

**IEEE-USA
COMMITTEE CHARTER**

Career and Workforce Policy Committee

SCOPE

The Career and Workforce Policy Committee (CWPC) is a standing committee of The Institute of Electrical and Electronics Engineers, Inc. – United States of America (IEEE-USA). The Committee reports to the IEEE-USA Board of Directors through the IEEE-USA Vice President for Career Activities.

The Committee's mission is to advance the career-related policy interests of electrical, electronics and computer engineers and related information technology professionals, with a specific focus on the career-related needs of IEEE's U.S. members and the overall health of the U.S. engineering workforce. The scope of activities includes both public and private sector policymaking that directly affects the education, credentialing, employment, compensation, training, and retirement security of IEEE members and other scientific, engineering and technical professionals. The committee will also monitor facts, events, conditions and parameters relating to the state of the engineering workforce in the United States.

In support of its mission, the Committee will take appropriate actions, including but not limited to, development of information reports and assessments, formulation of proposed IEEE-USA position statements, preparation and presentation of testimony and regulatory comments, coordination of official and member grassroots communications with policy makers, and coalition building and education of IEEE U.S. members and others on career and workforce policy issues of special concern.

ORGANIZATION

The Committee will consist of a Chair, up to ten regular members, and such liaison, resource, and corresponding members as may be appointed.

The **Committee Chair** will be appointed by the Vice President - Career Activities with consideration of the Committee members' views and subject to the concurrence of the IEEE-USA President.

The Committee Chair may designate a **Vice Chair(s)** from among the Regular members, subject to the concurrence of the Vice President – Career Activities. The Vice Chair shall officiate at meetings and coordinate committee business in the absence of the chair, and may be assigned such additional tasks and responsibilities as the Chair deems appropriate.

Regular Members will be selected by the Chair, subject to the approval of the Vice President on the basis of their interest, experience and effectiveness in dealing with professional careers, the engineering workforce, and related policy issues. Regular

members will be expected to participate in the conduct of Committee business and be reimbursed for related travel and other incidental expenses. Regular members are appointed for a one year term and will normally not serve more than three consecutive terms.

A number of **Resource Members**, not to exceed the regular membership of the committee, may be appointed by the Chair in a non-voting capacity to provide specific expertise or knowledge in support of the committee's activities. Resource members need not be IEEE members. They serve a one year term, and may be reappointed. A Resource Member may attend meetings and can be reimbursed for travel expenses at the discretion of the committee chair.

Liaison Members may be appointed by other IEEE organizational units to serve in a representative capacity, subject to the consent of the committee Chair. Liaison members must be IEEE U.S. members and enjoy voting rights, but their costs of participation must be borne by the appointing unit. Liaison members typically serve one-year terms subject to extension by their appointing unit.

Upon request, and subject to the approval of the Chair, any other IEEE U.S. member in good standing may become a **Corresponding Member** of the Committee to provide information and assistance. Corresponding members participate in the committee's deliberations without vote or reimbursement. The Regional 1-6 Career Enhancement Coordinators shall serve as Corresponding Members of the Committee.

The Chair may appoint such ad hoc subcommittees and task forces as are necessary to more efficiently conduct the business of the committee.

FINANCIAL AND ADMINISTRATIVE SUPPORT

Financial support for Committee activities will be provided through the annual IEEE-USA budgeting process. The Chair will be responsible for seeing to it that the Committee operates within its approved budget and according to IEEE-USA policies and guidelines. To the extent feasible, most of the committee business will be transacted electronically. Administrative support will be provided by IEEE-USA staff.

PLANS AND REPORTS

In consultation with the Committee, the Chair or his/her designee will prepare an annual plan of goals and objectives in support of the committee's mission, which is subject to approval by the Vice President, Career Activities. The Chair shall also provide regular reports to the Vice President on major activities and accomplishments in support of the plan, including summaries of each meeting and a year-end report.

CHARTER CHANGES

Amendments to the Committee Charter require IEEE-USA BoD approval.

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Endorsed by OpCom (1/13/03)*