

Dear IEEE UK and Ireland, Young Professional Affinity Group Members,

Applications are invited from suitably experienced and UK and Ireland (UK&I) Young Professional Affinity Group Members to join the YP Executive Committee for the role of an **Affinity Group Chair and Vice Chair**.

IEEE UK&I YP Affinity Group <https://ieeekiyp.org/> is a successor to the Graduates of the Last Decade (GOLD) that was created over 2 decades ago as a membership program. One of its main aims is to help young professionals within the larger IEEE community to network and to build up their career together with other members.

The group has a core team of 5 active volunteers with extended access to a wider pool of 10 approx. volunteers from academia and industry spread across the Section. It has been active for the past 5 years with a wide range of events organised on technical /career and professional development topics, across the country both locally from a two-hour seminar/site visit to a cross regional 3-day conference. Highlights include receiving 2020 Region 8 Outstanding YP AG award and overseeing the YP initiated 2<sup>nd</sup> Postgraduate STEM Research Symposium which won the 2020 Darrel Chong Student Activity Awards alongside the University of Leeds' IEEE Student Branch.

The UK and Ireland Section is one of the largest active and diverse sections within region 8 and has received a number awards in the past few years <https://ieeer8.org/category/awards/r8-awards/chapter-of-the-year-awards/>.

The **Chair** is required to direct and drive the Affinity Group to greater heights and achievement and be responsible for the following:

- Ensuring that at least two technical meetings are conducted and reported in a calendar year.
- Recruiting volunteers, provide leadership and guidance to them, mentor your successor, and ensure that AG activities are focused on increasing member engagement and satisfaction.
- Presiding at meetings of the Chapter and the Chapter Committee.
- Operating the AG to maximize satisfaction of Chapter member needs with the resources available.
- Preparing reports of AG Activities for submission to the Section Secretary, Region and/or Society Chapter Coordinators.
- Ensure that the AG is in compliance with IEEE Policies and local regulations.

The **Vice-Chair's** role requires leading the group in the Chair's absence and supporting with undertaking the above-mentioned responsibilities for achieving the Chair's vision.

Both the Chair's and Vice-Chair's role typically require 1-2 hours a week, and at peak periods over 3 hours per week, but most importantly, the role requires someone who will be accessible and available.

Being a volunteer is a great opportunity to give back to your local engineering or STEM community while receiving excellent leadership self-development and the chance to network with local people in the industry, and in the wider IEEE community.

Ideally, we are looking for individual(s) who can meet the following requirements,

- Develop a plan for the group's regional/local activities and lead a team of volunteers thereby ensuring successful implementation of plan.
- Self-motivated, taking full ownership and responsibility for tasks allocated and complete them in a timely manner.
- Create and develop innovative ideas for new IEEE events.
- Seek opportunities to build and maintain a relationship with members, and industry contacts and other internal and external similar organisations
- Promote the benefits of IEEE to members/other similar organisations for joint event development, including securing sponsorships.
- Attend and contribute towards committee meetings (including teleconferencing) approximately 5 per year.
- Past experience in a similar leadership role would be beneficial.

In return, IEEE UK&I YP would provide you with the following:

- Opportunities to participate with leading young engineer groups around the world right at your doorstep.
- Network with other engineers; expand your professional contacts within the UK and Ireland.
- Technically and professionally develop yourself through seminars, site visits and other industry events.
- Travel opportunities for IEEE YP conferences if suitable opportunities arise.
- Opportunity to give back to the profession, and to have something really useful and worthwhile to add-on to your CV

### **Apply for the Post**

Please indicate your interest by replying to the IEEE UK & Ireland Section Nomination and Appointment Chair [nominations@ieee-ukandireland.org](mailto:nominations@ieee-ukandireland.org) by **24<sup>th</sup> April 2022** with the following information:

- 1) Your employer, job title, role, and city you are based in.
- 2) The skills you possess and can offer and your main reason for your volunteering.
- 3) A one-page position statement of your interest, experience, goals and dedicated time.  
Example of a position statement can be found here <https://mga.ieee.org/news/34-nominations/350-candidates-for-2020-ieee-president-elect-issue-their-position-statements>
- 4) IEEE CV,
- 5) Prior volunteering experience and leadership positions held

Shortlisted candidates will be invited for a skype interview. The successful applicant will be notified by **16<sup>th</sup> May 2022**.