



Administrative Committee (AdCom) Representative Duties

The responsibility of the member society representative to the Systems Council AdCom is to provide the Council with insights and positions that are in support of the sponsoring Society, and to carry back Systems Council positions and statements to their sponsoring societies. The individual representative is to guide activities and committees in areas of concern that are jointly shared with other IEEE societies, participate in meetings as requested (funded by the sponsoring society, the Council or the Technical Advisory Board (TAB)) and keep the Council informed on the new products and technologies that are shared with other supporting societies.

The individual may also propose and lead activities that mutually benefit their sponsoring Society and the Systems Council. Society representatives are encouraged to serve on the various awards, scholarship, or technical committees of the Council. Each representative on the Council AdCom must be an IEEE Graduate Student Member, Member, Senior Member or Fellow and a member of the Society they represent.

Each Society will appoint two representatives to the Council, with one representative identified as the Primary, or voting member. In the absence of the Primary member at an AdCom meeting, the Secondary member will represent the Society as the voting member.

The normal term of the representative is two years, renewable once. The society representative to the Systems Council AdCom is to serve no more than two consecutive terms. After a one-year lapse, the individual is eligible for another two-year term as reappointed by the sponsoring society. However, the societies are encouraged to appoint new representatives to the SC AdCom to become the basis for new idea and policy generation.

Each society representative to the Council AdCom is expected to attend the AdCom Meeting(s) each year. As of 2018, there are two meetings per year: The first is in winter/spring in conjunction with the annual IEEE International Systems Conference. The second is held in late September, in conjunction with the annual AUTOTESTCON conference.