



**BOARD ADMINISTRATOR MGA
MEMBER & GEOGRAPHIC ACTIVITIES - NJ
EOE M/F/D/V**

Full-time Exempt

13 January 2009

**Job Code: E2493-22120
Salary Band: EE05**

Responsibilities: The incumbent will ensure the MGA Board is prepared to do its work in an efficient, effective and timely manner. This person will ensure that the MGA Awards & Recognition Committee (ARC) is informed in a timely and efficient manner regarding all nominations and endorsements for each award. He/she shall be a resource for MGA Policies and Procedures contained in IEEE/MGA governing documents, and shall provide assistance in this regard. He/she shall be a member of the MGA Board support team and shall attend meetings of the MGA Board, and ensure changes to operations manuals, new initiative projects, and appointment are properly recorded. As a member of the MGA staff, he or she shall be a valued participant by, identifying and facilitating ways to innovate and improve IEEE and the department, and by working collaboratively and cooperatively. He/she will need to demonstrate a strong acumen for the MGA strategy and the implications of specific MGA agenda items. The incumbent will develop a marketing/communication plan for the MGA Awards Program. This position will develop the production schedule for the MGA Board, MGA Awards & Recognition Committee and the MGA Nominations and Appointments Committee meeting agendas to assure all items are reviewed by the Committee as required. This individual will serve as administrator for MGA Board and Committee website. This includes the development and organization of documentation. The incumbent will create and maintain a database of RAB/MGA Board actions. He/ she will track activities, tasks and project deliverables related to the development of the MGA Board meeting agenda. This person will interface with MGA staff and volunteers to create and review agenda items for the MGA Board agenda. He/she will verify that all items are submitted in accordance with approved guidelines. Administrator, Life Members Fund Grants – verify that funds and projects are tracked in accordance with approved procedures. He/she will provide timely and accurate responses to MGA Volunteer and staff queries on matters pertaining to MGA Operations Manual, IEEE Bylaws and Policies. The incumbent will accurately interpret and communicate MGA Board actions and issues. This individual will need to

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understand and follow the actions as they occur from meeting to meeting for both the MGA Board and ARC. He/she will provide general administrative support to the IEEE Member and Geographic Activities Board, MGA Nominations and Appointments Committee, IEEE Life Members Committee and other committees as assigned. Responsibilities include but are not limited to, Meeting Planning, Creation of agendas, Minutes/action items.

Requirements: A BA/BS in a relevant business discipline or communication arts is preferred. This individual must have a minimum of four years of relevant industry or technical experience. Must possess a combination of education and experience that has prepared him or her to work with senior staff and volunteer management in a fast paced, dynamic work environment that requires excellence in execution and strict attention to detail. Prior experience working in either an association environment is preferred. Some knowledge of the logistics involved in meeting planning will be very helpful. He/she must be a technologically savvy knowledge worker who seeks out technology solutions to business challenges and applies the benefits of technology to his or her work environment. He/she must be daily user of off the shelf word processing, presentation and spreadsheet software. This individual must be fluent in English, and possess a strong command of English grammar and syntax. He/she should be comfortable and adept at presenting ideas and concepts to groups of people in both formal and informal settings. Extensive - responsible for documenting MGA Board and various MGA Committee actions, communicating with volunteers, staff and members on MGA. He/she must have excellent reading and comprehension skills. Understanding and comprehension of key policy documents, including MGA Operations Manual, IEEE By laws and policy. Business fluency in a foreign language will be helpful but is not required.