



Section 7: Support Office

Objective

The Asia Pacific Operations Centre's objective is to better serve the members in the Asia Pacific Region by providing support to the Region 10 Director and its Committees in their functions and activities. It serves also to provide continuity of activities during the transition period of handing over of Region 10 leadership from one committee to the next. The Asia Pacific Operations Centre will proactively assist Region 10 entities in complying to IEEE By-laws, policies and procedures.

The Asia Pacific Operations Centre is located at:
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Operations

- A. The office will assist and advise the Region Director, Secretary and Treasurer in the planning, organizing and coordination of the Region 10 EXCOM meetings and Region 10 Annual Meeting. In addition, the office will coordinate the region participants to Section Congress, which is held once every 3 years. As and when required, the office will assist the Region Director in special projects.
- B. The office will assist the Region 10 committees in promoting IEEE membership and their activities in the region. It will serve to link IEEE headquarters and the region volunteers in improving communications and coordination of IEEE activities.
- C. The office will assist Region 10 committees in up-dating the Region 10 Operations Manual every two years, and to help transition the new executive committee members as and when they are appointed by the Region 10 Director.
- D. The office will assist the Region Technical Activities Coordinator in planning, organizing and coordination of the TAB Colloquia, Technical Seminars and distinguished lecture program (DLP) with Sections in Region 10. Within given resources, the office shall endeavor to work with Societies to promote the IEEE, society memberships and technical activities in the region.
- E. The office shall gather and report feedback from volunteers and members on IEEE policies and procedures, services and benefits for the region. Consequently, the office will serve to communicate IEEE policies and procedures to region entities.
- F. The office shall assist in the formation of new IEEE entities (Sections, Chapters, and Student Branches). In addition, the office will work with MGA Section / Chapter support and Student Services to resolve outstanding issues that may arise.

- G. The office shall report to the Region 10 Director on Councils and Sections that fail to submit their required annual reporting: officer, meeting report form, and financial to MGA.
- H. The office shall maintain the Listserv of Region, and Section volunteer leaders in Region 10.