San Francisco Bay Area Council Officer Training Workshop

January 27, 2018
Finding Your Way in IEEE
or... What is the SFBA Council?
or
What did I get myself into?
What is the IEEE? The “Elevator Speech”

• The World’s largest (>421,000) technical professional society

  >800 active standards; >100 periodicals; >300 conferences/year;
  “responsible for 30% of the world’s knowledge”

• Our charter:
  “Scientific advancement and diffusion of knowledge”
  “Advancement of the profession” (our careers)
  “Use skills to enhance the quality of life for all people”

• Our strengths:

  10 Divisions, 39 active technical Societies & 7 Technical Councils*
  Peer-reviewed Transactions, practical publications, newsletters
  International conferences & workshops, published proceedings
  2116 chapters in 334 sections; grassroots member involvement
  Professional advancement, support; networking; career benefits

You are part of something big. Welcome!
What are some of the IEEE’s “entities”? (How did YOU discover IEEE?)

• **Societies**
  – Communications, Computer, NPSS, etc
  – “Mature” from Technical Councils*
  – Active at the national level (journals, conferences)
  – Active at the local level (Chapters)

• **Geographic entities**
  – Regions, Areas, Sections, Councils*, Chapters

• **(Student) Branches (incl HKN)**
  – Berkeley, Stanford, etc
  – *Can* have technical chapters

• **National entities**
  – PACE, IEEE-USA, TISP, etc.

• **Affinity Groups**
  – YP, WiE, LM, Consultants Network, etc

*Note “council” can mean 2 different things in IEEE!
Yes, IEEE has an org chart!

- Chapters are in multiple places at once.
- Chapters are where TAB & MGA coalesce.
- See why chapters are the ❤️ of IEEE?
- See why YOU and your success are important?
The key to understanding IEEE organization:

Viewed “Technically”
The Technical Activities Board

Viewed “Geographically”
Member & Geog. Activities Board

But what is a Council?
What is an IEEE Council?

- “An optional collaboration of contiguous sections”
- The **San Francisco Bay Area Council** consists of:
  - Santa Clara Valley Section
  - Oakland/East Bay Section
  - San Francisco Section

Council Viewed Administratively

Council Viewed Geographically

Note there’s no money arrow in this schematic!
What does your Council do?

- **Provide a vehicle for services aided by section interaction**
  - When “more is merrier”
  - When the “extra mile” of travel is worth it
  - Like this Officer Training Event!!
  - Or summer family events

- **Coordinate communications**
  - The Online Grid
    - Also a revenue vehicle
  - Enhance Area & Region ties

- **Provide shared resources**
  - Share Best Practices, Lessons Learned
  - Ideas & volunteers
  - Promote joint chapters, affinity groups
  - Sponsor wider events:
    - Sections Congress ‘11
    - GHTC ‘13
A little more re. SFBAC & money…

• Rules
  – Council’s cash-on-hand < 1 * Yearly Budget (directed by MOU)
  – Chapter’s cash-on-hand < \pi * Yearly Budget (my rule of thumb)
  – Audits if any entity’s cash-on-hand > 100 k$ (IEEE’s rule)
Thanks to the 2017 SFBAC ExCom…

- **Oakland/East Bay**
  - 2017 Council Chair
  - Bill DeHope
- **San Francisco**
  - 2017 Council Sec’y
  - Ted Grabowski
- **Santa Clara Valley**
  - 2017 Council Treasurer
  - Ed Aoki

The right-hand rule of SFBAC positions
Meet your 2018 SFBAC ExCom…

• San Francisco
  – 2018 Chair
    – George Puffett
  • Santa Clara Valley
    – 2018 Secretary
      – Ed Aoki
  • Oakland/East Bay
    – 2018 Treasurer
      – Bill DeHope

The right-hand rule applied to 2018 SFBAC positions
But Officer Training is about You!
Being a chapter officer brings good things…

• Title looks good on a resume
• Your boss gets credit for your *pro bono* work
• Meet new people, network, increase contacts
• Serve your profession; fulfill a professional duty
• Learn planning, negotiating, motivation/recruitment, team building…these things help YOUR career
• Pathway to other opportunities to serve & expand
• Yes, you have a right to these things as an elected officer.

May these all come true for you this year!
But you also have responsibilities…

- To members: give their membership $ value
- To all attendees: provide quality, professional talks
- To your co-officers: you owe your best, as they to you
- To your Section: your involvement & support
  – After all, they support you with $ rebates!
- To your Society: strive for technical excellence
- To your Institute: advance the diffusion of knowledge
- To your profession: your highest duty of all

Have a Great Year, running your Chapter well!
## A Good Morning to You!

Welcome Address SFBAC  
Joseph Wei, Bill Dehope, Ted Grabowsky

Region 6, Central Area & Section Resources  
(PACE, Awards, YP, Sr. Member Elevation, e-Grid)  
Kathleen Kramer (via Skype), Joseph Wei, Mostafa Mortezaie, Wenbo Yin, Kris Verma, Sandra Winkler

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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| 8:00 - 8:15  | Welcome Address SFBAC  
Joseph Wei, Bill Dehope, Ted Grabowsky                                  |
| 8:15 - 9:30  | Region 6, Central Area & Section Resources  
(PACE, Awards, YP, Sr. Member Elevation, e-Grid)  
Kathleen Kramer (via Skype), Joseph Wei, Mostafa Mortezaie, Wenbo Yin, Kris Verma, Sandra Winkler |
| 9:30 - 10:00 | Break                                                                 |
| 10:00 - 10:30| Room A                                                                 |
|              | Returning/New Officers                                                  |
|              | vTools (part 1) - Access, officer elections, officer reporting - Taylor Winship |
| 10:30 - 11:00| Room B                                                                 |
|              | New Officers                                                           |
|              | Basic Training - How to be a Chair - Bill DeHope                       |
|              | Basic Training - How to be a Vice Chair - Bill DeHope                  |
| 11:00 - 11:30| Running a successful chapter - Glenn Friedman                           |
|              | Basic Training - How to be a Treasurer - Sachin Desai                  |
| 11:30 - 12:00| Best Practices round table for chapters - chapter officers             |
|              | Basic Training - How to be a Secretary - Ted Grabowsky                 |
| 12:00 - 1PM  | Closing Remarks / Lunch & Networking @ Main Room                       |

- Choose the Session best for you!
Summary

• IEEE is a unique, highly-beneficial organization to the world and to you. You know this!

• Active local chapters (you!) are the ♥ of IEEE.
  – Support your Society’s conferences and publications. (TAB)
  – Support your Section’s initiatives; you can help each other. (MGA)

• Know about your Council / support your Section

• Enjoy your rights as an IEEE elected officer

• Fulfill your responsibilities as an IEEE elected officer

• Have an informative, beneficial morning

• Let us know how we did. w.dehope@ieee.org