

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 not 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](#)

