

IEEE ADMISSIONS AND ADVANCEMENT COMMITTEE OVERVIEW AND MEMBER RESPONSIBILITIES

OVERVIEW:

- The IEEE Admission and Advancement Committee is responsible for implementing IEEE policies, rules and procedures related to admission, grade assignment and grade advancement, and for reinstatement of membership. The Committee meets only on an ad hoc basis at the call of the Chair. Generally all meetings are held via teleconference or other electronic means but they may have one face to face meeting.
- In addition, there are 8-10 ad hoc Review Panels conducted each year where applications for Senior Membership are reviewed. The Review Panels are comprised of local volunteers who are recruited from the Section(s) in proximity to where the Panel meeting is being held. Normally the A&A Chair is the only representative of the A&A Committee who attends the Review Panel meetings, however other Committee members are encouraged to attend when the meeting is local to their place of residence (no travel funding is provided).

BRIEF DESCRIPTION OF VOLUNTEER RESPONSIBILITIES:

Chair:

- Conducts 8-10 Review Panel meetings each year.
- Conducts weekly reviews of new applications for membership to determine the initial grade assignment
- Chairs ad hoc A&A Committee meetings
- Participates as a member of the MGA Member Engagement and Lifecycle Committee

Estimated time required:

Review Panel Meetings	8 hours each, 8-10 times per year
Conference Call	1 – 3 hours per year
Review new applications	1 hour per week
MGA MELC Committee	3 to 4 teleconferences (1 – 2 hours each), 1 face to face meeting

Members:

- Participate in ad hoc committee meetings (usually via teleconference).
- If practical, attend A&A Review Panel meetings when held in locale close to residence (no travel assistance provided).

Estimated time required:

Conference Call	1 – 3 hours per year
Review Panel	8 hours each, 0 - 1 time per year

Standard travel expenses are reimbursed for Chair's attendance at A&A Review Panel meetings. No other travel assistance is provided.

Qualifications: Must be an IEEE member in good standing, Senior Member or Fellow Grade