# POSITION DESCRIPTION FOR REGION 6 PACE CHAIR

**1. Introduction**

* The Region 6 PACE Chair is appointed by the incoming Director to a two-year term of office concurrent with the Director’s, and confirmed by the Region 6 Executive and Operating Committees.
* The PACE Chair provides activity and project guidance to Areas and Sections, and serves as a conduit for information from IEEE-USA.

**2. Mission**

* The PACE Chair functions to increase professional awareness, and to enhance member satisfaction through professional activities, education, and public service.
* The PACE Chair also provides a mechanism for the dissemination of information to Areas, Sections, Chapters, and individual members on the work done and services provided by IEEE-USA.

**3. Qualifications**

* The PACE Chair must be of member grade or higher, and a resident of Region 6.
* Broad IEEE experience is desirable, including holding Section or Chapter office.

## 4. Duties

* Serves as coordinator of Region 6 PACE activities.
* Chairs Region 6 PACE meetings
* Chairs a committee composed of Area PACE Chairs.
* Serves as a Region 6 contact with IEEE-USA
* Participates on the IEEE-USA PACE Leadership & Workshop Committee to advance Region 6 interests
* Manages Region 6 PACE funding for projects and travel
* Emphasizes annual Region 6 PACE project obligations in Q1-2
* Submits semi-annual PACE reports

**5. Budget**

* The Region 6 budget includes income from IEEE-USA for PACE projects and the annual PACE workshop.
* Region 6 also provides supplementary funding.

**6. Interactions**

## The PACE Chair interacts with Area PACE Chairs, who in turn work with Section PACE Chairs.

* The PACE Chair also interacts with IEEE-USA PACE activities in behalf of Region 6.

**7. Resources**

* Region 6 Bylaws, Operating Manual, and Travel Regulations
* The IEEE-USA PACE Network web page at <http://www.ieeeusa.org/PACE/>
* The IEEE-USA PACE Resource web page at <http://www.ieeeusa.org/PACE/resources.asp>
* The PACE Leaders' Handbook from Network web page

**8. Sample Products**

* Form for Professional Activities Project Financing
* Prior funded projects
* Appendices containing guidance

**9. Accountability**

* The PACE Chair reports to the Director and is periodically reviewed by the Director and the Region 6 Executive Committee for progress toward goals.
* The quality and quantity of PACE projects around the Region are reviewed.
* The PACE budget is tracked.