

AGENDA ITEM VI-E

MEMORANDUM

To: IEEE-USA Board of Directors

From: Gregg Vaughn, Vice President-Member Activities

Date: 12 February 2005

Re: Employment & Career Services (ECS) Charter Amendment

At its 12 February 2005 meeting, the IEEE-USA Employment & Career Services Committee (ECS) recommended amending their charter to include oversight of the IEEE-USA Salary Survey and its related products. The committee felt that in light of the fact that there has not been a volunteer Survey Committee for the past three years and that salary and benefits are an integral part of employment and career development, that the oversight function should be handled by the IEEE-USA ECS Committee.

In terms of the current Surveys Committee budget line item for 2005, we are recommending that the salary budget line item remain a separate line item as is currently the case. This money has already been allocated for development of the salary products in 2005. During budget discussions for the 2006 budget we can address the budget line issue.

In the meantime, I am recommending that the ECS Committee charter be amended to include the following function:

- Oversee IEEE-USA salary survey and related salary products and services as they pertain to employment and career development.

ACTION: IEEE-USA Board approval of proposed amendment to the IEEE-USA Employment & Career Services Committee Charter

Employment & Career Services Committee

GENERAL

The Employment & Career Services Committee is a Committee of the Institute of Electrical and Electronics Engineers-USA. It reports through the IEEE-USA Vice President - Member Activities to the IEEE-USA Board of Directors.

OBJECTIVE AND SCOPE

The goal of the Committee shall (IS) be to assist members in developing lifelong employability including their own professional and career development. The committee shall assist engineers, engineering managers and their employers in: Developing networking and job seeking skills; Achieving career satisfaction; Improving the ability of engineers to take responsibility for their own career and professional development; and emphasizing that career and professional development involves both technical and non-technical areas.

FUNCTION

- Continue to improve current employment, career and professional development products and services.
- Encourage and assist local sections located in Regions 1-6 in providing assistance and information to members with emphasis upon unemployed members;
- Provide Rapid Response Team Workshops for recently laid off employees and to develop workshops and seminars that will empower engineers in (continuously changing career and employment issues;
- Use various feedback mechanisms, such as surveys, to determine the value of current services to IEEE-USA members and to determine what additional services and programs are needed and practical.
- Increase the awareness of the members on the need for lifelong learning, and to develop effective materials and presentations to enhance employers' awareness that encouraging lifelong individual continuing education is in their best interests.
- Conduct surveys and research in the course of discovering new information on methods of seeking employment, career and professional development, and in better providing this and current information to the members.
- ***Oversee salary survey and related salary products and services as they pertain to employment and career development.***
- Prepare papers, deliver talks, serve on panels, and present workshops and/or conferences in the areas of employment and career development.

ORGANIZATION

The Committee Chair will be appointed by the IEEE-USA Vice President - Member Activities, with consideration of the Committee members' views and the approval of the IEEE-USA President.

The Committee will be comprised of regular and corresponding members, appointed by the Chair with the concurrence of the IEEE-USA Vice President - Member Activities. To ensure a balanced examination of all work undertaken by the Committee, the Committee membership should include representation from the six (6) US Regions of IEEE as well as non-voting human resource and career development professionals (who may or may not be engineers). These members should provide the viewpoint of the rank-and-file engineer, engineering management and the human resource/career development professional.

Regular members are responsible for participating in committee business, accepting and performing appropriate assignments, and calling new business to the attention of the Committee.

Corresponding members have the same responsibilities as regular members, except that they do not normally attend Committee meetings, and they do not vote.

Various advisory groups may be established as needed. The Chair may designate one member as Vice Chair of the Committee, with the concurrence of the IEEE-USA Vice President - Member Activities. In all of the foregoing, prime consideration shall be given to the continued effectiveness and continuity of the Committee's operations.

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget will be provided through the normal IEEE-USA BoD budget process. It is the responsibility of the Committee Chair to operate the Committee within the approved budget. Administrative support will be provided by IEEE-USA Staff.

REPORTS

A written summary of each meeting will be prepared by the Chair or his/her designee. Committee updates will be submitted periodically to the IEEE-USA BoD as part of the Vice President's Report.

CHARTER CHANGES

The committee may propose changes to this Charter by majority vote of the committee. Charter changes must be approved by the IEEE-USA Board of Directors.