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