Job Descriptions for Volunteers and Staff of IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society (UFFC-S)

Note 1: Except for the tasks prescribed in the UFFC-S Constitution and Bylaws, which must be followed, other tasks listed in this document are intended to serve as a guide to help volunteers and staff to do a better job.

Note 2: This document mainly covers positions referred in the UFFC-S Constitution and Bylaws. Positions within a large number of UFFC-S Committees are not covered but they could be in separate documents.

(Created: December 22, 2014; Latest Revision: January 25, 2018)

Acknowledgements

This document has been sent out to dozens of people for review and comment. So far, the following people (listed in a random order) and others have responded with suggestions, comments, corrections, additions, and/or edits. Improvements to this document have been made based on their inputs. Their efforts are greatly appreciated:


Introduction

This “Job Descriptions” document was created on December 22, 2014 when I was the President of IEEE UFFC-S. Dr. John Vig, a past UFFC-S President and IEEE President, and others have suggested me to write a Job Descriptions document. Finally, the first draft of the document was produced on August 9, 2017. I would like to thank John and others for their suggestions.

This document mainly covers UFFC-S positions mentioned in the UFFC-S Constitution and UFFC-S Bylaws. Positions within a large number of UFFC-S Committees could be covered in separate documents.
Many of the requirements for each position in this document are taken from the UFFC-S Constitution and UFFC-S Bylaws. Efforts have been made to convey the information in the Constitution and Bylaws as faithfully as possible. However, in case there are any ambiguities in the document, the Constitution and Bylaws themselves should be checked and followed.

The UFFC-S Constitution and UFFC-S Bylaws are higher-level governing documents that the UFFC-S, including the UFFC-S Administrative Committee (AdCom), should follow. Any actions or motions that are passed by the AdCom but are in conflict with the UFFC-S Constitution or Bylaws should be invalid. Thus, it is important for us to be familiar with the UFFC-S Constitution and Bylaws.

Although UFFC-S AdCom could change the Constitution and Bylaws, it should follow the procedures prescribed in the Constitution and Bylaws for amendments: (i) A committee such as the Constitution and Bylaws Review and Revision Committee would need to be formed; (ii) The amendments are then reviewed by AdCom for at least 30 days; (ii) 2/3 affirmative votes of all Voting Members of AdCom on the amendments are required; (iv) The AdCom-approved amendments need to be sent to the IEEE Vice President for Technical Activities for approval; (v) The IEEE-approved amendments then need to be announced to UFFC-S membership, and, in the case of changes to the Constitution, the amendments also require a commenting period by the UFFC-S membership for at least 30 days.

Each section (one section per position) starts off with a subsection referred to as “General Items” that provides common requirements and/or information that may apply across multiple sections, making each section self contained. As a result, this allows the reader to directly navigate to a section(s) of interest, i.e. by using a search, or bookmarks on the left hand side or the Table of Contents of the PDF version of the document.

In addition, the AdCom and Committee meeting guidelines that are prescribed in the IEEE and UFFC-S governing documents and are very important for UFFC-S leaders and volunteers have been summarized in one place (right after the Table of Contents) at “Common AdCom and Committee Meeting Guidelines” (one can click on the underlined text to view the guidelines). These guidelines are also linked from relevant sections for easy access.

Notice that the tasks listed in the Subsection “Responsibilities and Information from the UFFC-S Bylaws” within each section are prescribed in the UFFC-S Constitution and Bylaws and thus must be followed. However, the tasks in Subsections “Additional Responsibilities and Information Not in the UFFC-S Bylaws”, “Helpful Suggestion(s)”, and others are intended to serve as a guide to help volunteers to do a better job.

I hope that this document is much easier to read than the UFFC-S Constitution and Bylaws in terms of job descriptions of various positions, and hope that it clarifies specific tasks that the volunteers in each position are expected to perform and save time of our busy volunteers. This, in turn, could improve the governance of the UFFC-S.


Some useful documents are listed below:

(1) The UFFC-S Constitution (August 16, 2017 version) and UFFC-S Bylaws (May 23, 2017 version) referred in this document are accessible from the UFFC-S website at:

(a) https://ieee-uffc.org/about-us/governing-documents/uffc-constitution/
(b) https://ieee-uffc.org/about-us/governing-documents/uffc-bylaws/
Many volunteers would like to learn more about travel support provided by the UFFC-S. The latest travel support policy is accessible via the UFFC-S website at:


For anyone who would like to learn more about UFFC-S, a Wikipedia page may be a good place to start:

(a) [http://ewh.ieee.org/conf/ius_2008/z_doc_misc/05_uffcs_on_wikipedia.pdf](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/05_uffcs_on_wikipedia.pdf) (PDF version)

(b) [http://ewh.ieee.org/conf/ius_2008/z_doc_misc/05_uffcs_on_wikipedia.doc](http://ewh.ieee.org/conf/ius_2008/z_doc_misc/05_uffcs_on_wikipedia.doc) (DOC version)

(c) [https://en.wikipedia.org/wiki/IEEE_Ultrasonics,_Ferroelectrics,_and_Frequency_Control_Society](https://en.wikipedia.org/wiki/IEEE_Ultrasonics,_Ferroelectrics,_and_Frequency_Control_Society)
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**IMPORTANT: Common AdCom and Committee Meeting Guidelines**

From Section 3.2 of UFFC-S Bylaws (the rules apply to both AdCom and any committee meetings):

(1) Any member of AdCom (or a committee) can make or second a **motion**. Motions from a **committee** to AdCom do not need a second.

(2) A **quorum** in an AdCom (or a committee) meeting is defined as a majority of all Voting Members of AdCom (or the committee). If the quorum in a meeting is not met, only **informal discussions** may be held.

(3) Quorum shall be determined at the **beginning** of the meeting by the **presiding officer**. Any **Voting Member** can request to **verify** that a Quorum is present at **any point of time** during the meeting.

(4) In a meeting (in-person, or by any means of telecommunication, or by a combination of the two methods) where the Quorum is met, **approval of an action** by AdCom (or a committee) means an affirmative vote of a majority of Voting Members who are **present** at the meeting when the vote is taken (the word “present” in this context means a **physical presence** in the **meeting room** or participation via **telecommunications** equipment allowing all persons participating in the meeting to hear each other at the same time), except for the following cases where more stringent voting requirements may be needed (see UFFC-S Constitution: Sections 5.1.3, 5.3.2, 5.4, and 8, and UFFC-S Bylaws: Sections 3.2.3.2, 3.2.4, 3.3, 3.5, 3.6.3, 5.1, and 6 for specific voting requirements):

   a. Ratifications of appointments of **Standing Committee Chairs**
   b. Filling **vacancies** on **unexpired** terms
   c. **Removal** of members
   d. Election of **President-Elect**
   e. **Email voting** (see below)
   f. Call for **special meetings** (see below)
   g. **Amendments** of Constitution and Bylaws

(5) When participating via **telecommunication**, the **vote** of a Voting Member of AdCom (or a committee) shall be counted only if the telecommunications equipment allows all persons participating in the meeting to hear each other at the same time.

(6) In **email voting**, the following procedures should be followed:

   a. An affirmative vote of a majority of all AdCom (or committee) members eligible to vote shall be required to approve the action
   b. The **action item(s)** shall be distributed to all AdCom (or committee) members for discussion along with **background** information of the item(s) at least 1 (one) week before the discussion deadline
   c. The results of the vote should be **announced** to the members of AdCom (or a committee) as soon as the voting is completed
   d. The voting items(s) and the results shall be filed in the **meeting minutes**
e. Should a Voting Member of AdCom (or a committee) feel that e-mail is an insufficient conduit for discussion, that Voting member may move to have the action considered via a Special Meeting. The Special Meeting can be held only when the motion is approved.

(7) Special Meetings may be called by the UFFC-S President (or the Chair of a committee), or by an AdCom (or a committee) motion that is approved to call for such meetings.

(8) An “Abstain” vote in a meeting or email voting means a “No” vote.

(9) Meetings of AdCom (or a committee) shall be governed by rules in the following order (the one listed first takes the precedent):

a. IEEE governing documents such as (i) IEEE Constitution, (ii) IEEE Bylaws, (iii) IEEE Policies, and (iv) various IEEE Operations Manuals

b. UFFC-S governing documents such as (i) UFFC-S Constitutions, (ii) UFFC-S Bylaws, (iii) UFFC-S Policies, and (iv) various UFFC-S Operations Manuals, and (v) miscellaneous documents such as this Job Descriptions document

c. Robert’s Rules of Order

From Section 6 of UFFC-S Constitution (the rules apply to both AdCom and any committee meetings):

(10) The Presiding Officer of AdCom (or a committee) shall have no vote on AdCom (or the committee) except:

a. If the vote is by secret ballot

b. Unless the Presiding Officer’s vote can change the outcome of the vote

c. Or, unless otherwise stipulated in the UFFC-S Bylaws

(11) Individuals holding more than one position on AdCom (or a committee) shall be limited to one vote on each matter being considered by AdCom (or the committee).

(12) Proxy voting is not allowed.

(13) Section 5 of UFFC-S Constitution: “The President shall be an ex-officio member of all committees of the UFFC-S.” Thus, the UFFC-S President shall be invited to all committee meetings.

From Section I.300 of IEEE Bylaws:

(14) IEEE Bylaws: “Meetings of the IEEE Board of Directors, Major Boards, and other organizational units shall be open for attendance by any IEEE member or staff.”

a. Thus, except in executive sessions where matters such as personal disciplinary actions are taking place, any IEEE member has the right and privilege to attend any of the UFFC-S AdCom meetings, UFFC-S committee meetings, as well as IEEE meetings.

b. However, attendees who are not invited may not be recognized to speak or take food and beverage provided by the meeting, unless specifically allowed by the Presiding Officer of the meeting.

c. Note: IEEE UFFC-S is one of the IEEE “organizational units”.
1. President (Voting Member)

1.1. General Items

Term of Office: Two years from January 1 of the first year in office until December 31 of the second year. (The retiring President shall not be eligible for election to the office of President-Elect for a period of ten years after completing the term of the office of President.)

Method of Appointment: By succession (Section 3.5.1 of UFFC-S Bylaws: “The President-Elect assumes the Presidency at the conclusion of the outgoing President’s term.”)

Attendance: Regularly scheduled AdCom meetings (presides on the meetings) (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

Report: Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

Turn Over: Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

Meeting Guidelines: Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

Note(s): The requirements below are general guidelines and serve only as minimum requirements.

1.2. Responsibilities and Information from the UFFC-S Bylaws

(The duties and responsibilities below are compiled from information spread in multiple sections of the UFFC-S Constitution and UFFC-S Bylaws --- Note: UFFC-S Constitution and UFFC-S Bylaws always take precedent over this document.)

(1) Lead the affairs of the Society, as defined in Article 5 of the UFFC-S Constitution.

(2) Speak for the Society on all matters not specifically delegated to others.

(3) Promote the interest of the Society and the IEEE where the President or designee is automatically a member of certain IEEE committees.

(4) Be well informed of activities of all UFFC-S committees. (Notice that in Section 5.3.3 of the UFFC-S Constitution, the President shall be an ex-officio member of all committees of the UFFC-S.) (The Chairs of all Standing Committees and Ad Hoc Committees are tasked to copy to the President whenever they send out a meeting notice to their committee members since the President is an ex-officio member of all these committees. See the “General Items for Standing Committees” or “General Items” included in the Job Description of each committee.)

(5) Hold AdCom meetings at least twice a year and preside all AdCom meetings during the term.

(6) In Section 3.8 of the UFFC-S Bylaws: “A minimum of two AdCom Emeriti, not including those who are currently serving in other positions as AdCom Members, shall be invited by the President to attend each AdCom meeting.”
(7) Organize email discussions and voting.

(8) Make sure that actions and motions passed by UFFC-S AdCom would not be in conflict with the UFFC-S Bylaws and Constitution, which always take precedent. (If AdCom does not like some rules and regulations prescribed in the UFFC-S Bylaws and Constitution, it could only suggest making amendments to these documents and then follow all of the procedures prescribed in Article 8 of UFFC-S Constitution for amendments.)

(9) Make appointments (when contacting prospective candidates for appointments, a copy of this document may be included since the candidates may want to know first what they need to do if they are appointed):

   a. 16 Standing Committee Chairs. (Note that in Section 5 of the UFFC-S Bylaws: “(i) Standing Committee Chairs shall be appointed by the President (by the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year) and (ii) ratified by an affirmative vote of a majority of all Elected AdCom Members. (iii) While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”) (Also note that: The Nominations Chair shall be the Junior Past President. If the Junior Past President is not available, the most recent Past Chair of the Nominations Committee or an available Past President of the UFFC-S shall be the Chair. In extenuating circumstances, a different individual may be appointed to this position.)

   b. Editor-in-Chief-Elect (EIC-Elect) of TUFFC as needed. (Note that in Section 5 of the UFFC-S Bylaws: “The UFFC-S President, with the review and approval of AdCom, shall appoint a Transactions EIC-Elect at least one year before the expiration of the last term of incumbent EIC or as soon as possible should the EIC-Elect position become vacant, with input from the Vice President for Publications, the incumbent EIC, and AdCom.”)

   c. UFFC-S Secretary and UFFC-S Treasurer. (Note that in Section 3.6 of the UFFC-S Bylaws: Whether Secretary and Treasurer are separate positions or one combined position is left to the discretion of the individual making the appointment.)

   d. 3 Junior AdCom Student Representatives per year, one from each of the 3 UFFC-S technical areas. (Note that: In Section 3.7 of UFFC-S Bylaws: (i) “The Student Representatives shall be appointed by the President (by the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year).” (ii) “It is desirable that Student Representatives remain students during their term of service. If a Student Representative cannot complete his or her term, a replacement shall be appointed by the President to serve the remainder of the term of the student.” (iii) “There shall be up to three Junior and three Senior Student Representatives to AdCom, no more than two from any of the three Society technical areas.”)

   e. Ad Hoc Committee Chairs. (In Section 5.2 of the UFFC-S Bylaws: “The President shall define the purpose of the Committee and may provide guidance for how long the Committee shall be constituted, the number of members the Committee shall have, how the members are to be selected, and the terms of office of the Chair and the members. All Ad Hoc Committees should disband at the end of the calendar year or the end of the appointing President's term of office. The Ad Hoc Committee may be reappointed by the President's successor.”)

   f. UFFC-S Representatives to other IEEE Societies, Councils, Committees, Journals, and entities outside of IEEE such as SPAWDA conference. (UFFC-S may pay money to
some IEEE Councils and Committees and may provide travel supports for some UFFC-S Representatives to attend meetings of the Councils, Committees, and others such as SPAWDA. Thus, it is important for UFFC-S to see some benefits. The President could request that the UFFC-S Representatives answer the following questions in their oral and/or written reports: (i) what activities have taken place in your representations areas; (ii) how these activities may be related to the UFFC-S; (iii) your suggestions and recommendations as to what could be done to have UFFC-S benefit more from the representation; (iv) anything else that you feel worth to report; and (v) if there are no updates from the last report, please state so in your written report to the UFFC-S AdCom meeting.) – Note: This appointment is not mentioned in the UFFC-S Bylaws but it is something that the President or President-Elect has to do and it is convenient to put it here together with other appointments.

(10) Fill in vacancies of both elected and appointed members of AdCom on their unexpired terms. Such appointments shall be ratified by an affirmative vote of a majority of all Elected AdCom Members.

(11) Preside on the election of President-Elect at the last AdCom meeting in an election year (see Section 3.5 of UFFC-S Bylaws):

a. The election shall be by secret ballot.

b. The incumbent President shall not vote unless there is a tie.

c. In the event that fewer than two nominees are available, exemption to proceed with one nominee shall be obtained from the IEEE Vice President for Technical Activities. An affirmative vote of two-thirds of all Voting Members of AdCom is required to elect the single nominee. (Asking for approval of the IEEE Vice President for Technical Activities is the job of the UFFC-S Nominations Chair.)

d. When there is more than one nominee, an affirmative vote of a majority of all AdCom Members who are eligible to vote shall determine the election. (Currently, there are 24 Voting Members of AdCom including the President. Since the President has no vote unless there is a tie, there will be 23 eligible voters. Thus, the President-Elect should be elected by at least 12 “Yes” votes, which is the majority of the 23 eligible voters.)

e. In the case that there are more than two nominees, and no nominee receives the required number of votes, which is 12 as explained above, the nominee who received the least votes shall be removed, and the voting repeated.

f. Candidates may be invited to make brief statements and answer questions from the floor at the discretion of the President, provided such opportunity is uniformly offered to all candidates under consideration prior to the AdCom meeting.

g. Conduct the election process with the assistance of the Society Secretary and appropriate administrator(s).

(12) Prepare and arrange time for possible travels each year (although some of the travels are not specified in the UFFC-S Bylaws but they are listed below for convenience):

a. 2 scheduled AdCom meetings (usually collocated with annual UFFC-S symposia or Technical Standing Committee meetings)

b. 3 annual UFFC-S symposia (including up to 3 Technical Standing Committee meetings collocated with the symposia or collocated with the AdCom meetings)
c. 3 IEEE Technical Activities Board (TAB) meetings

d. Up to 3 Technical Standing Committee meetings that are not collocated with either the symposia or AdCom meetings if there are such meetings

e. 1 optional IEEE Panel of Editors (POE) meeting

f. 1 optional IEEE Panel of Conference Organizers (POCO) meeting

g. Miscellaneous meetings that the President deems necessary

1.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Check with the UFFC-S Secretary to make sure that he/she has notified IEEE whom the new UFFC-S President-Elect is before the start of the term of the new President-Elect so that the new President-Elect can get all important emails from IEEE right from the beginning of his/her term.

(2) Notify all IEEE Council Presidents and Steering Committee Chairs of the Journals on the newly appointed UFFC-S Representatives before the start of their term in the following year. (If there are no changes of these appointments during the term of office of the President, this task may be omitted.)

(3) Provide the following information for the IEEE Fellow Committee Chair, Vice-Chair, and Fellow Activities Staff to avoid UFFC-S Fellow nominations not being considered by the IEEE Fellows Committee (the deadline is January 31 at 11:59 p.m. US Eastern Time of each year according to Section 9.5.1 of the IEEE Fellow Committee Operations Manual at https://www.ieee.org/membership_services/fellow-operations-manual-2017.pdf or https://www.ieee.org/membership_services/membership/fellows/about_fellows.html where it states that the President is responsible for this task) (coordinate with the UFFC-S Fellows Committee Chair for this task):

a. The name of the UFFC-S Fellow (Evaluating) Committee Chair

b. The complete roster of the UFFC-S Fellow (Evaluating) Committee

(4) Annually (around November) send out a Congratulations letter to newly elected AdCom members, including the following information so that they could be prepared and be active from Day 1 of their terms:

a. Information on Operations of IEEE UFFC-S AdCom:

b. Job Descriptions for Volunteers and Staff of IEEE UFFC-S (this document):

c. UFFC-S Travel and Reimbursement Policy:

d. UFFC-S Bylaws:

e. UFFC-S Constitution:
(5) Assign tasks to the 12 Elected AdCom Members to increase their participations whenever possible. (One thought is: “To the extent possible, each Elected AdCom Member should come up with at least one initiative per year with a plan for execution.”)

(6) Determine the locations and approximate dates of the next two AdCom meetings in the following year whenever possible. This helps AdCom members and UFFC-S Representatives to plan their busy schedules earlier. (If the locations and approximate dates of the AdCom meetings in your entire two-year presidency could be determined, it would be even better.)

(7) Work with the UFFC-S Secretary to send out details of the next AdCom meeting to AdCom members and UFFC-S Representatives at least 3 months before the meeting to help attendees to plan their trips and to possibly get lower airfares.

(8) Send out a notice of any Standing Committee meetings and Ad Hoc Committee meetings collocated with the AdCom meetings to AdCom Members and UFFC-S Representatives so that they could also attend these meetings if they are available. (You should have this information since all committee Chairs are asked to copy their meeting notices to you as you are an ex-official member of their committees.)

(9) Inform the UFFC-S Treasurer any motions passed that have financial impact to UFFC-S so that the Treasurer could prepare the contracts and payments.

(10) Present updates from IEEE Meetings Series that may be relevant to UFFC-S during the AdCom meetings.

(11) Preparation of President’s Reception.
   a. Invitation (send out a notice at least one month before the date of the Reception). It is at the discretion of the President as to whom to invite, but for convenience and reference, some invitees in the past are listed below:
      i. Symposium Organizing Committee members and Chair of the Standing Committee that is responsible for the symposium
      ii. Sponsors of the symposium that the General Chair(s) and the Chair of the Standing Committee would like to invite
      iii. Student Paper Competition finalists
      iv. Symposium TPC Group Chairs and TPC members
      v. Members of the Standing Committee that is responsible for the symposium
      vi. Plenary speaker(s)
      vii. UFFC-S as well as the respective Technical Standing Committee award recipients
      viii. AdCom members and UFFC-S Representatives who are available for the reception
      ix. Guests of the invitees above
   b. Logistics (prepare it early, at least 3 months in advance, with the conference organizing committee to avoid issues):
      i. A room of adequate size
      ii. Finger food and drinks (no need of too much food if a General Reception is to follow the President’s Reception)
iii. A microphone

iv. Get Certificates of Appreciations to be handed out to, for example, (i) Organizing Committee, (ii) TPC Group Chairs, (iii) Sponsors, and (iv) Student Paper Competition finalists

c. Consult with the General Chair(s) on preparation and presentation of the Certificates of Appreciations for the symposium organizers (the General Chair(s) will make the certificates with the help of UFFC-S Administrator)

(12) Conduct President's Student Reception or other student-related activities if the President chooses to do so. ¹

(13) Prepare the IEEE Society Review Committee (SRC) review when it is scheduled during your term. (The review is scheduled every 5 years by IEEE.) (As a reference, several past SRC reviews were held in 2004, 2009, and 2014, respectively.)

(14) Select gifts annually for AdCom members to appreciate their services (this is a recommended item and the gifts selected need to meet IEEE financial rules). (The UFFC-S Secretary and Administrator will handle the logistics.)

(15) Give Certificates of Appreciations annually to those who are retiring from the AdCom. (Coordinate with the UFFC-S Awards Chair who will take care of the preparation of the Certificates with the UFFC-S Administrator.)

(16) Present the following items to the incoming President during the last AdCom meeting of the term of the President (coordinate with the UFFC-S Awards Chair who will prepare these items with the help of the UFFC-S Administrator):

a. A gavel

b. A President Pin (notice that the pin is different depending on if the incoming President is an IEEE Fellow or not)

(17) Be familiar with:


¹ If the President decides to conduct a President’s Student Reception, the information below from a previous event may be used as a reference: (i) Time: The day after the Plenary session of an IEEE IUS with a continental breakfast from 7:00-8:00 am. (ii) Number of attendees: about 100. (iii) Invitations were sent out about 1 month before the event to: (a) students who made advance registrations (at the end of the 1st day on-site registration, the invitations were sent again to the newly registered), (b) student paper competition finalists, (c) General Chair(s), TPC Group Chairs, and Chair of the Technical Standing Committee, (d) AdCom members and UFFC-S Representatives to interact with students. (iv) Announcements: (a) on conference website and (b) during plenary session. (v) Logistics are prepared at least 3 months in advance: (a) room, (b) microphone, and (c) breakfast, etc.
1.4. **Helpful Suggestion(s)**

(1) Follow a good practice: For any AdCom motion, the following 6 items shall be accompanied whenever applicable:
   a. Background information
   b. Pros
   c. Cons
   d. Financial impact
   e. Who will do it?
   f. By when will it be done?

(2) Suggest to place the report (presentation) from the UFFC-S Finance Committee early in the AdCom meeting agendas since it may affect actions and decisions of other items scheduled later.

(3) Consider placing the report (presentation) from the UFFC-S Strategic Planning Committee early in the AdCom meeting agendas if feasible since issues raised by this Committee could also affect actions and decisions of other items scheduled later.

(4) Encourage the Chairs of the three Technical Standing Committees to also attend the other two Technical Standing Committee meetings that the Chair does not belong to in order to learn from each other and share best practices among the Technical Standing Committees.

(5) There are many committee meetings during each UFFC-S annual symposium. It would be beneficial to the President to attend as many of these committee meetings as possible.

(6) It would be beneficial for Presidents to read the entire contents of this document to know what others are expected to do, and, in the case of non-performance or the UFFC-S Bylaws are not followed properly by some individuals, you could remind them or take corrective actions. This could improve overall UFFC-S governance.
2. President-Elect (Voting Member)

2.1. General Items

Term of Office: Two years from January 1 of the first year in office until December 31 of the second year with the following exceptions:

Section 3.5.1 of UFFC-S Bylaws:

(1) “If a President is unable to complete the first year of office, the President-Elect shall become the President and shall complete the unexpired term vacated by the President, and then shall become the Junior Past President. The election for President-Elect shall be held as soon as practical.”

(2) “If the President is unable to complete the second year of office, the President-Elect shall become the President and shall complete the unexpired term vacated by the President, and then shall serve the term as President for which he/she was originally elected.” (Also in this case, the election for President-Elect shall be held as soon as practical.)

Method of Appointment: By election of UFFC-S AdCom.

Attendance: Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

Meeting Guidelines: Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

Note(s): The requirements below are general guidelines and serve only as minimum requirements.

2.2. Responsibilities and Information from the UFFC-S Bylaws

(The duties and responsibilities below are compiled from information spread in multiple sections of the UFFC-S Constitution and UFFC-S Bylaws --- Note: UFFC-S Constitution and UFFC-S Bylaws always take precedent over this document.)

(1) Perform Presidential duties in the President's absence or incapacity.

(2) Fulfill other functions as directed by the President or by AdCom.

(3) Prepare to become the President through the learning the process.

(4) Make appointments in the year prior to serving as President for terms starting on January 1 of the following year (when contacting prospective candidates for appointments, a copy of this document may be included so that candidates know what their duties will be if appointed):

a. 16 Standing Committee Chairs. (Note that in Section 5 of the UFFC-S Bylaws: “(i) Standing Committee Chairs shall be appointed by the President (by the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year) and (ii) ratified by an affirmative vote of a majority of all Elected AdCom Members. (iii) While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”) (Also note that: The Nominations Chair shall be
the Junior Past President. If the Junior Past President is not available, the most recent Past Chair of the Nominations Committee or an available Past President of the UFFC-S shall be the Chair. In extenuating circumstances, a different individual may be appointed to this position.

b. Editor-in-Chief-Elect (EIC-Elect) of TUFFC as needed. (Note that in Section 5 of the UFFC-S Bylaws: “The UFFC-S President, with the review and approval of AdCom, shall appoint a Transactions EIC-Elect at least one year before the expiration of the last term of incumbent EIC or as soon as possible should the EIC-Elect position become vacant, with input from the Vice President for Publications, the incumbent EIC, and AdCom.”)

c. UFFC-S Secretary and UFFC-S Treasurer. (Note that in Section 3.6 of the UFFC-S Bylaws: Whether Secretary and Treasurer are separate positions or one combined position is left to the discretion of the individual making the appointment.)

d. 3 Junior AdCom Student Representatives per year, one from each of the 3 UFFC-S technical areas. (Note that: In Section 3.7 of UFFC-S Bylaws: (i) “The Student Representatives shall be appointed by the President (by the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year).” (ii) “It is desirable that Student Representatives remain students during their term of service. If a Student Representative cannot complete his or her term, a replacement shall be appointed by the President to serve the remainder of the term of the student.” (iii) “There shall be up to three Junior and three Senior Student Representatives to AdCom, no more than two from any of the three Society technical areas.”)

e. Ad Hoc Committee Chairs. (In Section 5.2 of the UFFC-S Bylaws: “The President shall define the purpose of the Committee and may provide guidance for how long the Committee shall be constituted, the number of members the Committee shall have, how the members are to be selected, and the terms of office of the Chair and the members. All Ad Hoc Committees should disband at the end of the calendar year or the end of the appointing President's term of office. The Ad Hoc Committee may be reappointed by the President's successor.”)

f. UFFC-S Representatives to other IEEE Societies, Councils, Committees, Journals, and entities outside of IEEE such as SPAWDA conference. (UFFC-S may pay money to some IEEE Councils and Committees and may provide travel supports for some UFFC-S Representatives to attend meetings of the Councils, Committees, and others such as SPAWDA. Thus, it is important for UFFC-S to see some benefits. The President could request that the UFFC-S Representatives answer the following questions in their oral and/or written reports: (i) what activities have taken place in your representations areas; (ii) how these activities may be related to the UFFC-S; (iii) your suggestions and recommendations as to what could be done to have UFFC-S benefit more from the representation; (iv) anything else that you feel worth to report; and (v) if there are no updates from the last report, please state so in your written report to the UFFC-S AdCom meeting.) – Note: This appointment is not mentioned in the UFFC-S Bylaws but it is something that the President or President-Elect has to do and it is convenient to put it here together with other appointments.

2.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) In the second year of the term of the President-Elect, determine the locations and approximate dates of the next two AdCom meetings in the following year whenever possible. This helps
AdCom members and UFFC-S Representatives to plan their busy schedules earlier. (If the locations and approximate dates of your entire two-year presidency could be determined, it would be even better.)

(2) In the second year of the term of the President-Elect, notify all IEEE Council Presidents and Steering Committee Chairs of the Journals on the newly appointed UFFC-S Representatives before the start of their term in the following year.

(3) Chair the UFFC-S Strategic Planning Committee if you are appointed by the President and approved by the Elected AdCom Members to do so.

(4) Present the following items to the outgoing President during the last AdCom meeting of the term of the President (coordinate with the UFFC-S Awards Chair who will prepare these items with the help of the UFFC-S Administrator):
   a. A wooden plaque
   b. A Certificate of Appreciations
   c. A Past-President Pin (notice that the pins are different depending on if the retiring President is an IEEE Fellow or not)
   d. A gift, if there is any, from AdCom

(5) Be familiar with:

2.4. Helpful Suggestion(s)

(1) Do your best to attend all Technical Standing Committee meetings of Ultrasonics, Ferroelectrics, and Frequency Control to be familiar with not just the Technical Standing Committee that the President-Elect belongs to, but also the other two. (Travel support is governed by the “UFFC-S Travel and Reimbursement Policy” as in the “Introduction” section at the beginning of this document.)

(2) In addition to attending the required IEEE training sessions before becoming the President, also attend as many as possible the IEEE Meeting Series that includes the IEEE Technical Activities Board (TAB) meetings to establish a relationship with IEEE leaders and staff early, to be familiar with the TAB procedures, and to be better prepared to take over as the President (could start going to the Meeting Series in the first year of the term to just see what those meetings look like and find your interest in some IEEE committees and make your contributions).

(3) It would be beneficial for the President-Elect to read the entire contents of this document to know what others are expected to do. After becoming the President, if some individuals are lack of performance or the UFFC-S Bylaws are not followed properly, you could remind them or take corrective actions. This could improve overall UFFC-S governance. Notice that the Section on the President contains some of the tasks that may also be relevant to the President-Elect.
3. Junior Past President (Voting Member)

3.1. General Items

Term of Office: Two years from January 1 of the first year following serving as the President, until December 31 of the following year.

Method of Appointment: By succession. (Section 3.6.5 of UFFC-S Bylaws: The Junior Past President is the immediate past president.)

Attendance: Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

Meeting Guidelines: Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

Note(s): The requirements below are general guidelines and serve only as minimum requirements.

3.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 3.6.5 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

(1) Advise and support the UFFC-S and its AdCom leadership.

(2) Fill roles as otherwise described in the UFFC-S Bylaws.

3.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Chair the UFFC-S Nominations Committee. (Section 5.1.12 of the UFFC-S Bylaws: The Nominations Chair shall be the Junior Past President. If the Junior Past President is not available, the most recent Past Chair of the Nominations Committee or an available Past President of the UFFC-S shall be the Chair. In extenuating circumstances, a different individual may be appointed to this position.)
4. Senior Past President (Voting Member)

4.1. General Items

Term of Office: Two years from January 1 of the first year following serving as the Junior Past President, until December 31 of the following year.

Method of Appointment: By succession. (Section 3.6.5 of UFFC-S Bylaws: The Senior Past President is the prior past president.)

Attendance: Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

Meeting Guidelines: Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

Note(s): The requirements below are general guidelines and serve only as minimum requirements.

4.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 3.6.5 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

(1) Advise and support the UFFC-S and its AdCom leadership.

(2) Fill roles as otherwise described in the UFFC-S Bylaws.
5. UFFC-S Secretary (Voting Member)

5.1. General Items

Term of Office: Not Specified.

Method of Appointment: By the President (by the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year). (Whether Secretary and Treasurer are separate positions or one combined position is left to the discretion of the individual making the appointment.)

Attendance: Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

Report: Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

Turn Over: Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

Meeting Guidelines: Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

Note(s): The requirements below are general guidelines and serve only as minimum requirements.

5.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 3.6.4 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

The Secretary shall:

1. Keep the records of AdCom and maintain appropriate files.

2. Notify the place and date of AdCom meetings at least thirty days prior to the meeting date. (Do this as early as possible to help travelers to make their schedules. Announce the place and date for the next AdCom meeting at the close of the present meeting when the information is available. Coordinate this task with the President.)

3. Prepare AdCom minutes.

4. Distribute draft meeting minutes, including attachments, to AdCom Members within thirty days after the AdCom meeting.

5. Provide updated AdCom minutes to AdCom Members before the next AdCom meeting (it would be desirable to provide the updated minutes at least 30 days before the meeting to give AdCom Members ample time to review the minutes before they are busy with traveling).

6. Post AdCom minutes on the UFFC-S website and transmitting the same to the UFFC-S section of the IEEE archives.
5.3. **Additional Responsibilities and Information Not in the UFFC-S Bylaws**

1. Notify IEEE whom the new UFFC-S President-Elect is before the start of the term of the new President-Elect so that the new President-Elect can get all important emails from IEEE right from the beginning of his/her term. (Contact IEEE TAB Secretary to find out who the contacting staff member is if you do not know.)

2. Update the lists of UFFC-S AdCom members and UFFC-S Representatives before the beginning of each calendar year on:
   a. TUFFC inside front and back covers (only contain some of the AdCom members)
   b. AdCom roster on UFFC-S website
   c. **Note:** Also notify IEEE for any changes of Officers and committee Chairs before the beginning of each year

3. Work with UFFC-S Administrator(s) to ensure the logistics for future AdCom meetings are in place.

4. Coordinate with the UFFC-S President to send out details of the next AdCom meeting to AdCom members and UFFC-S Representatives at least 3 months before the meeting to help attendees to plan their trips and to possibly get lower airfares.

5. Ask if Chairs of Standing Committees, Ad Hoc Committees, and relevant others would like to host committee meetings in conjunction with the upcoming AdCom meeting at least 3 months in advance. If they do, ask them to provide committee meeting details (estimated number of attendees, desired date and time, equipment needed, and room setup requirements) and help them to arrange the meetings. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.) (If the AdCom meeting is co-located with an annual UFFC-S symposium, coordinate with the General Chair(s) for this task.)

6. Produce an AdCom and UFFC-S Representative roster by collecting names, IEEE Membership #, email addresses, and portrait photos. (The IEEE Membership # can be obtained via the IEEE SAMIEEE database that the UFFC-S Member Services Chair has an access to. The UFFC-S Administrator should also have access. AdCom members and UFFC-S Representatives should be an IEEE UFFC-S member. If they are not, they should join before the start of their terms via: https://www.ieee.org/membership-catalog/productdetail/showProductDetailPage.html?product=MEMUFFC020)

7. Prepare tent cards for attendees of AdCom meetings.

8. Distribute AdCom name tags and collect them back for reuse (the name tags would help to increase interactions among the attendees of AdCom meetings).
(9) Work with UFFC-S Administrator(s) and the UFFC-S President annually to acquire gifts of appreciations if appropriate (gifts selected need to meet IEEE financial rules), for AdCom members’ service.
6. UFFC-S Treasurer (Voting Member)

6.1. General Items

**Term of Office:** Not Specified.

**Method of Appointment:** By the President (by the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year). (Whether Secretary and Treasurer are separate positions or one combined position is left to the discretion of the individual making the appointment.)

**Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

6.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 3.6.4 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

1. Be a Society fiduciary responsible for the financial activities of AdCom.
2. Review, and if approved for payment, endorse and transmit all bills and expense reports for payment to the IEEE.
3. Monitor receipts and expenditures in order to ensure conformance to the UFFC-S budget and guidelines.
4. Monitor general expenditures of UFFC-S on an ongoing basis.
5. Consult with the Vice President for Finance and obtain AdCom approval for expenditures that are anticipated to deviate 15% or more from the approved budget.

6.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

1. Attend (travel support is governed by the “UFFC-S Travel and Reimbursement Policy” as in the “Introduction” section at the beginning of this document):
   a. IEEE Treasurer’s Workshop
   b. Other relevant IEEE meetings
2. Assist Vice President for Finance with preparation of UFFC annual operating budget.
(3) Prepare or process vendor contracts and submit to IEEE to establish Purchase Orders.
7. Vice President for Ultrasonics (Voting Member)

7.1. General Items for Standing Committees

Term of Office: One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

Method of Appointment: Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

Attendance: Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

Report: Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

Committee Meeting(s): Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

Turn Over: Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

Meeting Guidelines: Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

Note(s): The requirements below are general guidelines and serve only as minimum requirements.

7.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 5.1.1 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

(1) The Vice President for Ultrasonics is the Chair of the Ultrasonics Standing Committee (UltraCom).

(2) The Chair shall appoint members of UltraCom pursuant to procedures adopted by the Committee. (The procedures may be prescribed in documents of the Committee such as the UltraCom Operations Manual.) (See Section 5.1.1 of UFFC-S Bylaws.)

(3) The Chair shall fill any vacancies (due to resignations or removal) on the Committee for the unexpired terms. Such appointments shall be ratified by an affirmative vote of a majority of all Voting Members of the committee (see Section 5.4 of UFFC-S Constitution).

The responsibilities of the Ultrasonics Standing Committee shall be to:

(4) Encourage the development of: (i) technical activities and (ii) standards related to Ultrasonics areas.

(5) Promote UFFC-S as the focal point of Ultrasonics activities.
(6) Select (i) symposia General Chairs (following the procedures adopted by the Committee) and (ii) locations (may work with the General Chairs to determine the locations), and determine (iii) the schedules (dates of symposia).

(7) Submit (i) the names of the General Chairs and (ii) locations to AdCom for review and approval.

(8) Ensure the development of the symposium budget for submission to AdCom for approval at least one year before the symposium. (In Section 5.1.1 of the UFFC-S Bylaws: “After the General Chairs and locations have been approved, the Symposium Finance Chair and Co-Chair shall develop the budgets of the symposia for approval by AdCom according to the procedures prescribed in Section 4.2 ‘Symposia Funds’.”)

(9) Support the symposium organizing committees.

(10) Ascertian the preparations for each symposium are progressing satisfactorily, and the symposia plans are in accordance with (i) Society and Committee policies and (ii) IEEE directives.

(11) Administer Ultrasonics awards by following the policies and procedures adopted by UltraCom (the policies may specify having UltraCom Awards Chair to administer the awards) (these awards are also monitored by the UFFC-S Awards Committee).

(12) Organize (i) workshops, (ii) tutorials, and (iii) topical sessions in Ultrasonics areas at other IEEE conferences whenever there are opportunities.

(13) Ensure to follow Section 3.2 of the UFFC-S Bylaws: “The results of all e-mail votes conducted shall be confirmed promptly in writing or by electronic transmission to the entire AdCom (or committee). A summary of the writings and/or electronic transmissions, including the outcome of the vote, shall be filed with the minutes of the AdCom (or committee).” – This item is placed here since it is the responsibility of the Committee and contains more details than that in the “Common AdCom and Committee Meeting Guidelines” at the beginning of this document.

(14) Keep Ultrasonics webpage up-to-date (there should be an Ultrasonics web editor who works with the UFFC-S Web EIC).

7.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Be familiar with:

(2) Conduct UltraCom meetings according to the “Common AdCom and Committee Meeting Guidelines” at the beginning of this document.

(3) Ensure that minutes of UltraCom meetings are taken.

(4) Ensure to submit the approved minutes to the Ultrasonics section of the UFFC-S website for archiving via Ultrasonics web editor.

(5) Ensure to send out UltraCom meeting notices to attendees as early as possible, and strive to do so no later than 2 months before the meeting, with details such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and
decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

(6) **Invite** (i) VPs for Ferroelectrics and Frequency Control; (ii) Other VPs; (iii) President-Elect; and (iv) the President to attend all Ultrasonics Standing Committee meetings.

(7) **Attend** Technical Standing Committee meetings of Ferroelectrics and Frequency Control to see how other committees operate and learn the best practices whenever possible. (Travel support is governed by the “UFFC-S Travel and Reimbursement Policy” as in the “Introduction” section at the beginning of this document.)

The responsibilities of the **Ultrasonics Standing Committee** shall be to:

(8) **Ensure** to **rank** all candidates of UFFC-S Distinguished Lecturers in Ultrasonics areas and then forward the rankings to the UFFC-S Awards Committee for consideration in terms of the following criteria (this task is required by the passed Email Motion #6 in the October 25, 2015 AdCom Minutes):

   a. **Topic** of Interest
   b. **Speaker Style**
   c. **Speaker Prominence** in the Topic

(9) **Update** as needed the UltraCom Operations Manual and post it on the Ultrasonics section of the UFFC-S website (the manual may also contain policies that all General Chairs of symposia should follow).

(10) **Ensure** to send out Calls for Nominations of Ultrasonics Awards timely by the Ultrasonics Awards Chair(s) each year.

(11) Ensure that IEEE **Standards** relevant to Ultrasonics are kept **up to date**.

### 7.4. **Helpful Suggestion(s)**

(1) **Avoid** lengthy repetition of details (those already reported in the UltraCom meeting) of the past, current, and future symposia in the report to AdCom meetings to save time.
8. Vice President for Ferroelectrics (Voting Member)

8.1. General Items for Standing Committees

Term of Office: One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

Method of Appointment: Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

Attendance: Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

Report: Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

Committee Meeting(s): Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

Turn Over: Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

Meeting Guidelines: Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

Note(s): The requirements below are general guidelines and serve only as minimum requirements.

8.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 5.1.1 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedence over this document.)

(1) The Vice President for Ferroelectrics is the Chair of the Ferroelectrics Standing Committee (FerroCom).

(2) The Chair shall appoint members of FerroCom pursuant to procedures adopted by the Committee. (The procedures may be prescribed in documents of the Committee such as the FerroCom Operations Manual.) (See Section 5.1.1 of UFFC-S Bylaws.)

(3) The Chair shall fill any vacancies (due to resignations or removal) on the Committee for the unexpired terms. Such appointments shall be ratified by an affirmative vote of a majority of all Voting Members of the committee (see Section 5.4 of UFFC-S Constitution).

The responsibilities of the Ferroelectrics Standing Committee shall be to:

(4) Encourage the development of: (i) technical activities and (ii) standards related to Ferroelectrics areas.
(5) Promote UFFC-S as the focal point of Ferroelectrics activities.

(6) Select (i) symposia General Chairs (following the procedures adopted by the Committee) and (ii) locations (may work with the General Chairs to determine the locations), and determine (iii) the schedules (dates of symposia).

(7) Submit (i) the names of the General Chairs and (ii) locations to AdCom for review and approval.

(8) Ensure the development of the symposium budget for submission to AdCom for approval at least one year before the symposium. (In Section 5.1.1 of the UFFC-S Bylaws: “After the General Chairs and locations have been approved, the Symposium Finance Chair and Co-Chair shall develop the budgets of the symposia for approval by AdCom according to the procedures prescribed in Section 4.2 ‘Symposia Funds’.”)

(9) Support the symposium organizing committees.

(10) Ascertain the preparations for each symposium are progressing satisfactorily, and the symposia plans are in accordance with (i) Society and Committee policies and (ii) IEEE directives.

(11) Administer Ferroelectrics awards by following the policies and procedures adopted by FerroCom (the policies may specify having FerroCom Awards Chair to administer the awards) (these awards are also monitored by the UFFC-S Awards Committee).

(12) Organize (i) workshops, (ii) tutorials, and (iii) topical sessions in Ferroelectrics areas at other IEEE conferences whenever there are opportunities.

(13) Ensure to follow Section 3.2 of the UFFC-S Bylaws: “The results of all e-mail votes conducted shall be confirmed promptly in writing or by electronic transmission to the entire AdCom (or committee). A summary of the writings and/or electronic transmissions, including the outcome of the vote, shall be filed with the minutes of the AdCom (or committee).” – This item is placed here since it is the responsibility of the Committee and contains more details than that in the “Common AdCom and Committee Meeting Guidelines” at the beginning of this document.

(14) Keep Ferroelectrics webpage up-to-date (there should be a Ferroelectrics web editor who works with the UFFC-S Web EIC).

### 8.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Be familiar with:
   a. FerroCom Operations Manual

(2) Conduct FerroCom meetings according to the “Common AdCom and Committee Meeting Guidelines” at the beginning of this document.

(3) Ensure that minutes of FerroCom meetings are taken.

(4) Ensure to submit the approved minutes to the Ferroelectrics section of the UFFC-S website for archiving via Ferroelectrics web editor.

(5) Ensure to send out FerroCom meeting notices to attendees as early as possible, and strive to do so no later than 2 months before the meeting, with details such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and
decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

6. Invite (i) VPs for Ultrasonics and Frequency Control; (ii) Other VPs; (iii) President-Elect; and (iv) the President to attend all Ferroelectrics Standing Committee meetings.

7. Attend Technical Standing Committee meetings of Ultrasonics and Frequency Control to see how other committees operate and learn the best practices whenever possible. (Travel support is governed by the “UFFC-S Travel and Reimbursement Policy” as in the “Introduction” section at the beginning of this document.)

The responsibilities of the Ferroelectrics Standing Committee shall be to:

8. Ensure to rank all candidates of UFFC-S Distinguished Lecturers in Ferroelectrics areas and then forward the rankings to the UFFC-S Awards Committee for consideration in terms of the following criteria (this task is required by the passed Email Motion #6 in the October 25, 2015 AdCom Minutes):
   a. Topic of Interest
   b. Speaker Style
   c. Speaker Prominence in the Topic

9. Update as needed the FerroCom Operations Manual and post it on the Ferroelectrics section of the UFFC-S website (the manual may also contain policies that all General Chairs of symposia should follow).

10. Ensure to send out Calls for Nominations of Ferroelectrics Awards timely by the Ferroelectrics Awards Chair(s) each year.

11. Ensure that IEEE Standards relevant to Ferroelectrics are kept up to date.

8.4. Helpful Suggestion(s)

1. Avoid lengthy repetition of details (those already reported in the FerroCom meeting) of the past, current, and future symposia in the report to AdCom meetings to save time.
9. Vice President for Frequency Control (Voting Member)

9.1. General Items for Standing Committees

Term of Office: One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

Method of Appointment: Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

Attendance: Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

Report: Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

Committee Meeting(s): Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

Turn Over: Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

Meeting Guidelines: Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

Note(s): The requirements below are general guidelines and serve only as minimum requirements.

9.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 5.1.1 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

(1) The Vice President for Frequency Control is the Chair of the Frequency Control Standing Committee (FcSC).

(2) The Chair shall appoint members of FcSC pursuant to procedures adopted by the Committee. (The procedures may be prescribed in documents of the Committee such as the FcSC Operations Manual.) (See Section 5.1.1 of UFFC-S Bylaws.)

(3) The Chair shall fill any vacancies (due to resignations or removal) on the Committee for the unexpired terms. Such appointments shall be ratified by an affirmative vote of a majority of all Voting Members of the committee (see Section 5.4 of UFFC-S Constitution).

The responsibilities of the Frequency Control Standing Committee shall be to:

(4) Encourage the development of: (i) technical activities and (ii) standards related to Frequency Control areas.
(5) **Promote UFFC-S as the focal point** of Frequency Control activities.

(6) **Select** (i) symposia **General Chairs** (following the procedures adopted by the Committee) and (ii) **locations** (may work with the General Chairs to determine the locations), and **determine** (iii) the **schedules** (dates of symposia).

(7) **Submit** (i) the names of the **General Chairs** and (ii) **locations** to AdCom for review and **approval**.

(8) **Ensure** the development of the symposium **budget** for submission to AdCom for approval at least one year before the symposium. (In **Section 5.1.1 of the UFFC-S Bylaws**: “After the General Chairs and locations have been approved, the Symposium Finance Chair and Co-Chair shall develop the budgets of the symposia for approval by AdCom according to the procedures prescribed in Section 4.2 ‘Symposia Funds’.”)

(9) **Support** the symposium organizing committees.

(10) **Ascertain** the preparations for each symposium are **progressing** satisfactorily, and the symposia plans are in accordance with (i) **Society and Committee policies** and (ii) **IEEE directives**.

(11) **Administer** Frequency Control **awards** by following the policies and procedures adopted by FeSC (the policies may specify having FeSC Awards Chair to administer the awards) (these awards are also monitored by the UFFC-S Awards Committee).

(12) **Organize** (i) **workshops**, (ii) **tutorials**, and (iii) **topical sessions** in Frequency Control areas at other IEEE conferences whenever there are opportunities.

(13) **Ensure** to follow **Section 3.2 of the UFFC-S Bylaws**: “The results of all e-mail votes conducted shall be **confirmed promptly** in writing or by electronic transmission to the entire AdCom (or committee). A summary of the writings and/or electronic transmissions, including the outcome of the vote, shall be filed with the **minutes** of the AdCom (or committee).” – This item is placed here since it is the responsibility of the Committee and contains more details than that in the “**Common AdCom and Committee Meeting Guidelines**” at the beginning of this document.

(14) **Keep Frequency Control webpage** up-to-date (there should be a Frequency Control web editor who works with the UFFC-S Web EIC).

### 9.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Be **familiar** with:
   a. **FcSC Operations Manual**

(2) **Conduct FeSC meetings** according to the “**Common AdCom and Committee Meeting Guidelines**” at the beginning of this document.

(3) **Ensure** that **minutes** of FeSC meetings are taken.

(4) **Ensure to submit** the approved **minutes** to the Frequency Control section of the UFFC-S website for archiving via Frequency Control web editor.

(5) **Ensure to send out FeSC meeting notices** to attendees as **early as possible**, and strive to do so no later than 2 **months** before the meeting, with **details** such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and
decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

(6) **Invite** (i) VPs for Ultrasonics and Ferroelectrics; (ii) Other VPs; (iii) President-Elect; and (iv) the President to attend all Frequency Control Standing Committee meetings.

(7) **Attend** Technical Standing Committee meetings of Ultrasonics and Ferroelectrics to see how other committees operate and learn the best practices whenever possible. (Travel support is governed by the “UFFC-S Travel and Reimbursement Policy” as in the “Introduction” section at the beginning of this document.)

The responsibilities of the Frequency Control Standing Committee shall be to:

(8) **Ensure** to **rank** all candidates of UFFC-S Distinguished Lecturers in Frequency Control areas and then **forward** the rankings to the UFFC-S Awards Committee for consideration in terms of the following **criteria** (this task is required by the passed **Email Motion #6** in the October 25, 2015 AdCom Minutes):
   a. Topic of Interest
   b. Speaker Style
   c. Speaker Prominence in the Topic

(9) **Update** as needed the FcSC Operations Manual and post it on the Frequency Control section of the UFFC-S website (the manual may also contain policies that all General Chairs of symposia should follow).

(10) **Ensure** to send out **Calls for Nominations** of Frequency Control Awards timely by the Frequency Control Awards Chair(s) each year.

(11) Ensure that IEEE Standards relevant to Frequency Control are kept up to date.

(12) **Work** with the European Frequency and Time Forum (EFTF) to oversee the smooth organization of Joint Conferences and a continuity of policies, and **attend** the EFTF Executive Committee meetings if possible.

(13) **Maintain** the Memoranda of Understanding (MOU) of the Joint Conferences with the EFTF.

### 9.4. **Helpful Suggestion(s)**

(1) **Avoid** lengthy repetition of details (those already reported in the FcSC meeting) of the past, current, and future symposia in the report to AdCom meetings to save time.
10. **Vice President for Symposia (Voting Member)**

10.1. **General Items for Standing Committees**

**Term of Office:** One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

**Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

10.2. **Responsibilities and Information from the UFFC-S Bylaws**

(Compiled mainly from Section 5.1.2 and possibly also from other Sections of the UFFC-S Bylaws. **Note:** UFFC-S Bylaws always take precedent over this document.)

(1) The Symposia Committee shall consist of:

a. **Chair** (the Vice President for Symposia)

b. **Members:**
   i. The Vice President for Ultrasonics
   ii. The Vice President for Ferroelectrics
   iii. The Vice President for Frequency Control

c. **Members:** The General Chairs who are AdCom Members as defined in Section 3.1 of the UFFC-S Bylaws

d. **Additional member(s):** Others who may be appointed by the Chair

e. **Note:** If possible, add a couple of former Vice Presidents for Symposia as members of the Committee
The responsibilities of the Symposia Committee shall be to:

(2) Assess lessons learned and best practices of each symposium.

(3) Inform the best practices and encourage their sharing among the three annual UFFC-S symposia.

(4) Develop and maintain archival information about the conduct and procedures used in UFFC-S symposia.

(5) Ensure the Society symposia practices are in consonance with IEEE conference policies.

(6) Support (i) the Symposia Organizing Committee and General Chairs in their responsibilities; and (ii) the preparation and approval of Memoranda of Understanding (MOUs) for cosponsored symposia.

(7) Take care of approval requests from sponsored and co-sponsored symposia of UFFC-S.

(8) Submit all required documents to the IEEE.

(9) Collect and archive statistical data from each of the symposia sponsored by the UFFC-S.

10.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Attend (travel support is governed by the “UFFC-S Travel and Reimbursement Policy” as in the “Introduction” section at the beginning of this document):
   a. Relevant IEEE meetings such as the annual IEEE Panel of Conference Organizers (POCO) meeting
   b. The meetings of three Technical Standing Committees

(2) Keep the Symposia related sections of the UFFC-S website up-to-date by timely providing information to the UFFC-S Web EIC for posting.

(3) Send out meeting notice of a Committee meeting, if there is any such meeting, to attendees as early as possible, and strive to do so no later than 2 months before the meeting, with details such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)
11. **Vice President for Finance (Voting Member)**

### 11.1. General Items for Standing Committees

**Term of Office:** One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

**Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

### 11.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 5.1.3 and possibly also from other Sections of the UFFC-S Bylaws. **Note:** UFFC-S Bylaws always take precedent over this document.)

(1) The Finance Committee shall consist of:

- a. The Chair (the Vice President for Finance)
- b. Vice Chair: UFFC-S Treasurer
- c. Members (all other UFFC-S Vice Presidents):
  - i. The Vice President for Ultrasonics
  - ii. The Vice President for Ferroelectrics
  - iii. The Vice President for Frequency Control
  - iv. The Vice President for Symposia
  - v. The Vice President for Publications
- d. Member(s): The Symposia Finance Co-Chair(s) appointed by the Finance Committee
e. Additional member(s): Others who may be appointed by the Chair

The responsibilities of the Finance Committee shall be to:

(2) Establish a long range financial policy for the UFFC-S.

(3) Monitor and analyze financial data of UFFC-S.

(4) Safeguard the UFFC-S funds with prudent arrangements.

(5) Seek AdCom approval of activities that have financial commitments involving the UFFC-S or any of its subgroups.

(6) Act as the sole interface between the UFFC-S and IEEE on all financial matters.

(7) Prepare the annual UFFC-S budget.

(8) Report the financial status of the UFFC-S to AdCom.

(9) Submit the UFFC-S budget to AdCom for approval.

(10) Submit the AdCom-approved UFFC-S budget to the IEEE.

(11) Review each Symposium Budget and Symposium Financial Report before they are submitted to AdCom for approval.

(12) Submit AdCom-approved Symposium Budgets to IEEE for inclusion in the budget process and AdCom-approved Symposium Financial Reports to the IEEE.

(13) Conduct financial oversight of all major Society sponsored or co-sponsored symposia through the Symposium Finance Chair and a Symposium Finance Co-Chair:

   a. Prepare Symposium Budget by Symposium Finance Chair (work with the Symposium General Chair, the Symposium Finance Co-Chair, and other symposium organizing committee members).

   b. Review the draft budget at least 13 months before the symposium by the UFFC-S Finance Committee.

   c. Assist Symposium Finance Chair as needed by the Symposium Finance Co-Chair.

   d. Monitor the financial operations of the symposium by the Symposium Finance Co-Chair.

   e. Review by the Symposium Finance Co-Chair the monthly account reconciliations of the day-to-day financial operations (handling all symposium related financial transactions) from the Symposium Finance Chair.

   f. Ensure that the financial operations of the symposium are progressing satisfactorily by the Symposium Finance Co-Chair.

   g. The Symposium Finance Chair, the Symposium General Chair, and the Symposium Finance Co-Chair should be the signatories on any bank accounts.

   h. IEEE Finance and Conference policies take precedence of all conference planning.

11.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Send out budget deadlines to AdCom members to solicit “New Initiative” projects annually.
(2) **Attend** (travel support is governed by the “UFFC-S Travel and Reimbursement Policy” as in the “Introduction” section at the beginning of this document):

   a. Relevant IEEE meetings

   b. The meetings of three Technical Standing Committees

(3) **Send out meeting notice** of a Committee meeting, if there is any such meeting, to attendees **as early as possible**, and strive to do so no later than **2 months** before the meeting, with **details** such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)
12. Vice President for Publications (Voting Member)

12.1. General Items for Standing Committees

Term of Office: One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

Method of Appointment: Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

Attendance: Regularly scheduled AdCom meetings and Associate Editors/Editorial Board Meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

Report: Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

Committee Meeting(s): Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

Turn Over: Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

Meeting Guidelines: Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

Note(s): The requirements below are general guidelines and serve only as minimum requirements.

12.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 5.1.4 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

(1) The Publications Committee shall consist of:
   a. The Chair (the Vice President for Publications)
   b. Members:
      i. Editor-in-Chief of IEEE TUFFC
      ii. Editor-in-Chief-Elect (EIC-Elect) of IEEE TUFFC
      iii. Editor-in-Chief of Newsletter
      iv. Editor-in-Chief of UFFC-S website
      v. Symposium Proceedings Editors
   c. Additional member(s): Others who may be appointed by the Chair

(2) The Chair shall appoint (subject to the review and approval of AdCom):
The responsibilities of the Publications Committee shall be to:

(3) Establish publications policy.

(4) Make recommendations on resources required to best serve the UFFC-S.

(5) Evaluate the relevance, quality, timeliness, and cost of the publications.

(6) Negotiate contracts (excluding symposium proceedings contracts).

(7) The Chair shall act as liaison with the IEEE Publications Services and Products Board (PSPB) and with IEEE Publication Services or external vendors providing publication services to the UFFC-S.

Information:

(8) The UFFC-S shall publish (this information is in the UFFC-S Bylaws but is placed here for information):
   a. A Transactions
   b. A Newsletter
   c. A Website
   d. Symposium Proceedings (shall be published for each Symposium sponsored or co-sponsored by the Society)

12.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Attend (travel support is governed by the “UFFC-S Travel and Reimbursement Policy” as in the “Introduction” section at the beginning of this document):
   a. Relevant IEEE meetings such as the annual IEEE Panel of Editors (POE) meeting
   b. The meetings of three Technical Standing Committees
   c. Associate Editors/Editorial Board meetings that are usually in conjunction with the UFFC-S annual symposia

(2) Send out meeting notice of a Committee meeting, if there is any such meeting, to attendees as early as possible, and strive to do so no later than 2 months before the meeting, with details such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)
13. **UFFC-S Newsletter Editor-in-Chief (EIC)**

13.1. **General Items**

**Term of Office:** Not specified.

**Method of Appointment:** By the Vice President for Publications and approved by UFFC-S AdCom.

**Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

13.2. **Responsibilities and Information from the UFFC-S Bylaws**

(Compiled mainly from Section 5.1.4.2 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

(1) The Newsletter shall contain (may be in web column or other web-based format):
   a. A historical record of UFFC-S administration
   b. AdCom activities
   c. Standing Committee activities
   d. Awards
   e. Symposia highlights
   f. Other items of interest to members of the UFFC-S

(2) Assemble the news material for posting on the UFFC-S website (by working with the UFFC-S Web EIC).

13.3. **Additional Responsibilities and Information Not in the UFFC-S Bylaws**

(1) **Appointment:**
   a. Newsletter Editor in Ultrasonics
   b. Newsletter Editor in Ferroelectrics
c. Newsletter Editor in Frequency Control
14. **UFFC-S Web Editor-in-Chief (EIC)**

14.1. **General Items**

**Term of Office:** Not specified.

**Method of Appointment:** By the Vice President for Publications and approved by UFFC-S AdCom.

**Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

14.2. **Responsibilities and Information from the UFFC-S Bylaws**

(Compiled mainly from Section 5.1.4.3 and possibly also from other Sections of the UFFC-S Bylaws. **Note:** UFFC-S Bylaws always take precedent over this document.)

(1) The **UFFC-S website** shall contain:
   - UFFC-S governance information
   - Major committees and activities
   - Society symposia
   - A **Proceedings** for each Symposium sponsored or co-sponsored by the Society
   - News items
   - Other items of interest to members of the UFFC-S

(2) The Web EIC shall be **responsible** for the UFFC-S website.

(3) Permanently archive **older contents** of each section into pages of that section as part of the history of the activities of UFFC-S as updated information of that section is posted.

(4) Permanently archive **past news items** of UFFC-S Newsletters with **time stamps** in the news sections and make them easily accessible.
14.3. **Additional Responsibilities and Information Not in the UFFC-S Bylaws**

(1) **Appointment:**
   
   a. Web Editor in Ultrasonics
   
   b. Web Editor in Ferroelectrics
   
   c. Web Editor in Frequency Control
15. **Editor-in-Chief (EIC) of IEEE TUFFC**

15.1. **General Items**

**Term of Office:** Three years per term (up to two terms).

**Method of Appointment:** By succession from EIC-Elect of TUFFC.

**Attendance:** Regularly scheduled AdCom meetings and Chair Associate Editors/Editorial Board Meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

15.2. **Responsibilities and Information from the UFFC-S Bylaws**

(Compiled mainly from Section 5.1.4.1 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

1. The IEEE TUFFC shall be the primary publication of the Society and it shall contain technical papers and review articles.

2. The EIC of TUFFC is responsible for:
   a. The Transactions format
   b. Publication schedule
   c. The Content

3. Modification of the format or schedule shall be subject to review and approval of AdCom.

4. Administer the paper review procedures according to IEEE and UFFC-S policies.

5. Publish rules in TUFFC for manuscript preparation.

6. Oversee the quality and timeliness of the review and publication processes.

7. Recruit qualified Associate Editors (for selecting appropriate manuscript reviewers).

8. Assemble an Editorial Board (to assist the EIC on strategic matters and to act in an advisory role).
(9) Communicating with contributors.

(10) Appoint guest editors for special issues (may delegate corresponding responsibility for assembling the technical papers).

(11) Keep the information on the Transactions sections of the UFFC-S website up-to-date.

15.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Manage the journal in compliance with the procedures in the latest version of the IEEE Publication Services and Products Board (PSPB) Manual that is accessible at: https://www.ieee.org/documents/opsmanual.pdf

(2) Prepare the IEEE Periodicals Review and Advisory Committee (PRAC) review when it is scheduled during your term(s). (The review is scheduled every 5 years by IEEE.) (As a reference, several past PRAC reviews were held in 2004, 2009, and 2014, respectively.)

(3) Attend (travel support is governed by the “UFFC-S Travel and Reimbursement Policy” as in the “Introduction” section at the beginning of this document):
   a. Relevant IEEE meetings such as the annual IEEE Panel of Editors (POE) meeting
   b. Chair the Associate Editors/Editorial Board meetings that are usually in conjunction with the UFFC-S annual symposia

(4) Send out meeting notice of a Committee meeting, if there is any such meeting, to attendees as early as possible, and strive to do so no later than 2 months before the meeting, with details such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

15.4. Useful Resource(s) or Information

(1) A document on “Information, History, and Operations of IEEE TUFFC” may be useful for the job of Editors-in-Chief of IEEE TUFFC. It is available on IEEE Xplore at: http://ieeexplore.ieee.org/stamp/stamp.jsp?tp=&arnumber=4803150

Or it can be downloaded from (containing bookmarks that may help navigations): http://ewh.ieee.org/conf/ius_2008/z_doc_misc/08_appendix_i_tuffc_info_450_low.pdf
16. Editor-in-Chief-Elect (EIC-Elect) of IEEE TUFC

16.1. General Items

Term of Office: From time of appointment until becoming EIC of TUFC.

Method of Appointment: By the UFFC-S President with an approval of UFFC-S AdCom.

Attendance: Regularly scheduled AdCom meetings and Associate Editors/Editorial Board Meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

Meeting Guidelines: Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

Note(s): The requirements below are general guidelines and serve only as minimum requirements.

16.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 5.1.4.1 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

(1) Prepare for a smooth transition to EIC of TUFC.
(2) Become EIC of TUFC at the expiration of the term of the incumbent EIC.

16.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Additional duties assigned by EIC of TUFC and AdCom.
(2) Attend (travel support is governed by the “UFFC-S Travel and Reimbursement Policy” as in the “Introduction” section at the beginning of this document):
   a. Relevant IEEE meetings such as the annual IEEE Panel of Editors (POE) meeting
   b. The Associate Editors/Editorial Board meetings that are usually in conjunction with the UFFC-S annual symposia
(3) Check the Section “Editor-in-Chief (EIC) of IEEE TUFC” of this document to see what an EIC of TUFC is expected to do.

16.4. Useful Resource(s) or Information

(1) A document on “Information, History, and Operations of IEEE TUFC” may be useful for the job of Editors-in-Chief of IEEE TUFC. It is available on IEEE Xplore at:
   http://ieeexplore.ieee.org/stamp/stamp.jsp?tp=&arnumber=4803150
   Or it can be downloaded from (containing bookmarks that may help navigations):
17. **Associate Editors and Editorial Board Members of IEEE TUFFC**

17.1. **General Items**

   **Term of Office:** Three years (reappointment to additional terms are allowed).

   **Method of Appointment:** By EIC of TUFFC.

   **Attendance:** Associate Editors/Editorial Board Meetings.

17.2. **Responsibilities and Information from the UFFC-S Bylaws**

   (Compiled mainly from Section 5.1.4.1 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

   (1) Associate Editors shall select appropriate reviewers for manuscripts assigned by the EIC of TUFFC.

   (2) The Editorial Board shall assist the EIC on strategic matters and to act in an advisory role.
18. Guest Editors of IEEE TUFFC

18.1. General Items

Term of Office: For duration of publications of specific Special Issues of IEEE TUFFC.

Method of Appointment: By EIC of TUFFC. (In the case of Special Issues from the UFFC-S Symposia, the Guest Editors may be appointed by the respective Technical Standing Committees or Symposia.)

Attendance: Associate Editors/Editorial Board Meetings.

18.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 5.1.4.1 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

(1) Assemble technical papers for Special Issues as instructed by EIC of TUFFC.
19. Symposium Proceedings Editor

19.1. General Items

Term of Office: For duration of a symposium or multiple symposia.

Method of Appointment: Appointed by the General Chair(s) of the corresponding symposium (see Section 5.1.4 of the UFFC-S Bylaws). (In some Technical Standing Committees, the Symposium Proceedings Editor may be selected by the Vice President for the respective Technical Standing Committee or by the Committee to serve across multiple symposia to assure continuity and consistency. In these cases, General Chair(s) may be required to appoint the Symposium Proceedings Editor selected by the Vice President or the Committee in pursuance to the policies adopted by the respective Technical Standing Committee.)

19.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 5.1.4.4 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

(1) A Symposium Proceedings shall be published for each Symposium sponsored or co-sponsored by the UFFC-S.

(2) The proceedings shall contain only papers presented at that Symposium.

(3) Follow relevant guidelines of IEEE, AdCom, and respective Technical Standing Committees of the UFFC-S.

19.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Ensure that the Proceedings is submitted to the IEEE as early as possible for Xplore evaluation, especially, for symposia held late of the year (September-December). For these late-year symposia, it is recommended to submit the Proceedings much earlier than the deadline set in the IEEE Letter of Acquisition. (Early publication of the Proceedings would ensure third party indexing services to include the Proceedings in their databases timely so that citations from the Proceedings to IEEE TUFFC could be counted towards TUFFC and thus to increase the Impact Factor of TUFFC.)

19.4. Helpful Suggestion(s)

(1) Check for basic quality and formatting issues of papers. If problems are found, ask authors to make corrections by a set deadline. Checked items may include:
   a. Readability of figures
   b. Whether references are listed
   c. If the IEEE paper format is generally followed

(2) Remove papers that do not meet certain standards from publication with a consultation with the Vice President for the respective Technical Standing Committee, the Symposium General Chair(s),
and the Symposium TPC Chair(s). (Note: Need to communicate clearly with the authors for conditions of removal of papers on the Symposium website before the start of paper submissions to avoid challenges from the authors.)
20. **UFFC-S Awards Chair**

20.1. **General Items for Standing Committees**

**Term of Office:** One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

**Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

20.2. **Responsibilities and Information from the UFFC-S Bylaws**

(Compiled mainly from Section 5.1.5 and possibly also from other Sections of the UFFC-S Bylaws. **Note:** UFFC-S Bylaws always take precedent over this document.)

(1) The UFFC-S Awards Committee shall consist of at least five members (not more than three of them shall be present AdCom Members and with representation from each of the three UFFC-S technical areas, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):

   a. The Chair
   b. Member(s): Representation from Ultrasonics
   c. Member(s): Representation from Ferroelectrics
   d. Member(s): Representation from Frequency Control
   e. Additional member(s): Others who may be appointed by the Chair

(2) The Awards Committee members shall be anonymous.

(3) Members of the Committee are not eligible to be candidates for UFFC-S awards for which the Committee is considering.
(4) The Awards Committee members are eligible for appointment for six consecutive one-year terms.
(5) Members retired from this Committee shall be eligible for reappointment after a lapse of one or more years.

The responsibilities of the Awards Committee shall be to:

(6) Annually select candidates and make final decisions for:
   a. The UFFC Achievement Award
   b. The Distinguished Service Award
   c. The Outstanding Paper Award(s)

(7) Select candidates for subsequent review and approval by AdCom:
   a. The Distinguished Lecturer Award(s)
   b. AdCom Emeriti

(8) Monitor awards presented by the three Society technical areas (additional Awards may be awarded by the UFFC-S Standing Committees).

(9) Select candidates and prepare nominations for the various IEEE Awards.

(10) Prepare the following items for the outgoing President during the last AdCom meeting of the term of the President (give instructions to the UFFC-S Administrator for ordering and processing of the items):
   a. A wooden plaque
   b. Note: The following items are not in the UFFC-S Bylaws but are placed here for convenience:
      i. A Certificate of Appreciations
      ii. A Past-President Pin (notice that the pin is different depending on if the outgoing President is an IEEE Fellow or not)
      iii. A gift, if there is any, from the AdCom

(11) Working with the President, prepare Certificates of Appreciations for those who are completing their tenure in AdCom (give instructions to the UFFC-S Administrator for ordering and processing of the items):
   a. Elected AdCom Members
   b. Standing Committee members
   c. Others (Item “c” is not in the UFFC-S Bylaws but is placed here for convenience)

(12) Keep the Awards sections, including sections of Distinguished Lecturers, of the UFFC-S website up-to-date by timely providing information to the UFFC-S Web EIC for posting.

20.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Appoint a Vice Chair to handle the Distinguished Lecturer (DL) awards at the discretion of the UFFC-S Awards Chair.
(2) Send out Calls for Nominations of various UFFC-S awards timely each year.

(3) Prepare the following items for the incoming President during the last AdCom meeting of the term of the President (give instructions to the UFFC-S Administrator for ordering and processing of the items):

   a. A gavel

   b. A President Pin (notice that the pin is different depending on if the incoming President is an IEEE Fellow or not)
21. **UFFC-S Fellows Chair**

21.1. **General Items for Standing Committees**

**Term of Office:** One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”) (Rules in the latest version of the IEEE Fellow Committee Operations Manual shall always take precedent.)

**Method of Appointment:** Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

**Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

21.2. **Responsibilities and Information from the UFFC-S Bylaws**

(Compiled mainly from Section 5.1.6 and possibly also from other Sections of the UFFC-S Bylaws. **Note:** UFFC-S Bylaws always take precedent over this document.)

1. The UFFC-S Fellows Committee (sometimes called Fellows Evaluating Committee) shall consist of at least five members (all of them must be Fellows):

2. The Fellows (Evaluating) Committee members shall be anonymous. (Note: rules specified in the latest version of the IEEE Fellow Committee Operations Manual shall always take precedent.)

3. Membership on the Fellows (Evaluating) Committee shall be revised annually (refer to rules specified in the latest version of the IEEE Fellow Committee Operations Manual).

4. Members of the Fellows (Evaluating) Committee shall not serve as Fellow nominators or references.

5. The deliberations and conclusions of the UFFC-S Fellows (Evaluating) Committee are confidential and shall only be transmitted to the IEEE Fellows Committee.
The responsibilities of the Fellows (Evaluating) Committee shall be to:

(6) **Receive** and **evaluate** nominations for Fellow grade candidates engaged in the fields of activity covered by the UFFC-S.

(7) **Make recommendations** to IEEE Fellows Committee concerning nominations on behalf of the UFFC-S.

(8) **Provide** the information on newly elected IEEE Fellows of UFFC-S to the UFFC-S Newsletter EIC and the UFFC-S Web EIC in a **timely** manner for inclusion in the Newsletters and posting on the UFFC-S website.

### 21.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) **Send out Calls for Nominations of IEEE Fellows** at least 2 months before the deadline each year to remind the community to nominate candidates in a timely fashion (the **deadline** for nominations is usually March 1 of each year).

(2) **Follow the latest rules and regulations** specified in the following IEEE documents related to IEEE Fellow evaluations:

   a. **IEEE Fellow Committee Operations Manual:**
      

   b. **IEEE Fellow Committee Society/Technical Council Fellow Evaluating Committee Handbook:**
      
      
      [https://www.ieee.org/membership_services/membership/fellows/about_fellows.html](https://www.ieee.org/membership_services/membership/fellows/about_fellows.html)

   c. **Note:** The **latest versions** of the two documents above can be found at the IEEE Fellow Program website:

      [https://www.ieee.org/membership_services/membership/fellows/about_fellows.html](https://www.ieee.org/membership_services/membership/fellows/about_fellows.html)
22. UFFC-S History Chair

22.1. General Items for Standing Committees

Term of Office: One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

Method of Appointment: Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

Attendance: Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

Report: Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

Committee Meeting(s): Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

Turn Over: Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

Meeting Guidelines: Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

Note(s): The requirements below are general guidelines and serve only as minimum requirements.

22.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 5.1.7 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

(1) The History Committee shall consist of at least three members (one from each of the three UFFC-S technical areas, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):
   a. The Chair
   b. Member: Representation from Ultrasonics
   c. Member: Representation from Ferroelectrics
   d. Member: Representation from Frequency Control
   e. Additional member(s): Others who may be appointed by the Chair

The responsibilities of the History Committee shall be to:

(2) Maintain a historical record of the UFFC-S.

(3) Publish UFFC-S historical articles.
(4) Obtain oral histories of significant technical contributors in fields relevant to the technical activities of the UFFC-S.

(5) Participate in IEEE historical events.

(6) Submit relevant records to the IEEE Engineering and Technology History Wiki.

(7) Keep the History related sections of the UFFC-S website up-to-date by timely providing information to the UFFC-S Web EIC for posting.

22.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Consider sponsorship for IEEE Milestones proposals in the fields of interests of UFFC-S.

(2) Send out meeting notice of a Committee meeting, if there is any such meeting, to attendees as early as possible, and strive to do so no later than 2 months before the meeting, with details such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)
23. **UFFC-S Member Services Chair**

23.1. **General Items for Standing Committees**

**Term of Office:** One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

**Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

23.2. **Responsibilities and Information from the UFFC-S Bylaws**

*(Compiled mainly from Section 5.1.8 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)*

(1) The Member Services Committee shall consist of at least three members (one from each of the three UFFC-S technical areas, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):

   a. The Chair
   b. Member: Representation from Ultrasonics
   c. Member: Representation from Ferroelectrics
   d. Member: Representation from Frequency Control
   e. Additional member(s): Others who may be appointed by the Chair

   The responsibilities of the Member Services Committee shall be to:

   (2) Encourage IEEE and UFFC membership.
   (3) Initiate membership drives.
(4) Recruit UFFC-S student members.

(5) Promotion of eligible members to senior membership status.

(6) Prepare membership material for special mailings.

(7) Organize a membership booth at all symposia sponsored or financially co-sponsored by the UFFC-S for advertisement and coordinate with the Symposia General Chair(s) to get:

   a. Required booth space including: (i) desk(s), (ii) chair(s), and (iii) waste basket, etc
   b. Whenever possible, a large-screen TV (65” or larger if available) for playing back the UFFC-S Introduction Video in continuous loops for the entire duration of the symposium
   c. Notes:
      i. Playing the video is a good way to introduce UFFC-S to meeting attendees even when the booth is not staffed
      ii. The video is in an MP4 format with a file size of 940 MB and is downloadable at http://ewh.ieee.org/conf/ius_2008/z_doc_misc/07_ieee_uffcs_introduction_video.mp4

The Chair of the Member Services Committee shall be to:

(8) Maintain society membership statistics.

(9) Provide the statistics and membership information to AdCom committees as needed.

(10) Interface with the Membership Development Committee of the IEEE.

(11) Keep the Member Services related sections of the UFFC-S website up-to-date by timely providing information to the UFFC-S Web EIC for posting.

23.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Send out meeting notice of a Committee meeting, if there is any such meeting, to attendees as early as possible, and strive to do so no later than 2 months before the meeting, with details such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)
24. **UFFC-S Chapters Chair**

24.1. **General Items for Standing Committees**

Term of Office: One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

Method of Appointment: Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

Attendance: Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

Report: Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

Committee Meeting(s): Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

Turn Over: Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

Meeting Guidelines: Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

Note(s): The requirements below are general guidelines and serve only as minimum requirements.

24.2. **Responsibilities and Information from the UFFC-S Bylaws**

(Compiled mainly from Section 5.1.9 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

(1) The Chapters Committee shall consist of at least three members (one from each of the three UFFC-S technical areas, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):
   a. The Chair
   b. Member: Representation from Ultrasonics
   c. Member: Representation from Ferroelectrics
   d. Member: Representation from Frequency Control
   e. Additional member(s): Others who may be appointed by the Chair

(2) The Chair shall interact with the IEEE Member and Geographic Activities (MGA) to get Chapters related information.

The responsibilities of the Chapters Committee shall be to:
(3) Actively **promote** and generate new UFFC-S **Chapters** and new UFFC-S **Student Branch Chapters**.

(4) Monitor **activities** of all UFFC-S Chapters and Student Branch Chapters to ensure that they **remain active**.

(5) **Review** financial and other **support requests** from Chapters and Student Branch Chapters.

(6) **Coordinate** with the **UFFC-S Treasurer** and other appropriate **resources** to assist in **Chapter activities**.

(7) **Maintain** a **list of officers** of all existing UFFC-S **Chapters** and **Student Branch Chapters** and their **activities** on the **UFFC-S website**, and keep the **Chapters** related sections of the **UFFC-S website** up-to-date by **timely** providing information to the **UFFC-S Web EIC** for posting.

**24.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws**

(1) **Send** out **meeting notice** of a **Committee meeting**, if there is any such meeting, to attendees **as early as possible**, and strive to do so no later than **2 months** before the meeting, with **details** such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)
25. **UFFC-S Women-in-Engineering (WIE) Chair**

25.1. **General Items for Standing Committees**

   **Term of Office:** One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

   **Method of Appointment:** Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

   **Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

   **Report:** Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

   **Committee Meeting(s):** Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

   **Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

   **Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

   **Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

25.2. **Responsibilities and Information from the UFFC-S Bylaws**

   (Compiled mainly from Section 5.1.10 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedence over this document.)

   (1) The Women-in-Engineering Committee shall consist of at least three members (one from each of the three UFFC-S technical areas, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):

      a. The Chair
      b. Member: Representation from Ultrasonics
      c. Member: Representation from Ferroelectrics
      d. Member: Representation from Frequency Control
      e. Additional member(s): Others who may be appointed by the Chair

   (2) The Chair of the Committee shall be the liaison to the IEEE Women-in-Engineering.

The responsibilities of the Women-in-Engineering Committee shall be to:
(3) Actively promote the participation of women engineers and women engineering students in UFFC-S activities and administration.

(4) Develop and maintain an informal network of UFFC-S members that can provide mentoring for development of their professional careers in engineering.

(5) Organize at least one activity at each of the three annual UFFC-S symposia every year.

(6) Encourage all UFFC-S members, independent of gender, who support the cause of Women-in-Engineering to participate in its organized activities.

(7) Maintain the Women-in-Engineering related sections of the UFFC-S website and keep the website up-to-date by timely providing information to the UFFC-S Web EIC for posting.

25.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Send out meeting notice of a Committee meeting, if there is any such meeting, to attendees as early as possible, and strive to do so no later than 2 months before the meeting, with details such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)
26. **UFFC-S Education Chair**

26.1. **General Items for Standing Committees**

**Term of Office:** One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

**Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

26.2. **Responsibilities and Information from the UFFC-S Bylaws**

(Compiled mainly from Section 5.1.11 and possibly also from other Sections of the UFFC-S Bylaws. **Note:** UFFC-S Bylaws always take precedent over this document.)

(1) The Education Committee shall consist of at least six members (two from each of the three UFFC-S technical areas, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):

- **a.** The Chair
- **b.** Member: UFFC-S Member Services Chair
- **c.** Member: UFFC-S Student Advisor (if there is any)
- **d.** Member: UFFC-S WIE Chair
- **e.** Member: UFFC-S Web EIC
- **f.** Member(s): Representation from Ultrasonics
- **g.** Member(s): Representation from Ferroelectrics
- **h.** Member(s): Representation from Frequency Control
- **i.** Additional member(s): Others who may be appointed by the Chair
The responsibilities of the Education Committee shall be to:

(2) Actively promote the UFFC-S through educational programs, including:
   a. Generation of proposals for fellowships funded by industry
   b. Development of educational courses at various institutions
   c. Production of educational webinars
   d. Production of tutorial or review-like papers for IEEE TUFFC and UFFC-S symposia

(3) Consider other educational opportunities such as Summer School and Student Design Competitions at the symposia and other meetings sponsored by the UFFC-S if the Committee feels that these activities would benefit a large number of people.

(4) Present to AdCom for approval for plans on:
   a. Committee activities involving or representing the UFFC-S
   b. Interfacing with external organizations
   c. Establishing educational programs
   d. Expenditure of funds

(5) Maintain the Education related sections of the UFFC-S website and keep the website up-to-date by timely providing information to the UFFC-S Web EIC for posting.

26.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Send out meeting notice of a Committee meeting, if there is any such meeting, to attendees as early as possible, and strive to do so no later than 2 months before the meeting, with details such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)
27. **UFFC-S Nominations Chair**

27.1. **General Items for Standing Committees**

**Term of Office:** One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

**Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

27.2. **Responsibilities and Information from the UFFC-S Bylaws**

(Compiled mainly from Section 5.1.12 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedence over this document.)

(1) The UFFC-S Nominations Committee (shall have representation from the three Society technical areas, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):

   a. The Chair. (Section 5.1.12 of the UFFC-S Bylaws: The Nominations Chair shall be the Junior Past President. If the Junior Past President is not available, the most recent Past Chair of the Nominations Committee or an available Past President of the UFFC-S shall be the Chair. In extenuating circumstances, a different individual may be appointed to this position.)

   b. Member(s): Representation from Ultrasonics

   c. Member(s): Representation from Ferroelectrics

   d. Member(s): Representation from Frequency Control

   e. Additional member(s): Others who may be appointed by the Chair
f. **Note:** For your information, excluding the Chair, there were a total 9 members with 3 from each of the three UFFC-S technical areas in both 2016 and 2017.

(2) AdCom approval is needed for appointments of all members of the Nominations Committee.

(3) The Chair shall not be eligible to stand for election for the position of Elected AdCom Member or President-Elect during his/her term of service.

(4) A Nominations Committee member may not be a nominee for another AdCom position for which the Committee is responsible for making nominations, unless the member resigns from the Committee prior to its first meeting of the year in which the nomination shall be made.

The responsibilities of the Nominations Committee shall be to:

(5) Prepare a slate of nominees for forthcoming vacancies in the position of Elected AdCom Member (all nominees must be UFFC-S voting members in good standing and be willing to serve if elected).

(6) Ensure that the total number of nominees shall be at least eight. Broadest representation from all IEEE Regions and technical areas of the UFFC-S shall be attempted for the nominations slate.

(7) Solicit and prepare candidate biographies and photos for inclusion with the ballots.

(8) Get approval of AdCom for the slate of Elected AdCom Member at the first scheduled AdCom meeting of the year.

(9) Notice that nominations may be presented from the floor by members of AdCom during the first scheduled AdCom meeting of the year when the Nominations Committee presents a slate of nominees for approval, provided that the nominees are UFFC-S voting members in good standing and evidence of willingness to serve is also presented. An affirmative vote by AdCom places the nominee on the ballot.

(10) Send the AdCom approved slate of candidates to IEEE for general election by UFFC-S voting members.

(11) Notice that ties of the election of Elected AdCom Member shall be broken by the AdCom.

(12) Provide the information (names, affiliations, email addresses, and portrait photos) on the newly elected AdCom members to the UFFC-S Newsletter EIC and the UFFC-S Web EIC in a timely manner for inclusion in the Newsletters and posting on the UFFC-S website.

(13) Prepare a slate of at least 2 (two) nominees with nomination packages for the office of President-Elect in the election years. (Notice that: (i) Nominees shall be UFFC-S voting members in good standing. (ii) Nominees shall be included on the slate as long as a complete nomination package has been received by the Chair of the Nominations Committee at least 4 (four) weeks prior to the last scheduled AdCom meeting in an election.)

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Examples for reference only: In the 2016 and 2017 Nominations Committee, there were more than 40 nominees in total each year and, among them, 27 and 24 agreed to run in 2016 and 2017 respectively. 12 candidates (3 from Ultrasonics in all IEEE Regions, 3 from Ferroelectrics in all IEEE Regions, 3 from Frequency Control in all IEEE Regions, and 3 from only IEEE Regions 8-10 but with 1 from each of the three UFFC-S Technical Areas) were selected as a slate (after evaluation and ranking by the Nominations Committee) for AdCom approval for the ballot for election by UFFC-S members.
(14) Get exemption from the IEEE Vice President for Technical Activities if fewer than two nominees for President-Elect are available.

(15) Distribute the nomination packages of President-Elect to AdCom within one week after the nomination deadline that is 4 weeks prior to the last scheduled AdCom meeting in an election year. A complete nomination package shall consist of:
   a. A letter of nomination signed by at least 2 AdCom Members
   b. An up-to-date candidate biography including IEEE and UFFC-S contributions
   c. A position statement by the candidate

27.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Send out a Call for Nominations to UFFC-S members (including AdCom, UFFC-S Representatives, 3 Technical Standing Committees, and TPCs) and post the Call on the UFFC-S website (self nominations are encouraged) for:
   a. Elected AdCom positions (around February 1 or earlier each year)
   b. President-Elect (at least 3 months before the election in the election year)

(2) Send out emails to encourage them to run again:
   a. The nominees who have not been selected on the ballot to run next year right after the AdCom-approved slate of Elected AdCom candidates is sent to IEEE for general election.3
   b. Those Elected AdCom candidates who were selected on the ballot but were not elected to run next year after the election.4

(3) Notify AdCom of the newly elected AdCom members timely.

(4) Send Congratulations letters to the newly elected AdCom members.

(5) Send out meeting notice of a Committee meeting, if there is any such meeting, to attendees as early as possible, and strive to do so no later than 2 months before the meeting, with details such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

27.4. Helpful Suggestion(s)

(1) Include the following documents as references for the Elected AdCom position in: (i) Call for Nominations (these references could give potential nominees an idea as to what they will be running for and help them to decide if they would like to run); (ii) Emails to nominees to confirm their willingness to serve if elected; (iii) Congratulations letters to newly elected AdCom members.

3 An example of timing of activities of a past election is provided below for convenience: An AdCom approved slate of 12 candidates was sent to IEEE on May 10, 2017 after the 1st AdCom meeting on May 6, 2017 (four days after the meeting), and an email was sent out on May 11, 2017 to encourage those nominees who were not on the ballot to run next year.

4 The timing of the result of a past election is provided below for convenience: The final election result was provided by IEEE on July 21, 2017 and an email was sent out on August 22, 2017 to encourage those candidates who were on the ballot but were not elected to run next year.
a. Information on Operations of AdCom:

b. Job Descriptions for Volunteers and Staff of IEEE UFFC-S (this document):

c. UFFC-S Travel and Reimbursement Policy:

d. UFFC-S Bylaws:

e. UFFC-S Constitution:

(2) In terms of the nominations of President-Elect, frequently asked questions by prospective
nominees are: (i) What exactly the President of UFFC-S will do? (ii) How much time it would be
needed? (iii) How much travels are needed? Therefore, it would be helpful to include this
document in the Call for Nominations to help prospective candidates to make decisions as to
whether they would like to run. This Job Descriptions document can also be accessed at:

(3) If some nominees are not an IEEE UFFC-S member (the UFFC-S Member Servers Chair and
UFFC-S Administrator(s) have an access to the IEEE SAMIEEE database to get the IEEE
membership # and membership status of each IEEE UFFC-S member), ask them to join IEEE
UFFC-S (please notice that someone could be an IEEE member but not a UFFC-S member). Their
nominations could be on hold until they become both IEEE and UFFC-S members (they should be
able to produce a receipt from IEEE after completing the membership application). The IEEE
membership application website is given below:
28. **UFFC-S Standards Chair**

28.1. **General Items for Standing Committees**

**Term of Office:** One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

**Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

28.2. **Responsibilities and Information from the UFFC-S Bylaws**

(Compiled mainly from Section 5.1.13 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

(1) The Standards Committee consists of the Chair and the Subcommittee Chairs, and the Chair shall be an ex-officio member of all such UFFC standards subcommittees.

(2) Appoint subcommittee chairs who shall constitute subcommittees to handle specific technical standards (in coordination with the Technical Standing Committees).

The responsibilities of the Standards Committee shall be to:

(3) Establish and review IEEE Standards within the Field of Interest of the UFFC-S.

(4) Periodically upgrade existing standards and shall initiate standards in new areas as appropriate.

(5) Maintain the Standards related sections of the UFFC-S website and keep the website up-to-date by timely providing information to the UFFC-S Web EIC for posting.
28.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) **Represent** the UFFC-S within the IEEE Standards Association (SA) and **work** closely with the IEEE SA staff officer who is the liaison for the UFFC-S.

(2) Act as a “Sponsor” on behalf of the UFFC-S to facilitate the process of the development of new standards within UFFC-S.

(3) Participate in the **meetings** of standard working groups and provide **guidance** on the standard development.

(4) Serve as the **point of contact** for the UFFC-S when other societies solicit our participation in, and/or our comments on, the standards they are developing.

(5) Submit the **Annual Financial Report** to the IEEE SA.

(6) **Send out meeting notice** of a Committee meeting, if there is any such meeting, to attendees **as early as possible**, and strive to do so no later than **2 months** before the meeting, with **details** such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)
29. **UFFC-S Strategic Planning Chair**

29.1. **General Items for Standing Committees**

**Term of Office:** One year from January 1 until December 31 of the year. (However, as prescribed in Section 5.1 of the UFFC-S Bylaws: “While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.”)

**Method of Appointment:** Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

**Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral and written reports to AdCom in regularly scheduled AdCom meetings. (It is recommended that issues addressed in the reports include the “Information” items in the subsection “Helpful Suggestion(s) and Information” below.)

**Committee Meeting(s):** Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

29.2. **Responsibilities and Information from the UFFC-S Bylaws**

*(Compiled mainly from Section 5.1.14 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)*

(1) The Strategic Planning Committee shall consist of at least three members (one from each of the three UFFC-S technical areas, i.e., Ultrasonics, Ferroelectrics, and Frequency Control):

- **a.** The Chair
- **b.** Member: Representation from Ultrasonics
- **c.** Member: Representation from Ferroelectrics
- **d.** Member: Representation from Frequency Control
- **e.** Additional member(s): Others who may be appointed by the Chair (may consider to include a couple of AdCom Student Representatives to gain perspectives from students)

The responsibilities of the Strategic Planning Committee shall be to:
29.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) **Send out meeting notice of a Committee meeting,** if there is any such meeting, to attendees as early as possible, and strive to do so no later than 2 months before the meeting, with details such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)

29.4. Helpful Suggestion(s) and Information

(1) **Information:** The following **topics** have been suggested previously for the Strategic Planning Committee to consider:
   a. **Vision** for the UFFC-S
   b. **Strategic plan** of UFFC-S
   c. Society **goals** for: (i) **Coming** year; (ii) **Next 3 years**; (iii) **Next 10 years**; (iv) **Top 3 goals**
   d. **How the goals** are being achieved
   e. **What** plan / programs we are putting in place
   f. Alignment of **budget and expenses** to achieve these **goals**
   g. **Strategic answers**
   h. **How to obtain input to key questions on Society orientation long-term**
   i. **Value** added by IEEE UFFC-S and IEEE **Membership**
   j. **How the gap of student to regular membership** is addressed

(2) **Information:** The **key areas** recognized previously include:
   a. **IEEE UFFC-S and IEEE Membership**
   b. **Why** become a member?
   c. **What novel benefits** can UFFC-S offer to motivate membership?
   d. **How to promote research** in UFFC-S amongst **young** researchers?

(3) May consider including a couple of **AdCom Student Representatives** as a member(s) of the Strategic Planning Committee since students are the future of UFFC-S and may provide some insights to UFFC-S from the perspectives of students.
30. **UFFC-S Ad Hoc Committee Chairs**

### 30.1. General Items

**Term of Office:** Unspecified. (In Section 5.2 of the UFFC-S Bylaws: “The President shall define … the terms of office of the Chair and the members. All Ad Hoc Committees should disband at the end of the calendar year or the end of the appointing President's term of office. The Ad Hoc Committee may be reappointed by the President's successor.”)

**Method of Appointment:** Appointed for the following year by the President during the President’s first year in office, and by the President-Elect during the President’s second year in office.

**Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral and written reports to AdCom in regularly scheduled AdCom meetings.

**Committee Meeting(s):** Send meeting announcement, if there is any, also to the President since the President is an ex-officio member of all committees of the UFFC-S.

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

### 30.2. Responsibilities and Information from the UFFC-S Bylaws

1. In Section 5.2 of the UFFC-S Bylaws: “The President shall define the purpose of the Committee and may provide guidance for how long the Committee shall be constituted, the number of members the Committee shall have, how the members are to be selected, and the terms of office of the Chair and the members. All Ad Hoc Committees should disband at the end of the calendar year or the end of the appointing President's term of office. The Ad Hoc Committee may be reappointed by the President's successor.”

### 30.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

1. Send out meeting notice of a Committee meeting, if there is any such meeting, to attendees as early as possible, and strive to do so no later than 2 months before the meeting, with details such as date, time, location, and possibly a draft agenda. (Late meeting notice to attendees may increase their conflicts of scheduling and decrease attendance. It may also cause some of the attendees to change their flights, and in some cases, it may be difficult and may increase costs to the UFFC-S.)
31. **Elected AdCom Members (12 Members) (Voting Members)**

31.1. **General Items**

**Term of Office:** Three years from January 1 of the first year in office until December 31 of the third year. (In Section 5 of UFFC-S Constitution: “Their term shall be three years. Only two consecutive terms are permitted, but eligibility for reelection is restored after a lapse of one year.”)

**Method of Appointment:** By election of UFFC-S voting members.

**Number of Members:** Four members are elected each year. Because the term of office is three years, there are a total of twelve Elected AdCom Members in AdCom at any given time.

**Attendance:** Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

31.2. **Responsibilities and Information from the UFFC-S Bylaws**

(1) Be familiar with the UFFC-S governance to effectively help UFFC-S making decisions via discussions, deliberations, and votes.

(2) Attend the twice per year AdCom meetings that may be held worldwide.

31.3. **Additional Responsibilities and Information Not in the UFFC-S Bylaws**

(1) Perform duties assigned by the UFFC-S President and AdCom.

(2) To the extent possible, each Elected AdCom Member should come up with at least one initiative per year with a plan for execution.

(3) Actively participate in the discussions during AdCom meetings and email interactions.

31.4. **Useful Resource(s) or Information**

(1) “Information on Operations of IEEE UFFC-S AdCom”: This document may help Elected AdCom Members to be familiar with the UFFC-S Governance and get a quick start as soon as they are in office.

(2) **Governing Documents:** Relevant UFFC-S governing documents that Elected AdCom Members may be of interest are listed together below:

   a. Information on Operations of AdCom:


   b. **Job Descriptions** for Volunteers and Staff of IEEE UFFC-S (this document):

c. UFFC-S Travel and Reimbursement Policy:

d. UFFC-S Bylaws:

e. UFFC-S Constitution:
32. AdCom Student Representatives

32.1. General Items

Term of Office: Two years total separated into Junior Student Representatives and Senior Student Representatives: (i) Junior Student Representatives: From January 1 until December 31 of the first year in the position. (ii) Senior Student Representatives: From January 1 until December 31 of the second year in the position.

Method of Appointment: In Section 3.7 of UFFC-S Bylaws: (i) “The Student Representatives shall be appointed by the President (by the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year).” (ii) “It is desirable that Student Representatives remain students during their term of service. If a Student Representative cannot complete his or her term, a replacement shall be appointed by the President to serve the remainder of the term of the student.”

Number of Members: Up to three members are appointed each year. Because the term of office is two years, there may be up to a total of six members at any given time. According to Section 3.7 in UFFC-S Bylaws: “There shall be up to three Junior and three Senior Student Representatives to AdCom, no more than two from any of the three Society technical areas.”

Attendance: Regularly scheduled AdCom meetings (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

Report: The lead individual makes oral and written reports to AdCom on behalf of other AdCom Student Representatives in regularly scheduled AdCom meetings.

Meeting Guidelines: Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

Note(s): The requirements below are general guidelines and serve only as minimum requirements.

32.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 3.7 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

The duties of Student Representatives include:

(1) Attend the twice per year AdCom meetings (also see “Attendance” above).
(2) Publicize the Society to the broader community of fellow students.
(3) Promote the Society to students via the UFFC-S website, social media and other online activities.
(4) Perform outreach to students attending the annual UFFC-S symposia and other activities.
(5) Select a lead individual among AdCom Student Representatives.
(6) The lead individual shall:
32.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Manage membership and outreach activities (in coordination with the UFFC-S Publicity Chair) at the three annual UFFC-S symposia. In the past, these activities included:
   a. Running UFFC-S membership booths (in coordination with the UFFC-S Member Services Chair and UFFC-S Secretary)
   b. Surveying students for feedback

(2) Plan, advertise, and run student activities at the three annual UFFC-S symposia. In the past, these activities included:
   a. Student photo competitions
   b. Student-industry networking events
   c. Scavenger hunts
   d. Informal student meetings

(3) Collaborate with AdCom members and symposia officers to promote student engagement in UFFC-S.

(4) Seek advices from the Student Advisor in planning the student activities.

(5) Perform duties assigned by the UFFC-S President and AdCom.

(6) Connect with UFFC-S Student Branch Chapters, and promote their growth and visibilities.

(7) Make yourself available to other students at UFFC-S Symposia and other events to answer their questions.
33. AdCom Emeriti

33.1. General Items

Term of Office: Life.

Method of Appointment: Recommended by the UFFC-S Awards Committee (the nominations may come from the three Technical Standing Committees to the UFFC-S Awards Committee) and appointed by AdCom.

Number of Members: There is no limit on the number of AdCom Emeriti (this is an honorary title conferred by AdCom and thus named “AdCom Emeritus”).

Meeting Guidelines: Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

33.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Section 3.8 and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

AdCom Emeriti shall:

(1) Support the UFFC-S using their “corporate memory”.

(2) Perform on occasion duties assigned by AdCom or by the UFFC-S President.

(3) A minimum of two AdCom Emeriti, not including those who are currently serving in other positions as AdCom Members, shall be invited by the President to attend each AdCom meeting. (This will help to provide the “corporate memory” to the UFFC-S. The Travel support for the invitees is governed by the “UFFC-S Travel and Reimbursement Policy” as in the “Introduction” section at the beginning of this document.)

33.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Be involved with the Technical Standing Committee in which the AdCom Emeriti are technically belong.
34. **UFFC-S Representatives**

34.1. **General Items**

**Term of Office:** Varied depending on **two factors:** (i) The duration **appointed** by the UFFC-S President (by the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year). (ii) **Term limits** set in the Bylaws, Memoranda of Understanding (MOU), and/or governing documents of the organizations that the UFFC-S Representatives are appointed to.

**Method of Appointment:** Appointed by the UFFC-S President (by the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year)

**Number of Members:** Governed by the Bylaws, Memoranda of Understanding (MOU), and/or governing documents of each organization that the UFFC-S Representatives are appointed to.

**Attendance:** Regularly scheduled AdCom meetings as invited by the UFFC-S President (see Section 3.2 of “IEEE UFFC Society (UFFC-S) Travel Reimbursement Policy” as in the “Introduction” section at the beginning of this document for travel support).

**Report:** Make oral (if requested by the President) and written reports to UFFC-S AdCom in regularly scheduled AdCom meetings.

**Turn Over:** Provide a complete, comprehensive turnover to your successor prior to the start of the term of the successor, and upon request to assist the successor to ensure continuity of UFFC-S operations.

34.2. **Responsibilities Not Specified in the UFFC-S Bylaws**

(1) Seize the opportunities that may benefit UFFC-S when participating in the activities of the organization that the UFFC-S Representatives are appointed to.

(2) **Perform duties governed** by the Bylaws, Memoranda of Understanding (MOU), and/or governing documents of each organization that the UFFC-S Representatives are appointed to.

(3) Provide oral (if requested by the UFFC-S President) and/or written reports that will become permanent records (attachments) of the UFFC-S AdCom meetings. Answer the following questions in the oral and/or written reports:

   a. What activities have taken place in your representation areas
   b. How these activities may be related to the UFFC-S
   c. Your suggestions and recommendations as to what could be done to have UFFC-S benefit more from the representation
   d. Anything else that you feel worth to report
   e. If there are no updates from the last report, please state so in your written report to the UFFC-S AdCom meetings

(4) **Participate** in and contribute to UFFC-S AdCom activities such as AdCom meeting and email discussions.
34.3. **Helpful Suggestion(s)**

(1) Foster **collaborations** between UFFC-S and the organizations that the UFFC-S Representatives are appointed to for mutual benefits, for example:

a. Have a couple of UFFC-S members to serve in the conference **technical program committee (TPC)** of the conferences of other organizations

b. Encourage forming **technical committees in special joint topics** of UFFC-S expertise in other organizations

c. Invite **Distinguished Lecturers** of the other organizations for a **keynote** or **invited talks** in the UFFC-S symposia

d. Organize joint **tutorials** or **short courses** in symposia or workshops of both UFFC-S and other organizations

e. Encourage authors in other organizations to submit **papers** to IEEE TUFFC
# General Chairs of UFFC-S Symposia

## 35.1. General Items

**Term of Office:** Three years as a member of AdCom (one year before the symposium, the year when the symposium takes place, and one year after the symposium) for a designated General Chair of each symposium (see Section 3.1 of the UFFC-S Bylaws for clarifications of the meaning of the word “designated” here) (as for each symposium, the General Chair(s), Symposium Finance Chair(s), and the entire symposium organizing committee should remain responsible until completing all tasks of the symposium, including filling out a standard Conference Data Collection Form below.)

**Method of Appointment:** Selected by a Technical Standing Committee and approved by AdCom.

**Number of Chairs:** Varied from symposium to symposium.

**Attendance:** Regularly scheduled AdCom meetings during the three-year term of the designated General Chair (AdCom members who miss two consecutive AdCom meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom – see removal procedure in Section 3.3 of the UFFC-S Bylaws and Section 5.4 of the UFFC-S Constitution.)

**Report:** Make oral (it may be combined with the report of the Chair of the Technical Standing Committee) and written reports to AdCom in regularly scheduled AdCom meetings in coordination with the Chair of the respective Technical Standing Committee.

**Meeting Guidelines:** Follow the link “Common AdCom and Committee Meeting Guidelines” to view the important meeting guidelines at the beginning (right after the Table of Contents) of this document. No UFFC-S meetings or committees shall violate these guidelines.

**Note(s):** The requirements below are general guidelines and serve only as minimum requirements.

## 35.2. Responsibilities and Information from the UFFC-S Bylaws

(Compiled mainly from Sections 4.2, 4.2.1, 4.2.2, 5.1.4, and possibly also from other Sections of the UFFC-S Bylaws. Note: UFFC-S Bylaws always take precedent over this document.)

1. Request a loan (or loans) from the general fund of UFFC-S to cover expenses in advance of the symposium (this can also be done by the Symposium Finance Chair) if such a loan is needed.
2. Authorize the Symposium Finance Chair to open an account to be used for the deposit and disbursement of funds related to the symposium.
3. Submit a formal budget to AdCom for approval at least one year before the symposium.
4. Submit the AdCom-approved budget to Vice President for Finance who will subsequently forward it to IEEE for inclusion in the budget process.
5. Present a preliminary account of symposium income and expenses at the first scheduled AdCom meeting after the symposium.
6. Work with the Symposium Finance Chair to ensure the conference books are closed in a timely fashion.
7. Appoint relevant editors for the Symposia Proceedings (see Section 5.1.4 of the UFFC-S Bylaws).
a. Note: In some Technical Standing Committees, the Symposium Proceedings Editor may be selected by the Vice President for the respective Technical Standing Committee or by the Committee to serve across multiple symposia to assure continuity and consistency. In these cases, General Chair(s) may be required to appoint the Symposium Proceedings Editor selected by the Vice President or the Committee in pursuance to the policies adopted by the respective Technical Standing Committee.

b. Note: The Society shall publish proceedings for each Symposium sponsored or co-sponsored by the Society. The Proceedings Editor shall be a member of the relevant symposium organizing committee.

(8) Comply with IEEE audit requirements.

(9) Adhere to IEEE conference finance rules.

35.3. Additional Responsibilities and Information Not in the UFFC-S Bylaws

(1) Fill out the simple conference data collection form below before the job of General Chair is considered complete and submit it to (i) the UFFC-S Vice President for Symposia, (ii) the respective Vice President for Technical Standing Committee, and (iii) the UFFC-S administrator:

a. Attendance (including all registrants, guests, staff, and exhibitors): IEEE Regions 1-7 (USA/Canada): ______; Region 8 (Europe/Middle East/Africa): ______; Region 9 (Latin America): ______; Region 10 (Asia/Pacific): ______; No Country: ______


c. Abstracts accepted (including tutorials and invited) for each TPC Group: Group I: ______; Group II: ______; Group III: ______; Group IV: ______; Group V: ______; Group VI: ______; Group VII: ______

d. Note: The MS Excel spreadsheets below have the definitions of various TPC Groups:

i. IUS: [Link]

ii. ISAF: [Link]

iii. IFCS: [Link]

e. Note: A complete fillable PDF Conference Data Collection Form that includes Items “a”, “b”, and “c” above is available at (download first before filling in):

[Link]

(2) Follow the rules and policies in the Operations Manual of each respective Technical Standing Committee right from the beginning when the symposium and General Chair(s) are approved by the Technical Standing Committee and AdCom.

(3) Send out an email to all AdCom members at least 3 months before the symposia for the following information (Coordinate this task with the UFFC-S Secretary who has a list of email addresses of the entire UFFC-S AdCom):
a. Ask if there will be any committee meeting to be scheduled during the symposium with a deadline for response. For your convenience, some example events held in conjunction with a symposium in the past are given below as references:
   
i. The President's Reception
   ii. President’s Student Reception
   iii. Standing Committee meeting(s)
   iv. 1st TPC meeting of next year
   v. Women-in-Engineering (WIE)
   vi. TUFFC Associate Editor (AE) Luncheon meeting
   vii. Awards Committee meeting
   viii. Finance Committee meeting
   ix. Strategic Planning Committee meeting
   x. Exhibits Breakfast
   xi. Standards Committee meeting
   xii. Guest Breakfasts
   xiii. Pass-the-Baton meeting
   xiv. Some Ad Hoc Committee meetings, etc.

b. Request information on:
   
i. Estimated number of attendees
   ii. Room setup
   iii. Audio/Visual (A/V) and food requirements

c. Note: Arrange committee meetings early may help to resolve conflicts in meeting scheduling and logistic issues, and help meeting attendees.

d. Note: For your convenience, a sample Meeting Schedule for IEEE UFFC-S conferences (containing many of the Committee meetings mentioned above) is provided at:
   http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_z_appendix_c_mtg_schedules_2008_lu.pdf and a Microsoft Excel version of this file is available at (can be easily modified):
   http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_z_appendix_c_mtg_schedules_2008_lu.xls

(4) Provide the following for the IEEE UFFC-S membership advertisement (coordinate with the UFFC-S Member Services Chair for these tasks):
   
a. A booth space (may include desk(s), chair(s), and a waste basket etc)
   
b. Whenever possible, a large-screen TV (65” or larger if available) for playing back the UFFC-S Introduction Video in continuous loops for the entire duration of the symposium.
   
c. Notes:
   
i. Playing the video is a good way to introduce UFFC-S to meeting attendees even when the booth is not staffed from time to time
ii. The video is in an MP4 format with a file size of 940 MB and is downloadable at http://ewh.ieee.org/conf/ius_2008/z_doc_misc/07_ieee_uffcs_introduction_video.mp4

(5) Prepare Certificates of Appreciations for distribution during the President’s Reception (send information and instructions to the UFFC-S Administrator who will make the certificates) for:
   a. Members of the Organizing Committee
   b. Sponsors
   c. Student Paper Competition finalists
   d. TPC Group Chairs
   e. Others whom the General Chair(s) would like to appreciate

(6) Consider to put a checkbox in the conference registration form for Women-in-Engineering (WIE) events to estimate participation.

(7) Consider to put a checkbox in the conference registration form for the “Industry and University Employer / Job Seeker network event” to estimate participation if there is such an event.

(8) Consider to make the difference of symposium registration fees between IEEE and non-IEEE members greater than the IEEE membership fee when developing symposium budget.

(9) Consider to use IEEE recommended web server(s) (free of charges for IEEE organizations) to develop symposia websites so that the contents of the websites can be permanently preserved and the server security can be taken care of by IEEE (some earlier UFFC-S symposia such as 2014 IEEE ISAF did not use an IEEE web server and the website has permanently lost). IEEE now recommends that IEEE symposia use the server at sites.ieee.org. Some recent IEEE IUS using this IEEE server are given below as examples:

   2016 IEEE IUS: http://sites.ieee.org/ius-2016/

   IEEE contact for setting up the website (in case the contact person below is changed, the relevant IEEE department can always be reached to find out a new contact person):

   Mr. Khanh Luu
   Information Management Analyst
   Member and Geographic Activities Department
   Tel. (732)562-6358 (Office)
   Tel. (732)562-5501 (Department) x6358
   Email: k.n.luu@IEEE.org

35.4. Useful Resource(s) or Information

(1) Some Technical Standing Committees may have a position called “Vice General Chair”. (The Vice General Chair is intended to be the next General Chair, and serves to support the current General Chair and is trained by the current General Chair.)

Although each conference is different and each UFFC-S Technical Standing Committee organizes its conferences in a different way, this document could still be of some value and be used as a reference. This document may also be useful to anyone who would like to be a volunteer to organize a UFFC-S conference in the future. In particular, this document may be useful for conferences that plan to use vendors such as Mira Digital Publishing (a system for abstract review, program assembly, and proceedings paper publication, etc) and/or YesEvents (a conference registration company). To save time and quickly jump to the sections of interest, please use the bookmarks on the left-hand-side of the PDF file above. The following 8 sections might be of particular interest to you and can be located by the bookmarks:

a. Section III. "A Brief History of IEEE International Ultrasonics Symposia" on Page 16, which shows the conference history and a historical trend since 1959.

b. Section VIII. "Technical Program and Mira Digital Publishing" on Page 54, which shows how to organize technical program of a conference using the Mira system.

c. Section IX. "Conference Proceedings" on Page 80, which shows how to produce conference proceedings effectively using the Mira system.

d. Section XVIII. "Suggested Improvements for Mira and YesEvents Systems" on Page 122, which gives some suggested improvements of the Mira and YesEvents systems if the companies have not already implemented them.

e. Appendix A. "IEEE International Ultrasonics Symposium (IUS) since 1959" on Page 128, which gives more details on each IEEE IUS conference since 1959 including information such as websites, General Chairs, and TPC Chairs, etc.

f. Appendix W. "Calendar of Events and Important Things to Note" on Page 386, which gives an example time line of a conference and important things that might need to be considered when running a conference.

g. Appendix X. “Mira Digital Publishing System for 2017 IEEE IUS" on Page 403, which shows what General Chairs, TPC Chairs, conference proceedings Chairs, reviewers, and authors need to do when using the Mira system. It also shows the process of conference registration with the YesEvents conference registration services.

h. "Screen Captures" on Page 415, which includes step-by-step graphical instructions through screen shots on how General Chairs, TPC Chairs, and Group Chairs can manage a conference using the Mira system. It also includes step-by-step instructions on how to use YesEvents services for conference registration. In addition, it shows how the conference Proceedings Chairs could make use of the Mira system to effectively manage conference proceedings (also see "Appendix X" above).

(3) For your convenience, resources that might be useful for running an IEEE UFFC-S conference are listed together below (these files may be updated from time to time):

a. Fillable Conference Data Collection Form for IEEE UFFC-S Conferences to collect historical data (download first before filling in) (1 page):

b. Organization of IEEE UFFC-S Conferences (including IEEE IUS history from 1959) (about 590 pages):
c. A Sample Calendar of Events of IEEE UFFC-S Conferences (about 16 pages):

d. Tutorial of Mira Software for IEEE UFFC-S Conferences (about 191 pages):

e. A Sample Meeting Schedule for IEEE UFFC-S Conferences (about 9 pages):
   Microsoft Excel version:
   http://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_z_appendix_c_mtg_schedules_2008_lu.xls

f. IEEE IUS Historical Data Plots Since 1959 (about 26 pages):
   Microsoft Excel version:

g. IEEE ISAF Historical Data Plots Since 1968 (about 15 pages):
   Microsoft Excel version:

h. IEEE IFCS Historical Data Plots Since 1947 (about 15 pages):
   Microsoft Excel version:

i. A sample statistics of an IEEE IUS conference is at:
   http://ewh.ieee.org/conf/ius_2008/zz_index/z29c_conference_statistics_index.html

j. An example of making conference photos and videos is at:
   http://ewh.ieee.org/conf/ius_2008/zz_index/z29b_conference_photos_index.html

k. Home page of 2008 IEEE IUS, Beijing, China, which contains a lot of useful information:
   http://ewh.ieee.org/conf/ius_2008/

l. Note: There are also other files that may be of use to future General Chairs and TPC Chairs, including contracts and financial information of conferences. If you are interested, please contact Dr. Jian-yu Lu at: jian-yu.lu@ieee.org
36. **UFFC-S Administrator(s)**

36.1. **General Items**

**Service Period:** Specified in contract(s) between IEEE UFFC-S and the vendor(s).

**Method of Appointment:** A point of contact selected by the vendor(s).

**Attendance:** Regularly scheduled Administrative Committee (AdCom) meetings to provide administrative assistance.

**Turn Over:** Provide a complete and comprehensive turnover to your successor prior to the starting date of the successor to ensure continuity of UFFC-S operations.

**Note(s):** The requirements below are general guidelines and more are to be expected from the UFFC-S President, Committee Chairs, AdCom, and contract(s).

36.2. **General Responsibilities**

(1) Assist UFFC-S AdCom meeting logistics, including:

   a. Arrange with meeting venues:
      i. Ship UFFC-S equipment to venues, and set up and test the equipment
      ii. Get meeting room of appropriate room size with U-shaped tables for 40-50 people
      iii. Get a projection screen for presentations (about 10 feet wide)
      iv. Ensure reliable internet connections to the meeting room (such as 1 Ethernet line for one of the UFFC-S computers, 1 phone line to one Polycom unless there is an alternative way for remote meeting participants, and a wireless connection for attendees to use their computers)
      v. Ensure that power strips are placed about every 5-6 feet around tables
      vi. Get enough number of stationary (wired) microphones and a couple of mobile (wireless) microphones
      vii. Ensure that the hardware (key pads) and software (PowerVote) of the electronic voting system works
      viii. Ensure remote presenters have good voice connections so that they can hear and can be heard to satisfy the requirements of remote participants of the UFFC-S Constitution so that their votes are counted
   
   b. Bring a digital voice recorder to the meeting for the minutes development
   
   c. Work with UFFC-S Secretary to operate equipment during AdCom meetings

(2) Setup an AdCom meeting registration website whenever possible.

(3) Maintain the “For AdCom Only” website.

(4) Make requests to IEEE to add people who need to access the “For AdCom Only” by providing their names and IEEE Membership # to IEEE (IEEE Membership # is available from the IEEE SAMIEEE database or from the UFFC-S Member Services Chair). (Do this in January of each year in coordination with the UFFC-S President and add more people during the year as the President requests.)

(5) Produce an AdCom meeting agenda that is linked to both oral and written presentation files.
(6) Collect presentation (attachment) files from each individual who is scheduled to make oral and/or written presentations (UFFC-S Representatives often make only written presentations when there is not enough time for oral presentations). Even if a presenter could not attend the AdCom meetings, a written report should be submitted.

(7) Ensure a proper file naming convention for the presentation files in the “For AdCom Only” website.

(8) Convert all original presentation files to PDF files right after each AdCom meeting, move/save the original files to a separate folder, and then re-link the AdCom meeting agenda to the converted PDF files.

(9) Develop a draft meeting minutes with appropriate links to the converted PDF presentation files within one week after the AdCom meeting.

(10) Print Certificates of Appreciations (also deliver them to designated places) for (please coordinate with the symposium General Chairs for this task):
    a. Symposium organizers
    b. Symposium sponsors
    c. Student Paper Competition finalists
    d. Student Paper Competition winners
    e. Anyone designated by the symposium General Chairs

(11) Print Certificates of Appreciations (also deliver them to designated places) for those who are completing their tenure in AdCom (please coordinate with the UFFC-S Awards Chair for this task):
    a. Elected AdCom Members
    b. Standing Committee members
    c. Others

(12) Get wooden plaques for awards winners (please coordinate with the UFFC-S Awards Chair for this task):
    a. UFFC-S Award winners
    b. Awards winners of the three Technical Standing Committees

(13) Get the following items for the outgoing President during the last AdCom meeting of the term of the President (please coordinate with the UFFC-S Awards Chair for this task):
    a. A wooden plaque,
    b. A Certificate of Appreciations,
    c. A Past-President Pin (notice that the pin is different depending on if the outgoing President is an IEEE Fellow or not)
    d. A gift (a gift may or may not be requested)

(14) Get the following items for the incoming President during the last AdCom meeting of the term of the President (please coordinate with the UFFC-S Awards Chair for this task):
    a. A gavel
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b. A President Pin (notice that the pin is different depending on if the incoming President is an IEEE Fellow or not)

(15) Coordinate with the UFFC-S Secretary to get gifts for AdCom annually.

(16) Collect names and email addresses from each of the three UFFC-S annual symposia (from registration databases and abstract submission databases) for use with various UFFC-S announcements.

(17) Assist in handling the UFFC-S membership promotion shops, if there are any, that contain items such as UFFC-S promotional mugs. (The UFFC-S administrator(s) need to be an IEEE UFFC-S member and need to be authorized by the UFFC-S to access the IEEE SAMIEEE database.)

(18) Assist on any other tasks requested by the Society Officers, UFFC-S Standing Committee Chairs, and symposium General Chairs.