

WORK SYSTEMS DIVISION POLICIES & PROCEDURES INSTITUTE OF INDUSTRIAL ENGINEERS

ORIGINAL DATE APPROVED: (Target IIE Annual Conference May 21st, 2012)

AMENDED:

APPROVED BY: Work Systems Division Board Members: Appendix I

BACKGROUND: The Divisions are a key vehicle for the delivery of topical content to the membership. Because Industrial Engineering is such a broad field, these technical groups play a critical role in providing the focus on specific disciplines and industries within that broad spectrum. Each Division is expected to be the “owner” of its discipline, fostering the sharing of knowledge, serving as a resource hub, and facilitating discussion among members of that discipline. Division leaders are encouraged to guide the group and work with IIE leaders and staff in the development and deployment of value-added benefits for their members. Each technical group is strongly encouraged to host an event or activity for its members at the annual conference (membership meeting, networking reception, etc.)

DIVISION STRUCTURE

POLICY: Leadership terms must be selected and maintained to ensure division sustainability.

PROCEDURE(S): The Division elects a new President-Elect and two Directors each year. The President-Elect has a three-year commitment to serve as *President-Elect*, *President*, and *Past President* [except for the initial year when the President serves two years and the Past President serves one year]. The President-Elect will be nominated by Board Members from the pool of current or former Board Members. In the initial year, all officers will be nominated. Division Directors serve a two year term [except in the initial year when two Directors serve one year] and are re-electable [see Article 7; Division By-Laws]. All Board Members agree to be proactive in recruiting electable board members through mentor/mentee relationships and are expected to provide an annual list of seven nominees (one nominee per Board member) to fill the two open Director positions. All Board Members will volunteer to fill one or more of the following positions per annum; or as needed by request of the President.

- a. *The Secretary* ensures internal notices, communications, and meeting minutes/records are sent to Division Members [includes all IIE Technical Liaisons].
- b. *The Communications Director* acts as the multimedia liaison for the Division.
- c. *Director of Promotions* acts as the coordinator for events, conferences, and awards.
- d. *Technical Directors* support the Division by researching, reviewing, validating, and managing technical information for the Work Systems Body of Knowledge. All Board Members should act as Technical Directors for select specializations. Technical Advisors can be internal or external to the Division and can be consulted as needed.

Term of office for the Work Systems Division will coincide with the IIE Board of Trustees (from April 1 through March 31)

FINANCES/BUDGET

POLICY: Divisions requiring funding must submit funding requests.

PROCEDURE(S): Divisions requesting funding must work with the Technical Networking Associate to develop budget proposals (description, justification, goals, etc.). Requests are due December 31 for the following fiscal year. The fiscal year runs April 1 to March 31. Division leaders will be notified of the approval or denial of the request by March 31.

DIVISION LEADERSHIP RESPONSIBILITIES

POLICY: The Division leaders (officers and board members) are responsible for ensuring planning for the transition of new leaders

PROCEDURE(S): Outgoing Division leaders (officers and board members) should provide incoming leaders (officers and board members) with copies of all critical operational documents and correspondence, either by posting to a common internet site or by e-mailing electronic copies of the files directly to the incoming leaders. This should be completed after notifying a Division leader of their election or appointment and prior to the first board meeting in which the leader is a voting member. Outgoing Division officers must also provide training for all incoming officers and leaders with training on officer responsibilities. Outgoing Division leaders should also provide a written summary of the status of currently active projects and initiatives.

POLICY: The Division leaders (officers and board members) are accountable for maintaining regular communications with the Networking Leadership Council.

PROCEDURE(S): A member of the Networking Leadership Council will be assigned as a liaison to each Division. Division leadership can maintain communication with the Networking Leadership Council by including the assigned liaison (typically one of the Technical Vice Presidents) in e-mail communications between the officers and the board members. In addition, the liaison should be invited to participate in any regularly scheduled board teleconferences or meetings. Division leadership should provide an annual Division report to the assigned liaison.

POLICY: Division Officers and Directors are responsible for creating, adopting, and updating a Strategic Plan.

PROCEDURE(S): A Strategic Plan is to be developed and maintained to guide Division Leaders in their work to bring value (value proposition) to Division Members and IIE. The strategic plan should contain the Division's mission statement, goals, objectives, and a method for deploying policy. Division leaders should establish realistic goals, actionable/tangible objectives, and measureable targets.

COMMUNICATION WITH DIVISION MEMBERSHIP

POLICY: Periodic status on Division activities must be provided [at least quarterly] to IIE Liaisons and Division Members.

PROCEDURE(S): The Secretary will provide meeting minutes and regular internal communications to IIE liaisons and Division Members. The Communications Director will partner with the Secretary to develop a communication plan. The type of information communicated can be related to division business, e.g. elections, group activities, and award nomination, or to technical content. The Communication plan may include a variety of forums and media such as newsletters, webinars, teleconferences, email broadcasts, and social networking. The following suggestions provide examples for the Communications Plan:

1. Division newsletters are one of the most frequently utilized forums for communicating with Division members. The responsibility for publishing a newsletter should be assigned to an editor (volunteer, officer, or leader who is a member of the division). The editor will gather and format the content using the IIE Newsletter Template. The completed template is provided to the Networking Associate at IIE. The Networking Associate handles the distribution of the newsletter. The newsletter and the information from the newsletter are also posted on IIE's website and members are notified of the posting by an email broadcast sent from IIE.
2. Divisions should also consider hosting a website to serve as a clearinghouse of resources on the discipline, as well as a center for information about the division, division members, and division activities. Division websites are maintained on the IIE server and linked throughout the IIE Net site. A web editor (volunteer, officer, or leader of the division) should coordinate the collection of content for the website. IIE will provide staff assistance to post content.
3. Email broadcasts should be used to quickly and easily contact the majority of Division members. The message should be sent to the Networking Associate at IIE, who will broadcast the message. The production and mailing of hard copy materials will also be handled by IIE staff, upon request of the division.
4. Divisions can also use teleconferences or webinars to communicate with Division members. A division leader should contact the Technical Networking Associate to request a conference call line or to explore webinars.
5. Division leadership wanting to directly contact current members can request a complete roster of current division members from IIE staff.
6. IIE staff can create and conduct a basic online poll or survey for a division to engage members in the providing input to division leadership. The IIE Networking Associate

provides information to the division about the technical aspects of the poll or survey and can provide a list of questions to consider using. Responses from the poll or survey will be sent via email to the division contact and can be saved to a database.

7. Social network platforms are a powerful tool for sharing information with division members. To start a LinkedIn, Facebook, or a group on another platform, contact the Technical Networking Associate to ensure that the group is set up according to IIE standards and branding. You must have volunteers ready to support and monitor the group in the initial launch phase and be prepared to post content regularly while the group gains critical mass to sustain itself.

EDUCATION AND PUBLICATIONS (SUPPORTS “DEVELOP BODY OF TECHNICAL KNOWLEDGE”)

POLICY: Divisions must contribute to educational offerings and/or publications to both division members as well as the broader population of all IIE members

PROCEDURE(S): The Work Systems Division Technical Directors will develop, maintain, and disseminate a body of technical knowledge [Example Specializations for Technical Directors include: Technical Director for Systems Science, Technical Director for Work Science, Technical Director for Measuring Work & Workflows, Technical Director for Human Centered Work Design & Analysis, Technical Director for Production Systems Design and Analysis, Technical Director for Service Systems Design and Analysis, Technical Director for Communications, Terminology, and Taxonomy].

The Communications Director will provide a forum for technical networking among division members. There are a variety of ways to meet this policy that should begin with establishing goals and activities to enable the division to be perceived as the voice of the technical specialty both within and outside of IIE. Some of the activities are listed below:

- Suggest topics and provide the names of potential authors, speakers, and subject matter experts within the division’s discipline to IIE to program committees for upcoming articles, papers, seminars, conferences, etc. for publications in IIE magazines/journals or for presentation at upcoming conferences/seminars/webinars, etc...

To identify contact information for educational offerings or IIE publications information, division leaders should check www.iienet.org/events.

To identify appropriate IIE publications, division leaders should check www.iienet.org under “Periodicals” for author guidelines and contact information.

Divisions interested in working with the program committee at the IIE annual conference should contact the Annual Conference Manager. Requests to participate should be presented approximately 12-14 months prior to the annual conference.

- Develop or host educational/information sharing offerings in their discipline

- Disseminate information about IIE organization, products, and services to contacts for potential new members, organizations that could benefit from IIE products and services, vendors striving to reach their technical community, or organizations interested in IE/IIE sponsorships.

HONORS AND AWARDS

POLICY: Professional recognition is a key component of any professional membership association; therefore, the division must participate actively and fully in the Institute Honors and Awards process.

PROCEDURE(S): The Director of Promotions will review the available Institute honors and awards and submit recommendations to the Board in an annual Promotions plan. This plan outlines which honor and award nominations are to be selected, how they are submitted and how they are exercised for Division membership.

- The deadline for all Institute honors and awards is December 1, with the exception of the Pritsker Doctoral Dissertation Award, which has a deadline of October 1.
- Additionally, Divisions may develop awards to recognize member achievements

Full details of all the Institute honors and awards, including descriptions, eligibility criteria, and nomination information, are located at www.iienet.org/honors.

APPENDIX I

2011-12 BOARD MEMBERS(S):

Name	email	2011 Division Members	2011 Board Members	Officers	President	President Elect	Past President
Abab, Majid	majid.abab@boeing.com	x					
Aft, Larry	laft@iienet.org	x	x				
Barany, Jim	jwb@purdue.edu	x					
Bishop, George	gbishop@westmonroepartners.com	x	x	x			
Bradley, Heather	hbradley@iienet.org	x					
Brown, Gregory D	gregory.d.brown3@boeing.com	x					
Cohen, Yuval	yuvalco@openu.ac.il	x					
Crutchfield, John M	john.m.crutchfield@boeing.com	x					
Elliott, Richard D.	richard.d.elliott@boeing.com	x	x	x	Acting 2011 - 2012		
Freivalds, Andy	axf@psu.edu	x					
Gonzalez, Miguel	gonzalezma@utpa.edu	x	x	x			
Irani, Shahrukh A.	irani.4@osu.edu	x	x				
Kong, Dongjoon	dongjoon.kong@boeing.com	x	x	x			
Lauderslayer, Deb	dlauderslayer@hersheys.com	x					
Macedo, Jose	jmacedo@calpoly.edu	x	x				
Parish, Michael L.	MichaelParish@catholichealth.net	IIE Technical Vice President (TVP)					
Patterson, Pam	ppatterson@iienet.org	IIE Technical Liaison					
Pound, Ed	pound@factoryphysics.com	x	x	x			
Prestin, David	david.prestin@boeing.com	x	x				
Tillman, Barry	barry.tillman-1@nasa.gov	x					
Zhang, Liang	laingzh@uwm.edu	x					