Room B / Session B

**Basics Training**

(Particularly for New Officers)

How to be a Chapter Chair
How to be a Chapter Vice-Chair
How to be a Chapter Treasurer
How to be a Chapter Secretary

San Francisco Bay Area Council
Officer Training Workshop
January 27, 2018
Room B / Session B
How to be a Chapter Chair
Bill DeHope

San Francisco Bay Area Council
Officer Training Workshop
January 27, 2018
YOU are the IEEE

- Chapters are the heart & soul of IEEE
- You have responsibilities to your Society
- You have responsibilities to your Section
- You have responsibilities to your local members
The Big Picture: Why be an IEEE Chapter Officer?

- 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
- Path to other opportunities to serve
# The IEEE Chapter Offices in 1 slide

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<th>Key IEEE doc produced</th>
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<td>Numbers ($)</td>
<td>Concentration Banking acct.</td>
<td>Financial Reporting (L-50)</td>
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<td>Early Bird Special</td>
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- Treasurer: **Numbers**. Count the beans. Don’t go broke. Know & follow the rules.
- Secretary: **Words**. Record the actions, write the history, keep the records, set the tone.
- Vice Chair: **People**. Speakers—your Chapter’s Product! Invite, motivate, close the deal. Be “Session Chair” of the technical meeting & backup Chair of the Chapter.
- Chair: **Vision**. Plan and lead meetings. Find & motivating volunteers. Frame the future.

- **A successful IEEE chapter career covers all the organizational skills from Engineering, to Project Management, to Management Leadership, to Executive Administration**
A Key Concept: The 3 nested Chapter Timescales

• The 4-year Cycle
  – Normal officer succession is Treasurer, Secretary, Vice Chair, Chair
  – Office terms are 13 months, with 1-month overlap for transition
  – Learn the job, do the job, teach the job, move up (to MGA or TAB)
  – No recycling, a 4-year commitment that helps everyone

• The 1-year Cycle
  – Officer Training, Officer Reporting, Annual Planning
  – Plan, Publicize, and Hold 4 technical talks
  – Represent your Chapter at the Section level
  – Accomplish other chapter goals
  – Recognize, Thank, and Recruit volunteers, esp. next year’s Treasurer

• The Meeting Cycle
  – Approx. two months in duration
  – A 4 mtg/year pace prevents overlap
  – Know who does what to make successful meetings happen
Agenda for How 2B Chair in 30 minutes

• An Overview of IEEE requirements of chapters
  – What has to be done?
  – The basics of how to do what has to be done
  – Optimal organization: who does what?
  – An overview of Chapter Meeting Basics
    • What makes members want to come?
    • What make members pay their dues?

• How do I keep this going?
  – Recruiting volunteers
  – Holding (and reporting) the election
  – Vision: More than the basics for my chapter, section, society
  – Where do I go from here?

• Q&A
Agenda for How 2B Chair in 30 minutes

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• Q&A
Session Introduction: Scope and Agenda

• **THE BUCK STOPS HERE.**
The Chair is the face of the Chapter to the Section and IEEE HQ. Ultimately they are responsible for keeping the ship afloat. That means having good meetings and following the IEEE rules. For the boss, there’s no such thing as “that’s not my job.”

• **THE VISION THING.**
The Chair is the face of the Chapter to its local Members, the “customers”. They have to see meetings as a product worth their time and energy investment, inspiring them to pay dues and even volunteer.

• As long as there are IEEE conferences and Proceedings, TAB will exist. But MGA depends on membership renewal. Local chapters meetings are where members find value & community. You’ve been given a huge responsibility. Don’t let your chapter die. Instead, ensure a healthy future.
The basic Chapter prescription

• Plan the year
  – Account for money & assets using Financial reporting, CBRS, NetSuite
  – Ensure your officers are reported, and know their jobs
  – Finalize budget, special initiatives, plan # of meetings

• Hold meetings
  – Decide/Invite/Coordinate speakers
  – Promote/advertise the meeting
  – Make each meeting special
    • Good speakers with good content
    • Volunteer recognition/recruitment
    • Special initiatives, pro bono, the sizzle to the steak

• Ensure future success
  – Find your successor, hold an election
  – Report the results
  – Prepare a preliminary budget
The 3 Forms that make it work

• Plan the year
  – Account for money & assets
    Financial reporting, CBRS, NetSuite
  – Finalize budget, special initiatives, no. of meetings

• Hold meetings
  – Decide/Invite/Coordinate speakers
  – Promote/advertise the meeting
  – make each meeting special
    • Special initiatives
    • Volunteer recognition/recruitment

• Ensure future success
  – Find your successor, hold an election
  – Report the results
  – Prepare a preliminary budget
Don’t forget the paperwork
IEEE leadership boils down to 3 traditional forms:

• **Annual Forms**
  – Netsuite
    12 mos of *Netsuite_template_download* at [www.ieee.org/concentration](http://www.ieee.org/concentration)
    Edit excel files with GenLedger/Chart-of-Account codes from [https://www.ieee.org/societies_communities/geo_activities/required_reporting/financial_reporting.html](https://www.ieee.org/societies_communities/geo_activities/required_reporting/financial_reporting.html)
    email 12 Excel files to **NSBankUpload@ieee.org**  *Due 3rd Friday in Feb!*  *(2/16/2018)*
  – Compliance reports at [mgacompliancereporting.ieee.org/](https://mgacompliancereporting.ieee.org/) *(after you’ve logged in)*

• **Meeting Reporting**
  – vTools Events  *(sites.ieee.org/vtools)*
    *Due for each meeting. At least 2/yr to be considered active.*
  – Also how your section rebates ($) you

• **EoY/Succession = Officer Reporting**
  vTools  *(sites.ieee.org/vtools)* *(after vTools election)*
  Both need Member Numbers!
  *Due Now!*
When it comes to accounting...

• Use Concentration Banking
  [www.ieee.org/concentration](http://www.ieee.org/concentration)
• Use NS_template_download links in CBRS’s monthly pdf forms and apply the transaction codes from the Chart of Accounts.xls
• Be Aware of the Compliance Forms at
  mgacompliancereporting.ieee.org/
• **Do what your Section Chair & Section Treasurer says**
  – Some Sections need you to do Info/minutes uploads, multiple Compliance Forms, etc. with your L50
• Section involvement is crucial. Work with your Section’s Treasurer to ensure your section’s L-50 is on track; don’t be the Chapter that cheats everyone out of a full rebate!
• This is (IMHO) the 2017 Treasurer’s responsibility, part of officer handoff; both past and present Chair & Treasurer attest in the General Info Compliance Form
• This too shall pass…Jan & Feb actions…but Section involvement is year-round and should be a lot more than just THIS!
7 steps of Financial Reporting, OEB style...

1. Go to ieee.org/concentration and “access your account”
2. Enter your IEEE credentials, select your HOP, show available reports, select a month, then submit
3. A PDF pops up. Click on NetSuiteTemplateDownload

4. Save downloads as .xlsx files.
5. Fill in col D with General Ledger Account Code numbers. Faves are: 3.1 rebate income, 3.4 interest income, & 4.1 meeting expense
   For full list, go to ieee.org/mga, click GeoUnit OpsResource then Required Reporting both on left, then Financial Reporting on right, then scroll down to “Chart of Accounts”
6. Do this 12x, email the .xlsx files to nsbankupload@ieee.org
7. Within a week, get a thumbs up email and fwd to your Section Treasurer
The last I’ll say about money

- Money makes a great slave but a lousy master
  - Most IEEE entities over-emphasize the importance of $
  - View $ as a tool to help you serve your members
  - Why would you need cash reserves of more than a few years?
- Concentration Banking [www.ieee.org/concentration](http://www.ieee.org/concentration)
  - Get rid of outside bank accounts—avoid extra forms for your Chapter
  - Make it easy on your Section—where will your chapter be in 10 years? (The folks that resist me on this have A+ chapters now so Peace)
  - Know your Hop Number in order to e-transfer $ within CB
  - You should have a paper checkbook, deposit “stamp”, & deposit slips.
  - You can make deposits (even with Wachovia slips) at any Wells Fargo. (I suggest having them write your Hop in the Serial Number box)
- Know your Friends
  - Stacey: s.negron-scheckells@ieee.org to add/delete officers, get ATM cards
  - Susan: s.manno@ieee.org for transfers, balance questions
  - And know your Hop number!
No, this is *not* the How2B Treasurer talk…
But remember Chair: The buck stops with you.

- As Chair, check your account balances regularly. Stop **THOSE** problems early on.
And don’t forget Officer Reporting

- Due ASAP, another Jan-Feb task like financial reporting
- Use the Officer Reporting Form at sites.ieee.org/vtools. Your Society depends on this info as well!
- So who does this reporting?
  - Some say outgoing (old) Chair
  - Some say incoming (new) Chair
  - Some say the Teller’s Committee (whoever ran your election)
  - If you use vTools for your election, you might find an auto-report function…
  - Or just go back to ieee.org/vtools
- Just do it! (You’ll need membership numbers.)
- You did all pay your dues, right?
- And let your Section officers know—they’ll fwd it to the Grid
The old & new Chairs should both ensure this gets done.

1. Enter vtools.ieee.org and choose Officer Reporting.

2. Select your chapter. Might need to enter your section to kick start. Then click Select.

3. Click “Manage Officers”.

4. Select the Office to End (then Add).

5. Enter member #. Use Calendar tool to start term. (Day after election).
Summary: Tools of the Trade

- **sites.ieee.org/vtools**
  - Same site credentials as paying your dues
  - Report officer changes (Officer Reporting)
  - Schedule a meeting / submit meeting (L-31) reports **EVENTS**!
  - Submit eNotice’s (the “automatic” way*) and ListServ’s
  - Setup (and vote in) an election
  - GoogleApp’s, Surveys, and scheduling Doodles
  - Vitality Dashboard (SamIEEE “Lite” or SamIEEE 21st century?)
  - WebEx & Remote conferencing (Camtasia) support
  - Create web-in-a-box/WordPress webpage

* *e-notice direct: [www.ieee.org/enotice](http://www.ieee.org/enotice)*

  - e-notice questions: Khanh Luu k.n.luu@ieee.org
  - Khanh’s also the contact for EWH (normal HTML) web-hosting

- **www.ieee.org/concentration** to access CB account, CBRS
  - Stacey: s.negron-sheckells@ieee.org to add/delete officers, get ATM cards
  - Susan: s.manno@ieee.org for transfers, balance questions
  - Know your Hop Number in order to transfer $

- **Grid submissions:**
  - Sandra: s.l.winkler@ieee.org
  - [ewh.ieee.org/council/sfba/](http://ewh.ieee.org/council/sfba/)

- Seriously, don’t forget People Skills
  - The rule is just The Golden Rule. And engineers tend to be nice.
  - The trick is to be attuned to what makes us feel happy, appreciated, valued, motivated, inspired
Overview

This IEEE volunteer tools (vtools) site provides information on a wide range of tools developed by volunteers for IEEE members and IEEE volunteers. Most of these tools have been developed by IEEE volunteers. The toolbox simplifies organizational efforts and administration by offering web-based software in order to reduce time spent on managing activities and to assist in member development.

The tools are sponsored by IEEE Membership and Geographic Activities (MGA), which serves the needs of IEEE members by supporting IEEE Sections, Chapters, and Branches and is responsible for IEEE membership, and member development.

The vTools toolkit contains tools in various phases of development, from production, to pilots, to active development. Select the TOOLS tab in the navigation bar for up-to-date information on available tools.

Video Introduction to IEEE vTools:
A little more help, please…

- [http://ieee-elearning.org/CLE/](http://ieee-elearning.org/CLE/)  
  - IEEE Center for Leadership Excellence
- **SFBAC**’s prior Officer Training talks
  - [https://drive.google.com/drive/folders/1RZBJFl0MNqWwqO30cIsu6eMWYzPRq2gP](https://drive.google.com/drive/folders/1RZBJFl0MNqWwqO30cIsu6eMWYzPRq2gP)
  - [https://drive.google.com/drive/folders/0Bw-KKp0uS2EFREdRRFNJSIJVX3c](https://drive.google.com/drive/folders/0Bw-KKp0uS2EFREdRRFNJSIJVX3c) (all OT)
- Note the other tools available on the Geo Unit Operations Resources page (eNotice, vTools, EWH, SamIEEE, etc)
- There’s help from your Section leaders
- There’s help here! Are you learning yet?
- There’s help from me… [w.dehope@ieee.org](mailto:w.dehope@ieee.org)
That was the WHAT. Now,
Chapter organization simplified:

- Treasurer (numbers)
  - Learn your job in January (from last year’s Treasurer)
  - Do your job (for 13 months)
  - Learn your next job
- Secretary (words)
  - Do your job
  - Learn your next job
- Vice Chair/Speaker Coordinator (people)
  - Do your job
  - Learn your next job
- Chair (vision)
  - Do your job (nag!)
  - Find your successor
Local Chapter Officer Duties in detail

• **Treasurer**
  - Pay the bills, maintain the checkbook & other finances
  - Track assets (cash-on-hand, computer eqpt, coffee pot…)
  - Communicate performance-to-budget to other officers
  - Prepare next-year’s budget with at least one level of categories
    (previous year includes “forecasts” in Nov/Dec, updated to “actuals” in Jan)
  - Provides yearly financial reports to your Section or direct HQ
  - Coordinates the other Compliance Reports

• **Secretary**
  - Tracks member/guest meeting attendance, typically via sign-in sheet
  - Submits Meeting Reports via vTools
  - Maintains a member/guest database (past attendees) & knows EZ SamIEEE
  - Takes & maintains “minutes”, incl. action items, for all (tech & biz-only) mtgs
  - Maintains the **Speakers List** of past & potential speakers
  - Assists VC in publicity (esp. The Grid) & venue reservations
  - Default webmaster

• **Vice Chair/Speaker Coordinator**
  - invites, coordinates, and introduces technical speakers
  - Handles meeting publicity…Grid, eNotice, mailings
  - back-up the Chair (when Chair is absent, whether physically or…)
  - Learning & cultivating The Vision Thing (incl SamIEEE Dashboard)

• **Chair**
  - Calls & chairs meetings, sets agendas, appoints committees
  - Nags everyone to keep to [The Plan](#) (the Yearly Calendar & 60-day cycle)
  - Nurtures/recruits volunteers; runs and reports a yearly election
  - The conduit to, and representative of, the Section
  - Responsible for a chapter satisfying all IEEE requirements
  - Responsible for seeing everything above this bullet gets done!
Good Luck comes from Good Planning

- Have regular technical mtgs & regular planning mtgs
- After today (!) never be uncertain when (and what) your next meeting is.
  - Uncertainty is the Rx for Chapter inactivity and death.
- Create your chapter’s 2018 calendar NOW. (The bar is open late!)
- A 4-talk year can be done with serial planning; more frequently needs parallel processing
  - Plan & Train in January
  - Financial reporting in February
  - 1st meeting in March
  - 2nd meeting in May
  - 3rd meeting in September w/ call for volunteers
  - 4th meeting in November w/ election announcement
  - This schedule allows planning the $n+1^{st}$ mtg at the $n^{th}$ mtg
  - This schedule allows a full 2 months of Grid publicity
    (this is the “annual cycle” of the 3 key nested cycles)
- Officers must know their duties and what’s expected
  - The Speaker Coordinator is the critical position in this cycle
  - I suggest that’s the Vice Chair
  - But everyone must know their role in making good meetings happen
    (this is the ~2-month “meeting cycle”)

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HE WHO FAILS TO PLAN IS PLANNING TO FAIL.
-Winston Churchill
Technical Meetings: Basic Questions with no wrong answers
But you do have to answer them. Now!

• Excom Planning Meetings
  - *before the TM? *(least action)*
  - after the TM? *(esp. if TM is a dinner mtg.)*
  - separate from the TM? *(for the well-oiled chapter)*
  - electronically? *(Recommended only if you have a prioritized list of speakers)*

• Food
  - *nothing?*(least action; partic. for younger chapters)
  - snacks? *(marginally more work, limits venues?)*
  - dinner? *(added $ hassles, give a price break for IEEE members)*

• When?
  - 6 pm (“right after work”; natural time for dinner meetings)
  - *7 pm *(permits a burger stop beforehand; lighter traffic)*
  - Noontime (weird, but works for some “close-knit” chapters)
  - Be aware of seasonal issues (popular conferences, holidays, summer, etc)

• Where?
  - *corporate locales, *colleges, public libraries, govt labs, local restaurants,
  - ease-of-commute, nearness to commuter hubs, central location
  - avoid getting in a rut; choose 1 meeting per year outside of your box
  - Everyone loves an on-site tour (provide good directions)
  - Ask your Section for their “Preferred Venues” document
<table>
<thead>
<tr>
<th>Date</th>
<th>When</th>
<th>What</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-Jan</td>
<td>Download</td>
<td>L50 Supporting Docs, get 4 signatures</td>
<td>Chair</td>
</tr>
<tr>
<td>15-Jan</td>
<td>Download</td>
<td>CBRS Annual Report, notate as required, submit to section Treasurer</td>
<td>Treas’</td>
</tr>
<tr>
<td>15-Jan</td>
<td>Call</td>
<td>kickoff Excom?</td>
<td>Chair</td>
</tr>
<tr>
<td>31-Jan</td>
<td>Ensure</td>
<td>L50 is complete</td>
<td>Chair</td>
</tr>
<tr>
<td>31-Jan</td>
<td>Finalize</td>
<td>Evangelize The Yearly Plan (calendar/schedule)</td>
<td>Treas’ &amp; Treas</td>
</tr>
<tr>
<td>January</td>
<td>Attend</td>
<td>Officer Training</td>
<td>Chair</td>
</tr>
<tr>
<td>TM - 57</td>
<td>Arrange</td>
<td>for next speaker. Request abstract and biography.</td>
<td>VC</td>
</tr>
<tr>
<td>TM - 48</td>
<td>Obtain</td>
<td>&amp; edit abstract &amp; bio for a general technical audience. Forward</td>
<td>VC</td>
</tr>
<tr>
<td>TM - 45</td>
<td>Electronically</td>
<td>submit article to Grid ec</td>
<td>Secy</td>
</tr>
<tr>
<td>TM - 44</td>
<td>Update</td>
<td>chapter webpage with Next Meeting info</td>
<td>Secy</td>
</tr>
<tr>
<td>TM - 43</td>
<td>Enter</td>
<td>vTools and create/clone meeting</td>
<td>Secy</td>
</tr>
<tr>
<td>TM - 15</td>
<td>Create</td>
<td>a flier (with map) for next meeting. Email announcement with flier</td>
<td>Secy</td>
</tr>
<tr>
<td>TM - 12</td>
<td>E-notice</td>
<td>submission for every chapter member.</td>
<td>Chair</td>
</tr>
<tr>
<td>TM - 7</td>
<td>Second</td>
<td>email. Post fliers widely!</td>
<td>Secy</td>
</tr>
<tr>
<td>TM - 7</td>
<td>Log into</td>
<td>CBRS and note balance. Any issues?</td>
<td>Treas</td>
</tr>
<tr>
<td>TM - 3</td>
<td>Speaker</td>
<td>“reminder”. Prepare a verbal introduction of speaker for the</td>
<td>VC</td>
</tr>
<tr>
<td>TM - 1</td>
<td>Prepare</td>
<td>an attendance sheet &amp; copies of previous minutes/SL for the</td>
<td>Secy</td>
</tr>
<tr>
<td>TM</td>
<td>Attend</td>
<td>meeting; get everyone to sign attendance sheet; verify with a</td>
<td>Secy</td>
</tr>
<tr>
<td>TM</td>
<td>Attend</td>
<td>meeting, bring cookies &amp; Starbucks Travellers. At Excom, state</td>
<td>Treas</td>
</tr>
<tr>
<td>TM</td>
<td>Attend</td>
<td>and Chair mtg. Give IEEE pitch. Chair Excom.</td>
<td>Chair</td>
</tr>
<tr>
<td>TM</td>
<td>Attend</td>
<td>meeting. Introduce speaker, field questions, thank speaker. Give</td>
<td>VC</td>
</tr>
<tr>
<td>TM + 1</td>
<td>Submit</td>
<td>attendance on-line L-31 via vTools.</td>
<td>Secy</td>
</tr>
<tr>
<td>TM + 1</td>
<td>Compose</td>
<td>thank-you to speaker. Get input/approval of other board members</td>
<td>VC</td>
</tr>
<tr>
<td>TM + 3</td>
<td>Mail out</td>
<td>thank-you letter to speaker.</td>
<td>VC</td>
</tr>
<tr>
<td>TM + 3</td>
<td>Update</td>
<td>e-mail list with new names. Write up minutes; get excom input.</td>
<td>Secy</td>
</tr>
<tr>
<td>15-Oct</td>
<td>Call</td>
<td>for nominations</td>
<td>Chair</td>
</tr>
<tr>
<td>31-Oct</td>
<td>Finalize</td>
<td>succession plan</td>
<td>Chair &amp; Treas’</td>
</tr>
<tr>
<td>31-Oct</td>
<td>Get</td>
<td>Budget input</td>
<td>Treas</td>
</tr>
<tr>
<td>15-Nov</td>
<td>Hold</td>
<td>Election</td>
<td>Chair</td>
</tr>
<tr>
<td>15-Nov</td>
<td>Finalize</td>
<td>budget</td>
<td>All</td>
</tr>
<tr>
<td>15-Dec</td>
<td>Submit</td>
<td>L10 Officer Reporting</td>
<td>Chair</td>
</tr>
</tbody>
</table>
Your responsibilities as Chair…

• Typically Chapter Planning takes place before or after technical meetings…
  – So what happens when you go without a technical meeting? No *planning* gets done either!
  – Dereliction of duty on the part of Secretary, Speaker Coordinator?
  – Chair failed to motivate, nag, keep to schedule? Chair tried to do it all?
  – All are signs of burnout.

• Your section is very concerned with this:
  – But we only see the Chapter Chairs at section excoms.
  – We don’t know when he’s become a “one man show”
  – All sections can do is enforce the election rules
  – That might be 1 year too late.

• What about the IEEE term limits?
  – Think you’re cute when you’ve “gotten away with it”?
  – You’re not. You’re setting your chapter up for eventual death. And that’s not cute.
One last nuts & bolts item…
The election and vTools Officer Reporting

- IEEE have long required Chapters hold an annual election.
- In the olden days, this was done in person, with paper ballots, at the last technical meeting of the year.
- It had to be announced, so you announced it at the penultimate meeting.
- They used to require you have an “open nominations period” which typically started at the penultimate meeting.
- vTools made it cheap & easy to inform, and permit, EVERY local member to vote in your election. Anything else seemed like voter suppression.
- vTools replaced “nominations” with “write-in” ballots, but even that’s now optional.
- It’s hard for me to imagine today NOT using vTools for elections…
- But this doesn’t mean emphasizing volunteerism goes from 2 meetings a year to 0.
- Instead, _every_ meeting should be devoted to nurturing a communal sense of excitement about, & good-will towards, your current volunteers, which is the best way to recruit new ones. (With a few fishing lessons as well, coming up in Part II.)
- After all, the mechanics of the election is just nuts & bolts; recruitment is The Vision Thing…stay tuned for Part II.
- And don’t forget to announce the winners…to every member is nice, to vTools (via Officer Reporting) is _required_. The buck stops with you, the Chair.
vTools Election

1. Enter vtools.ieee.org & select the Voting tool
2. Select your chapter (might need your section name to jump-start)
3. Select the CVST template (because you listened to me) and Create! (When editing a ballot, find the Active Ballot and “Manage” it.)

4. Name it, set election dates, enter instructions
5. Edit the office, enter member # in pop-up
6. Enter a brief bio... prof, IEEE, or combo
7. Allow write-ins
8. Upload a SamIEEE CSV of voters
9. Return to dashboard and create an Email to publicize the election

SamIEEE directions are in the Secy Basics talk
Enough with the nuts and bolts. I want the Vision Thing!

• How do I keep this going?
  – Create positivity. Make the steak sizzle.
  – Recruit volunteers.
Why do Succession Planning?
Part of leadership is grooming your successor

- All real leaders do this. You know I’m right.
- Planned obsolescence isn’t always bad.
- It’s a common challenge before promotions.
- Think of parenting. You have ~30 years to make your child independent of you. You’re not doing anyone any favors if they remain dependent after that.
- This doesn’t happen overnight
- Define your chapter’s needs
- Who will make a good leader?
- Recruit/“court” that person
- Have clear job descriptions
- Plan & hold an election
- Learn-a-job, do-a-job, teach-a-job, then move on
- Know and Obey the IEEE term limits
WHEN to do Succession Planning?

- All year long! Starting at the beginning of your term.
- Yes, the Chair needs to nag people, keep them on plan.
- But finding (new) officer(s) is the MOST important job of the Chair.
- Find your replacement! Bring them into your rotation.
- The election is an IEEE requirement.
- But it is the culmination of a year’s worth of thought, investigation, and grooming.
- Expecting nominations from the floor? You’re dreaming.
- So HOW do you do succession planning?
- Go fishing!
How do you fish?

- With a net
  - Announce a need for volunteers at your first meeting
  - Use eNotice for an email. List some specific tasks, like membership chair, that you have a backup for. List your “entry” office for next year. Reference your job descriptions. Make it easy to reply to you.
  - Ask trusted people for recommendations. “Keep an eye out for someone” and follow-up.

- With a spear
  - Spot the regulars at your meetings. Take pictures and look for repeats. By your 3rd meeting, spear ‘em! (Pictures will be great for your website too!)
  - Consider current and past colleagues. Spear ‘em.

- With a pole
  - Do they follow-through? Reel ‘em in.
More about the Vision Thing:

- Life happens…and you might lose an officer mid-year.
- The Vice Chair is a well-trained officer who can adapt.
- Use the 4-yr officer rotation so others are cross-trained.
- But have one new officer per year.
- Always be positive/glad/thankful—it’s contagious.
- Speakers and info is your main product—the steak. But the emotions people leave with from your meetings are the sizzle.
- Don’t try to figure out the physics of emotions. Just inspire. Breathe deep.
- Give little jobs to potential candidates. “Wouldn’t it be great if we had some cookies next time?” “Who can make a poster?”
- If they follow-through, give an appointed position--make a AAA farm team
- Honor your existing officers EVERY MEETING. Don’t talk about Netsuite…talk about how great it was that your Treasurer “figured it all out so we can have great meetings like this”.
- Make sure all are engaged…lookout 4 burnout.
- Include volunteers at planning meetings. Discuss candidates.
- Settle on the new officer(s) before the last (election) meeting. Be wary of over-ruling your other officers.
Chapter Extra Credit: Thrive, don’t just survive

• Shoot for *monthly* meetings (parallel processing required!)
• Host a short course/seminar in the Spring or Fall
• Have a summer fling/outing—fun for all
• Take pictures of your meetings, improve your website (but KIS)
• Chair thanks his/her Excom with a nice year-end dinner
• Chair hosts a backyard BBQ for the Excom
• Recognize volunteers; *advance* your members
• Host a joint meeting with a less-active chapter in your section
• Support your Section/Council with added volunteers
  – help your Section Chair with Section responsibilities
  – recruit new volunteers for your Chapter
  – promote your chapter’s Chair to a Section officer position *(don’t recycle)*
• Participate in and promote community service
  – science fairs, scholarships, Engineer Week visits, etc.
  – help out your PACE & GOLD entities, student branches
  – Get involved in your Section! They know this stuff.
Concluding Advice:

• Be Regular! (irregularity is bad)
  – Meet regularly--your members will love you
  – your chapter won’t die
    • don’t let the patient die on YOUR shift!

• Use The Plan! Have a yearly calendar (a map!)
  – “Failing to Plan = Planning to Fail”
  – By Golly, now’s a good time to do it
  – Handy-dandy planning chart for a 4-meeting year
  – Minimum: 2 meetings & L-31’s, election & L-10, L-50 input

• Let your Section know what you need
  – Know your Section Chair; Chapter Chairs must go to ExComs!
  – Take your Vice Chair or Secretary…groom them
  – coffee pots, cookies, pizza...we have more money than time
  – view $$$ as a tool to help you serve your members!