IEA On-boarding Document

Welcome!

As a representative of an IEA Council member your voice is important. Your active involvement the organisation helps other IEA Council members work better.

IEA is a world-wide organisation whose members are principally national or regional Human Factors / or Ergonomics (HF/E) societies. IEA also has Sustaining Members which may be corporate members (companies or institutions) or individuals.

- All members pay annual fees. Fees must be received annually by the vice-president Treasurer to maintain IEA member status.

Only representatives of IEA Federated Societies and the 3 IEA officers have voting rights on Council.

- The number of votes allocated to an individual Federated society is a function of its membership size:
    - Under 500 = 1 vote
    - 510-1000 = 2 votes
    - Over 1000 = 3 votes.

    Vote holders may be officers of their Member Society or may be named otherwise by their respective Federated Society. This is the choice of the Federated Society.

The IEA Council meets once a year in person, with provision for attending that meeting virtually. However, all votes must be cast in person. If you can only attend virtually or not at all, you can vote by proxy. This means assigning your vote to a person who is attending in-person. This process is managed by the Vice-President Secretary General. Proxy forms are sent at least 6 weeks prior to the meeting. Once filled in these should be returned electronically.

- NB: **Council is the governing body of the IEA**. Quorum for Council votes is based on the number of *in person* voting *attendees* + the *number of votes by proxy received*.
    - Quorum is achieved with 1/3 of potential votes for most voting items. Changes to bylaw require 2/3 of potential votes.
    - A simple majority = vote passed (for most voting items).

What happens <u>before</u> a Council meeting:

- IEA Member Societies and Networks submit an annual report.

    - You should take time to read the reports submitted by each of the IEA officers and the Executive Committee (EC) Standing and Ad-hoc committees.
    - Within the Science Technology and Practice standing Committee, each "Technical Committee" (TC) also submits an annual report that is used to update the IEA.cc website.
    - IEA Executive committee members support specific areas of IEA management. All EC members and Officers are volunteers.
- 3 months before the meeting all Members of Council (representatives – voting and non-voting) receive details of the meeting location, time, place, members of Council
- 6 weeks before the meeting, Agenda, proxies and voting items are sent out
    - If you are unable to attend the meeting in person, send in your vote by proxy to vpsg@iea.cc copying office@iea.cc as soon as possible. You should use the one page document distributed which includes all the information we need to record your vote by proxy.
- 4 weeks before the meeting all EC and Officer reports are sent out.
    - As reports are received, these are posted in the Member Login are (top right bar in iea.cc).
        - If you do not know your password, or cannot access that login area, contact office@iea.cc with your email, name, and the Member you represent.

NB: you must let us know if you will be attending in person. This helps us prepare the meeting space and allows us to prepare a card and tag for each attendee.

What happens during a Council meeting:

- Most people arrive the evening before the Council meeting. This is a chance to meet one another informally.
- The first morning, you must "check in". A member of the EC will be at a table at the meeting room entrance.
    - You will receive ballots for voting items, name tags and name card.
- The meeting room will have seating at tables. Be ready to take notes.
- A screen will project presentation reports in the front of the room where the presenter will stand (with a microphone).
- The IEA President normally chairs the meeting and welcomes everyone. There will then be a series of brief presentations by each of the Officers and EC members. These summarise what was in their reports (distributed before the meeting).
    - There are a few minutes for questions and answers after each report.
- At some point in the first day, there are a few minutes for each attendee to introduce themselves. One representative from each Member Society and Network will *briefly* present one or two significant events of their group. This should be summary of the Annual report submitted in

advance of the Council meeting and posted for Member consultation in the Member Login area of iea.cc.
    - Reading Member reports in advance helps you understand these quick presentations and get great benefits from the meeting.
    - As a council representative, you are allowed to ask questions following reports presented to council.
- There are morning and afternoon breaks and a lunch break. These are times to informally meet other attendees.
- One evening (often at the end of the first day) the IEA hosts a dinner for all official council attendees.
    - Additional guests are welcome to attend but must pay for their dinner; we must know if guests are coming *in advance*.
- Day 2 of the meeting typically includes strategic holistic discussions and interactive group activities (workshop).
    - Your input to these in-person elements is very important. It helps guide the Officers and EC work over the next year.

- At the end of Day 2, one Council member will be required to sign the official minutes of the meeting resolutions.

What happens after a Council meeting:

- Immediately following the Council meeting the Member Society hosting the meeting typically has an event (ex. their annual conference). You may choose to attend that event.
    - We will advise you in advance how to register for such post-events. Unless otherwise noted, you are responsible for all costs associated with attending such events, but they are a great opportunity to learn and network with the wider Host Society community.
- *Within 4 weeks* of the end of the meeting, you will receive draft minutes of the meeting. Please read them right away and advise if any corrections are required.
    - If no corrections are signaled, the minutes are considered approved 4 weeks thereafter (i.e., at most 8 weeks after the Council meeting).
- *Watch for other events of interest* communicated through the **NewsBriefs**, by **email**, and IEA **Social Medial channels**.
    - Communicate relevant events to your Society.
    - Participate in events
- Communicate any changes in your Society's contacts to secretariat@iea.cc
    - This includes changes in Executive members and emails.
    - IEA can endorse your Society's events for a nominal fee, communicating that news to all our contacts.

IEA Language

While the IEA uses English as its official language, you will notice a lot of *acronyms* are used to shorten official titles.

Here is a lexicon to assist you:

Full title	Acronym	Meaning
Technical Committee	TC	Scientific committees dedicated to coordinating activities in a specific area. https://iea.cc/leadership/technical-committees/
Executive Committee	EC	IEA Executive Committee is made up of the elected officers, the chairs of the six standing committees and the ad hoc chairs.
President		Chairs the Council meeting and coordinates the activities of the EC
Vice-president Secretary General	VPSG	Handles internal communication of the IEA.
Vice-President Treasurer	VP-T	Handles the Finances of the IEA
Science, Technology & Practice	STP	IEA Standing Committee that also includes responsibility for TCs.
International Development	ID	IEA Standing Committee focused on expanding the reach of ergonomics and human factors.
Information Computing and Technology	ICT	A director within the EC responsible for technical support of website.
Communications and Public Relations	CPR	IEA Standing Committee focused on promoting activities of the IEA.
Development and Promotion	DP	IEA Standing Committee focused on enhancing the IEA operations and structures
Professional Standards and Education	PSE	IEA Standing Committee helps set international standards for ergonomics and human factors education and guidance on professional conduct
Advisory Group on Standardisation	AGS	An ad-hoc group named during the 2024-2027 term that connects with the ISO and keeps the international community informed about ergonomics and human factors standards
Awards		Chaired by Past President
Office		Aleksandra Gamper, Office administrator
Secretariat		VPSG and Office emails together
Swiss Director		Since IEA is incorporated in Switzerland, a member of the EC must be from that country.