her individual giving capacity and considers including the Foundation in his/her estate plans
- Actively participates in the raising of funds for the Foundation through the stewardship of donors, identification and qualification of prospects, brokering relationships with current and future donors, participation in donor visitations, hosting of special events and gathering, and solicitation of donations.
- Assists with the identification and recruitment of new Board Members
- Partners with the Executive Director and other board members to ensure that board resolutions are carried out
- Serves on Foundation committees as appointed by the IEEE Foundation Board members.
- Fulfills the fiduciary duties of obedience, loyalty and care

Board Terms & Participation

Directors serve a three-year term based on the calendar year and are eligible for election for a second three-year term. Board meetings are held at least three times per year, normally in person during the months of March, June and November. Additional meetings may be called as warranted. Each Director is expected to serve

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on at least two of the Foundation's seven committees. The majority of the committee meetings are held via web conference.

Service on Foundation's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

Qualifications

Service on the IEEE Foundation Board offers an extraordinary opportunity for individuals who are passionate about IEEE and have a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract donors and other well-qualified, high-performing Board Members.

Only persons who are Members of IEEE may serve on the IEEE Foundation Board of Directors. At least one-third of the voting Directors of the Foundation shall be concurrently serving, or have previously served, on the Board of Directors of IEEE.

Ideal candidates will have the following qualifications:

- A commitment to and understanding of IEEE and its beneficiaries, preferably based on prior active involvement in various segments of IEEE
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for advancing technology for the benefit of humanity