

IIE Divisions

Policies and Procedures Overview

P&P Purpose

- Provide division leaders with a tool to help in management of division operations
 - Provide the details necessary for implementation
 - Clarify priorities (must do vs. should/can do)

P & P Structure

- Six operational areas covered under current version of P&P
- At least one policy (must do) is identified for each operational area
- Details for implementation provided in procedures (should/can do)

Area: Division Structure

- Leadership structure and terms
 - Different structures available, but emphasis is on structure to support succession planning
 - Two options for terms exist

Areas: Finances/Budget

- Funding requests
 - Provides details needed to prepare funding request (who, when, and what)

Area: Division Leadership Responsibilities

- Transition planning
- Maintaining regular communication with TVP
- Strategic plan development

Area: Communication with Division Membership

- Communicate with membership on a quarterly basis
 - Multiple forums exist
 - Focus on providing value to membership through sharing/dissemination of content knowledge

Area: Education and Publications

- Contribute educational offerings and/or publications to membership (division and IIE)
 - Develop, maintain, and disseminate BOK for your division
 - Facilitate opportunities for technical networking

Area: Honors and Awards

- Actively participate in honors/awards processes
 - Obtain recognition for division members
 - Solidify position as technical content experts