



## Section 7: Support Office

### Objective

The IEEE Asia Pacific office's objective is to better serve the members and volunteers in the Asia Pacific Region by providing support to the Region 10 Director and its Committees in their functions and activities. It serves to provide continuity of activities during the transition period of handing over of Region 10 leadership from one committee to the next. The office will proactively assist Region 10 entities in complying to IEEE governing document:

Refer By-laws, policies and procedures

< <http://www.ieee.org/about/corporate/governance/index.html> >

and in particular the Member and Geographic Activities (MGA) Operations manual, as it relates to Section 9 Geographic Organizational Units

[http://www.ieee.org/societies\\_communities/geo\\_activities/operations\\_manual/index.html](http://www.ieee.org/societies_communities/geo_activities/operations_manual/index.html)

### A. GOVERNANCE

- 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.
- The office shall serve as a point of contact between Headquarters and the region, and also between the region and sections, to facilitate communications and help resolve issues that may arise.
- The office shall assist the region committee in the formation of new IEEE entities (Sections, Subsections, Chapters, Affinity Groups and Student Branches). In addition, the office will work closely with MGA and Student Services, to resolve issues (if any) with the organizational units (OUs).
- The office shall report to the Region 10 Director on Sections, Councils and Chapters that fail to submit their required annual reporting: officer, meeting report, and financial reporting to MGA.

### B. OPERATIONS

- Assist and advise the Region 10 Operations Committee in the planning, organizing and coordination of the Region 10 EXCOM meeting and Region 10 Annual Meeting.
- The office will coordinate the region participants to Section Congress, which is held once every 3 years.
- The office shall maintain the mailing listserv and data of Region, Section and Council volunteer leaders in Region 10.

- The office will assist Region 10 committees in up-dating the Region 10 Operations Manual every two years.
- The office will serve as point of contact for IEEE Headquarters and the region volunteers in improving communications and coordination of IEEE activities.
- The office is responsible in supplying the Membership Development Kits and Annual Kits to the geographical units in Asia Pacific for their local IEEE conferences, workshops, meetings and events.
- The office will assist the officers in preparing their membership presentation templates for customization to their local section events.

### **C. SUPPORT TO R10 COMMITTEES**

- As and when required, the office will assist the Region Director, the Region 10 Nomination and Advisory Committee in special projects.

- **Operations Committees**

Assist the Operations Committees, in which consist of Director, Director-Elect, Past Director, Secretary, Treasurer, Vice-Chair of Membership Activities, Vice-Chair of Technical Activities and Vice-Chair of Professional Activities in their special projects.

- **Membership Activities:-**

Assist Committees under the leadership of Vice-Chair of Membership Activities in promoting professional and student membership growth in Region 10, and support the committees in implementing the membership programs/projects, i.e. Recruitment, Retention and Outreaches.

- **Technical Activities:-**

Assist Committees under the leadership of Vice-Chair of Technical Activities in planning, organizing and coordination of the TENCON, TENSYP, Technical Seminars and Distinguished Lecture Program (DLP). Within given resources, the office shall endeavor to work with Sections and Societies to promote the IEEE, society memberships and technical activities in the region.

- **Professional Activities:-**

Assist Committees under the leadership of Vice-Chair of Professional Activities in supporting their projects to promote awareness of professional activities in Region 10.

- **Other Committees:-**

Assist the Region 10 Life Member Coordinator and R10 Strategic Planning & History Coordinator in their special projects and activities.

- The office will also provide guidance and training support on IEEE volunteers tools, such as SAMIEEE (aka OBIEE) member database, vTools, Section Management to the Region 10 officers, as and when required.

**D. TRANSITION OF R10 EXECUTIVE COMMITTEE & CORPORATE MEMORY**

- Assist transitioning of the incoming R10 Executive Committee members as and when they are appointed by the Region 10 Director.
- The office serves to retain organizational memory, to maintain and archive relevant historical data for Region 10.