

IEEE-USA 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, Career and Member Services to the IEEE-USA Board of Directors.

OBJECTIVE AND SCOPE

The goal of the Committee shall be to assist members in developing lifelong employability including their own professional and career development. The committee shall assist engineers and technology professionals in:

- Developing networking and job seeking skills
- Achieving career satisfaction for our members
- Improving members' ability to take responsibility for their own career and professional development
- Emphasizing that career and professional development involves both technical and non-technical areas
- Assisting members in making their organizations more productive

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 employment assistance and career information to at-risk or unemployed members.
- Provide timely assistance and services (e.g. workshops and webinars) for at-risk and unemployed engineers that will empower members in a continuously changing career and employment environment.
- Conduct 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 member awareness about the need for lifelong learning and develop effective materials and presentations encouraging employers' awareness that lifelong individual continuing education is in their best interests.
- Conduct surveys to discover new information on methods of seeking employment, career and professional development, and to provide current information to members.
- Oversee salary survey and related salary products and services as they pertain to employment and career development.
- Communicate the full range of employment and career products and services to all members as well as IEEE-USA's external audience
- Prepare papers, deliver talks, serve on panels, and present workshops, webinars, and/or conferences on employment and career issues.

ORGANIZATION

The Committee Chair shall be appointed by the IEEE-USA Vice President, Career & Member Services, with consideration of the Committee members' views and the approval of the IEEE-USA President.

The balance of the committee shall consist of ten regular members plus corresponding members, appointed by the Chair with the concurrence of the IEEE-USA Vice President, Career & Member Services.

To ensure a balanced examination of all work undertaken by the Committee, the Committee's regular membership should include members from the six (6) US Regions, one GOLD member, and three members-at-large (human resource and career development professionals--who may or may not be engineers). These members should provide the viewpoint of all U.S. members. Regular members shall be 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, Career & Member Services. 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 shall be provided through the normal IEEE-USA BoD budget process. The Committee Chair shall be responsible for operating the Committee within the approved budget. IEEE-USA staff shall provide administrative support.

REPORTS

The Chair or his/her designee shall prepare a written summary of each meeting. 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.

History

Adopted by the IEEE-USA BoD (Nov. 2000)

Amended (added responsibility for oversight of salary survey) (Feb. 2005)

Amended (VP reporting and appointments) (Nov. 2007)

Amended (updated functions, added GOLD rep, clarified that HR professionals may serve) (Nov. 2008), with editorial changes by IEEE Governance Committee (Jan. 2009)