# IEEE EAB Volunteer Application Instructions

To be considered for the following volunteer positions: Educational Activities Board (EAB) Treasurer, EAB Member, EAB Liaison, Committee Chair or Committee Member, an application/nomination is required. If you are a returning EA Volunteer, please see below.

In advance of using the online submission tool, please be sure to:

- Select the position(s) of interest
- Have complete contact information for the applicant/nominee
- Have biographical information and/or CV available for upload and attachment

**\*\* Returning EAB Volunteers:**
**If you are a returning EAB Volunteer, you will only need to complete the position type / committee you are interested in, your contact information and upload / attach a current CV.**

Once inside the online submission tool, note:

- Select the "Nominations and Appointments" link on the left side of the top Navigation Bar. Click on "EAB Committee Position Applications/Nominations"
- If you do not complete the application/nomination but would like to continue at a later time, be sure to only select "Save"
- Once the application/nomination is completed, select "Save and Finalize"

- If this is a nomination for someone else, please make sure the nominee has been contacted and is willing to serve if selected.