

IEEE Canada WIE Committee Role Description

This document provides a brief description of available roles within IEEE Canada WIE committee, and the expected responsibilities for each position.

Vice Chair (filled)

Regional IEEE WIE Vice Chair shall be responsible for supporting the regional IEEE WIE Coordinator in carrying out the assigned responsibilities and duties. The Vice Chair shall also replace and preside the chair over meetings in case of absence or unavailability of the chair. Vice Chair shall provide support to the regional IEEE WIE activities. Vice chair shall work to promote the adoption of the IEEE WIE Pledge for the events and conferences in the region: “working toward gender-diversified panels at all IEEE meetings, conferences, and events, including our own”.

Canada Central Area WIE Representative (filled)

IEEE Canada consists of three areas: East, Central, and West. The Canada Central Area WIE Representative serves as the primary point of contact for WIE Affinity groups in the Central Area when the WIE chair is unavailable. This role involves liaising with WIE affinity groups, providing support, and ensuring continuity of initiatives aimed at promoting gender diversity and inclusion in engineering. Responsibilities include coordinating meetings, communicating updates, representing the interests of WIE members in the Central Area, and assisting in the establishment of WIE affinity groups in sections without one. The ideal candidate will demonstrate strong communication skills, reliability, and a commitment to advancing the goals of WIE within our organization. Other tasks might be assigned to the Central Area WIE Representative depending on the geographically relevant activities. To be eligible for this role, your home section must be in the Canada Central Area.

Canada East Area WIE Representative

The Canada East Area WIE Representative serves as the primary point of contact for WIE Affinity groups in the East Area when the WIE chair is unavailable. This role involves liaising with WIE affinity groups, providing support, and ensuring continuity of initiatives aimed at promoting gender diversity and inclusion in engineering. Responsibilities include coordinating meetings, communicating updates, representing the interests of WIE members in the East Area, and assisting in the establishment of WIE affinity groups in sections without one. The ideal candidate will demonstrate strong communication skills, reliability, and a commitment to advancing the goals of WIE within our organization. Other tasks might be assigned to the East Area WIE Representative depending on the geographically relevant activities. To be eligible for this role, your home section must be in the Canada East Area.

Students Representative

Regional student representative shall be responsible for reaching out to students, letting them know about the regional IEEE WIE activities, working closely with student branches and their chairs and other students' leaders in the region to promote IEEE WIE. Student representative will be responsible for exploring new opportunities in the universities and colleges in the region and acting as a liaison between IEEE WIE student AGs and the region. Student representative shall provide a regular report to the regional committee members about the status of student units. Student representative shall be responsible for promoting membership among students by organizing events in the universities and colleges to educate the students about the benefits of having an IEEE membership, monitoring a current record of membership, analyzing membership information and trends to identify membership problems and opportunities, and ensuring adequate supplies of membership development materials are available for distribution.

First Nation Representative

Regional First Nations Representative serves as a vital link between our team and First Nations communities, advocating for their interests and fostering understanding and collaboration. Responsibilities include advocating for the interests and needs of First Nations peoples within IEEE WIE, facilitating communication, providing cultural guidance, identifying opportunities for partnership and collaboration, and promoting inclusivity within our initiatives. Candidates should possess a deep respect for Indigenous cultures, strong communication skills, and a commitment to reconciliation and equity. This role offers a unique opportunity to contribute to meaningful change and build bridges between our organization and First Nations communities.

Secretary

Region IEEE WIE secretary is responsible for scheduling monthly IEEE WIE committee meetings in the region, notifying the members of the upcoming meetings, recording minutes of meetings, monitoring the number of events and activities, reporting them, and keeping track of the documentations.

Documentations could include any non-financial documents such as meeting reports, current, past, and future strategies, and plans. Region IEEE WIE secretary shall also be responsible for distributing agendas and meeting notices as well as maintaining an adequate supply of all required forms and materials.

Treasurer

Region IEEE WIE treasurer is responsible for developing, coordinating budgets, and tracking expenses. Region IEEE WIE treasurer shall maintain financial records, prepare financial plan and annual budget record for the year. Region IEEE WIE treasurer shall also prepare and submit the financial reports to the committee members and report the financial status when required. It is the treasurer's responsibilities to comply with all applicable IEEE Guidelines.

Webmaster

Region IEEE WIE webmaster shall manage the website and update it with the most recent information, e.g., upcoming events, volunteers and their roles, news, etc.

Graphic Designer

Graphic designer shall be responsible for designing posters and flyers for IEEE WIE events in the region and ensuring that the designed material follows IEEE WIE Branding guidelines.

Social Media Coordinator

Social media coordinator shall manage the social media platforms, i.e., Facebook, Instagram, Twitter, and LinkedIn for IEEE WIE in the region. This can be achieved by advertising the upcoming events on a regular basis by posting, tagging other IEEE group collaborators, and asking them to share the upcoming events. Social media coordinator shall collaborate with the region IEEE WIE volunteers to collect data to be shared on social media channels.

Industry Engagement Coordinator (filled)

Region IEEE WIE industrial engagement coordinator shall be responsible for promoting IEEE WIE engagement with the regional and global industry. This could be achieved by collaborating with industry and contacting speakers from industry to get involved with IEEE WIE events, building a bridge between WIE groups inside the companies and the IEEE WIE to help IEEE WIE members to build networks.

Outreach Coordinator

Region IEEE WIE outreach officer shall be responsible for reaching out to people and letting them know about IEEE WIE in the region. Outreach coordinator could achieve this by outreaching to other WIE, IEEE, non-IEEE societies groups for collaboration and inviting distinguished speakers, WIE leaders, male alliances, etc.

Outreach coordinator shall be responsible for exploring new opportunities in the communities and working closely with publicity and communications coordinator for outreach purposes. Outreach coordinator shall promote IEEE WIE membership by organizing events to educate participants about the benefits of having an IEEE membership, analyzing membership information and trends to identify membership problems and opportunities, and ensuring adequate supplies of membership development materials are available for distribution.

Humanitarian Activities Coordinator

Humanitarian activities coordinator shall collect and provide resources that inspire and enable IEEE WIE volunteers in the region to carry out and support impactful humanitarian technology and sustainable development activities at the regional level. Humanitarian activities coordinator

shall be responsible for raising awareness, providing training or finding suitable trainers, and encouraging IEEE WIE members in the region to form groups in order to effectively develop sustainable solutions that make a long-term difference in the lives of people around them. Humanitarian activities coordinator shall follow up the activities of IEEE Humanitarian Activities Committee (HAC) Education Forum and other IEEE humanitarian forums, which provide trainings and learning materials in topics related to humanitarian activities, sustainable development, and how technology and technically trained individuals can contribute in the communities. Humanitarian activities coordinator shall report the new learnings and activities from the forums to the regional IEEE WIE committee members. Humanitarian activities coordinator shall organize at least one event per year to promote humanitarian technologies and sustainable development activities.

IEEE WIE STAR Coordinator

Regional IEEE WIE STAR coordinator shall inform the chairs of IEEE WIE AGs in the region of the required certifications and the available programs through organizing an event (at least once per year). IEEE WIE STAR coordinator shall provide the required support to IEEE WIE AG chairs in the region to promote IEEE WIE STAR activities, organize events related to IEEE WIE STAR program in the region, provide guidance for volunteers performing IEEE WIE STAR program activities by helping them in organizing competitions and field trips, providing technical support, and finding suitable mentors. IEEE WIE STAR coordinator shall collect and analyze the data related to the events of IEEE WIE STAR program organized in the region.

Volunteers Recruitment Coordinator (filled)

Volunteers' recruitment coordinator shall work closely with the chair to make sure the positions in the regional IEEE WIE committee are filled out. In addition, volunteers' recruitment coordinator shall be responsible for making public presentations in the region to inspire regional volunteers to join the IEEE WIE committee in the region.

Other positions (Not open now)

Publicity and Communication Coordinator

Publicity and communication coordinator shall be responsible for enhancing the visibility of IEEE WIE activities and members through participating in different events and programs. In addition, publicity and communication coordinator shall be responsible for marketing the events through different channels/ways such as attending conferences, social and networking events, social media channels, sending marketing material to regional IEEE communication channels and regional IEEE WIE mailing list. Publicity and communication coordinator shall be responsible for analysing the data from previous marketing activities to improve marketing strategies in the regional IEEE WIE committee.

Affinity Group Formation Coordinator

Affinity group formation coordinator shall support the formation of new local and student IEEE WIE AGs and student AGs in the region. This can be achieved, for example, by contacting the universities and communities where no IEEE WIE AGs have been identified. Affinity group formation coordinator shall be responsible for managing and helping the chairs of the newly formed affinity groups in the initial stages to ensure its successful operation.

Awards Coordinator

Awards coordinator shall be responsible for tracking the awards (IEEE WIE Regional Awards, IEEE Regional Awards, IEEE WIE Awards, IEEE MGA Awards) that IEEE WIE members in the region are eligible for, documenting the requirements and the deadlines of each award. Awards coordinator will coordinate with the chair and other members of the regional IEEE WIE committee to prepare the required documents and makes sure that IEEE WIE members/groups apply for the awards prior to the deadline.

Conference Coordinator

Conference coordinator shall be responsible for monitoring the technical and non-technical IEEE conferences and tracking IEEE conferences' dates and schedules to provide IEEE WIE representation in these conferences and seek out opportunities for the region by participating or leading workshops, seminars, or networking events at least two times a year, and having banner stand/table with volunteer(s) in collaboration with the region event coordinator (if applicable). Conference coordinator shall recommend conferences where there is a need to have IEEE WIE representations or sponsorship and suggest termination of conferences no longer beneficial to IEEE WIE.

Event Planner and Coordinator

Event planner and coordinator shall be responsible for planning and hosting IEEE WIE events in the region. Event planner and coordinator shall pre-plan events logistics such as timeline creation and development, site selection and food and beverage planning (if in person), audiovisual and production planning, and event creation using the appropriate platforms. Event planner and coordinator shall collaborate with the region treasurer in creating budget for the events, invoicing, and assisting in bill payment. Event planner and coordinator shall collaborate with the graphic designer, the webmaster, and the social media coordinator in the region to coordinates some events logistics such as preparing posters, announce the event in the region IEEE WIE website and in the social media platforms in the Region.

* In some cases, multiple positions can be held by a single volunteer. There further can be multiple volunteers with the same position, forming a subcommittee.