

IEEE Sections Congress Running Successful Sections & Chapters Meetings



Enrique Tejera
PES Vice President Chapters
July 2008

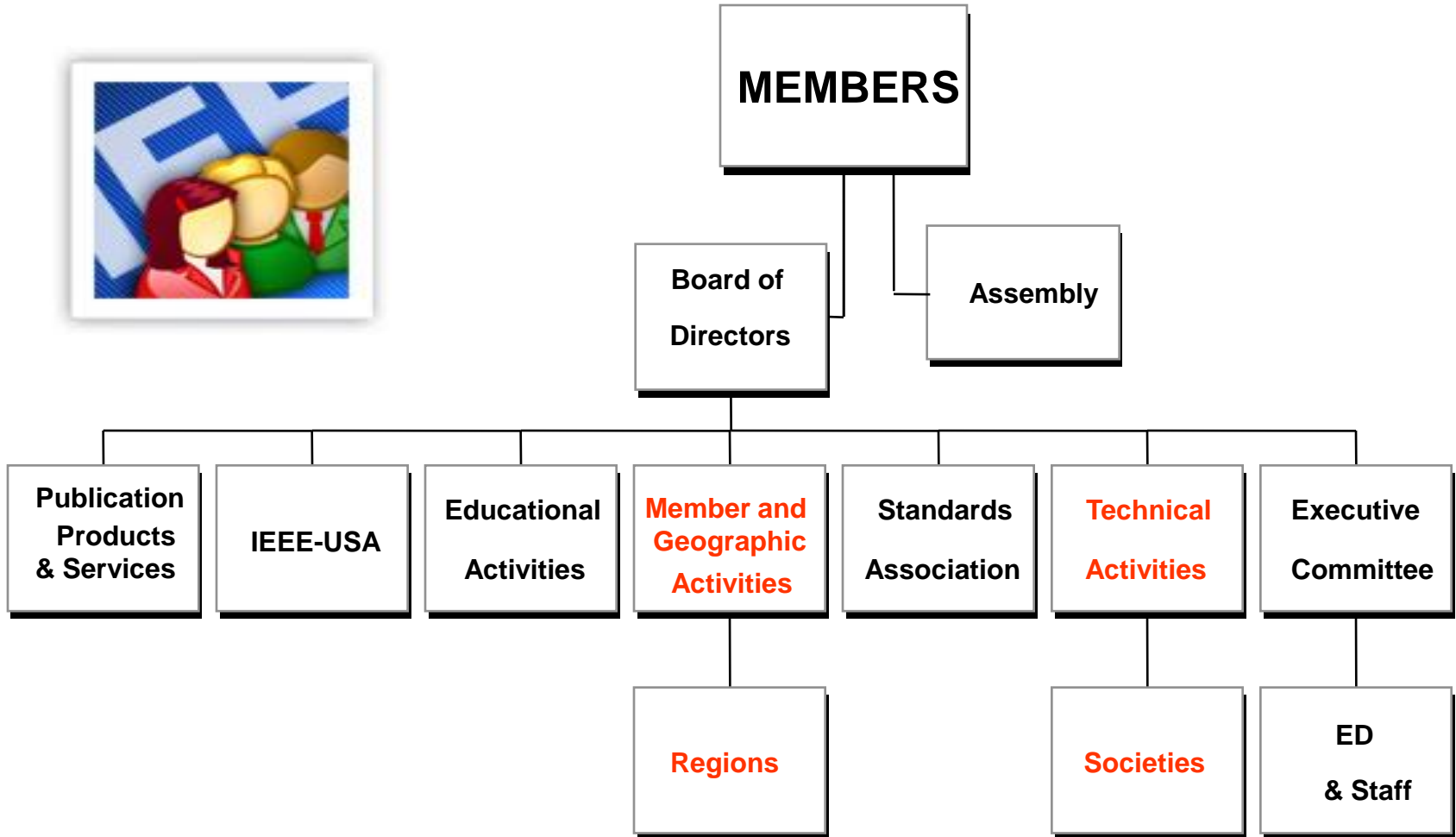


Running Successful Meetings for Sections & Chapters

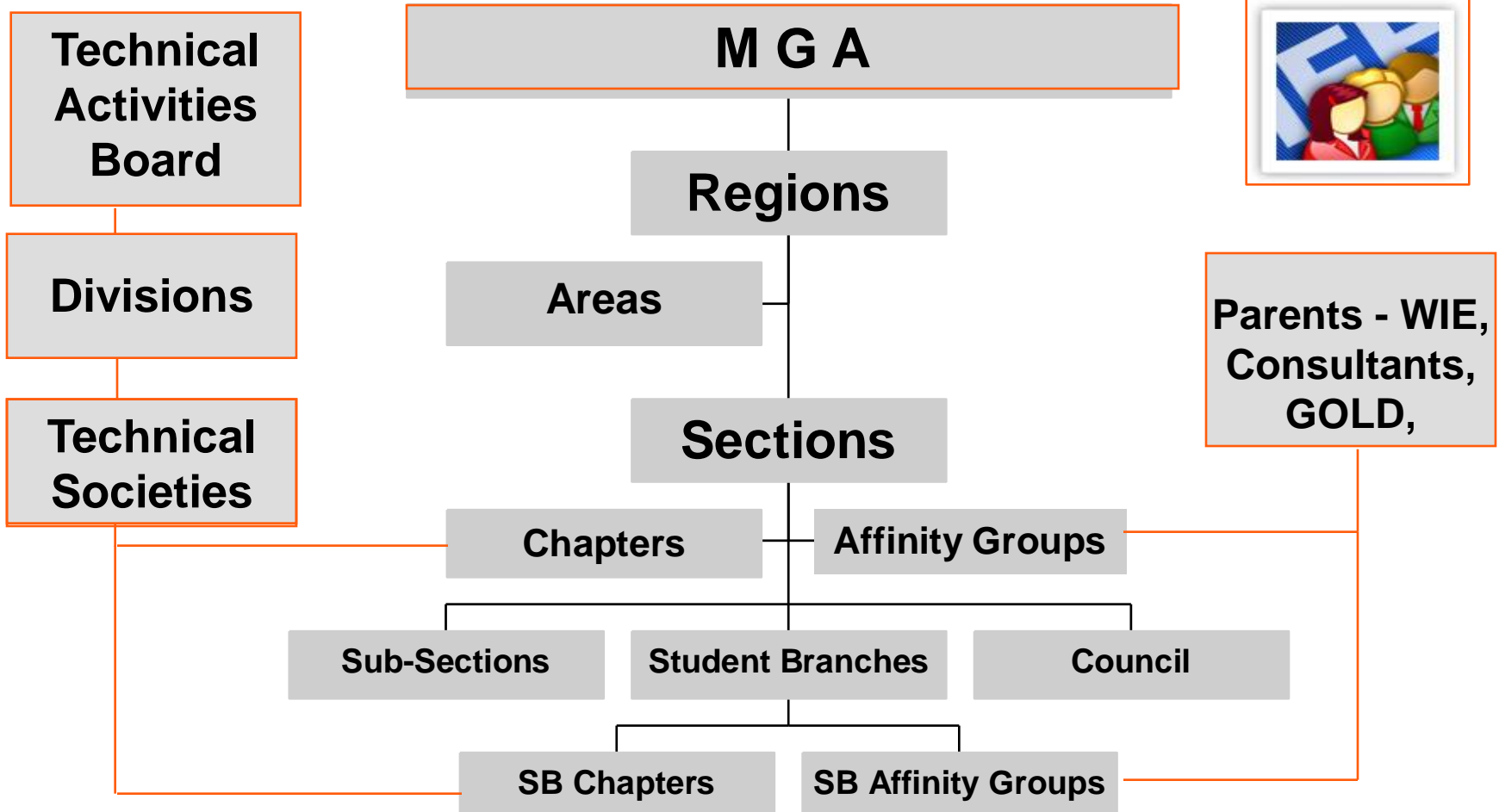
■ Agenda

- IEEE Organization
- How can Societies and Regional Organizations Interact
- Actions from Sections to promote Chapters
- Section and Chapters Obligations
- Financial Resources for Sections and Chapters
- Experiences from the Panama Section
- Recommendations and suggestions on how chapters and sections can provide benefits to the membership

IEEE ORGANIZATION



IEEE ORGANIZATION





DEFINITIONS - GEOGRAPHIC - TECHNICAL

“Sections. *A Section shall be the basic operating geographic organizational unit of IEEE and shall be constituted by a minimum of fifty (50) members. A Section shall be established with the approval of the Member and Geographic Activities Board by petition of those who live/work in relatively close proximity to be served by activities that further the missions of IEEE”.*

- IEEE Bylaws

“Chapters. *A Chapter shall be a technical subunit of a Region, one or more Sections or a Geographic Council. A Chapter shall comprise a minimum of twelve (12) members of a Society, or group of Societies and shall be established by petition to the parent geographical and technical organizational units concerned to fulfill the mission of IEEE”.*

- IEEE Bylaws

“A Chapter is a technically-oriented organizational unit... formed to promote the interests of Section Members in a specific technical area associated with one or more of the IEEE Societies.”

-TAB Operations Manual



DEFINITIONS - WHAT IS AN IEEE SECTION?

Section

- ❖ A group of members in a defined area in an IEEE Region
- ❖ Requirements for formation – 50 IEEE members
- ❖ Validity – Minimum of 25 IEEE members in one year
- ❖ Activity – Minimum of five (5) activities per year
- ❖ Information – Secretary and Treasurer Reports
- ❖ All Section Chairs are voting members in the Regional Committee
- ❖ Resources - Region, Societies, Section/Chapter Support, Sites
IEEE Web-Sites



DEFINITIONS – WHAT IS AN IEEE TECHNICAL CHAPTER?

Chapter

- ❖ A group of members of an IEEE society in an IEEE Section
- ❖ Requirements for formation – Minimum of 12 members of an IEEE society
- ❖ Validity - Minimum of 10 members of the society in one year
- ❖ Activity – Minimum of two (2) activities per year
- ❖ Information – Activities Reports
- ❖ Responsibilities – The Chapter Chairs are voting members in the Sections Boards.
- ❖ Resources - Section, Societies, Region, Section/Chapter Support, IEEE Web-Sites



HOW THE SECTION CAN HELP

Section

- ❖ Provide forums during technical activities of the section where chapters can present their own activities
- ❖ Encourage Chapter activities
- ❖ Provide lists of distinguished lecturers to the chapters
- ❖ Coordinate meetings with representatives of the industry who can support chapters activities



HOW THE SECTION CAN HELP

Section

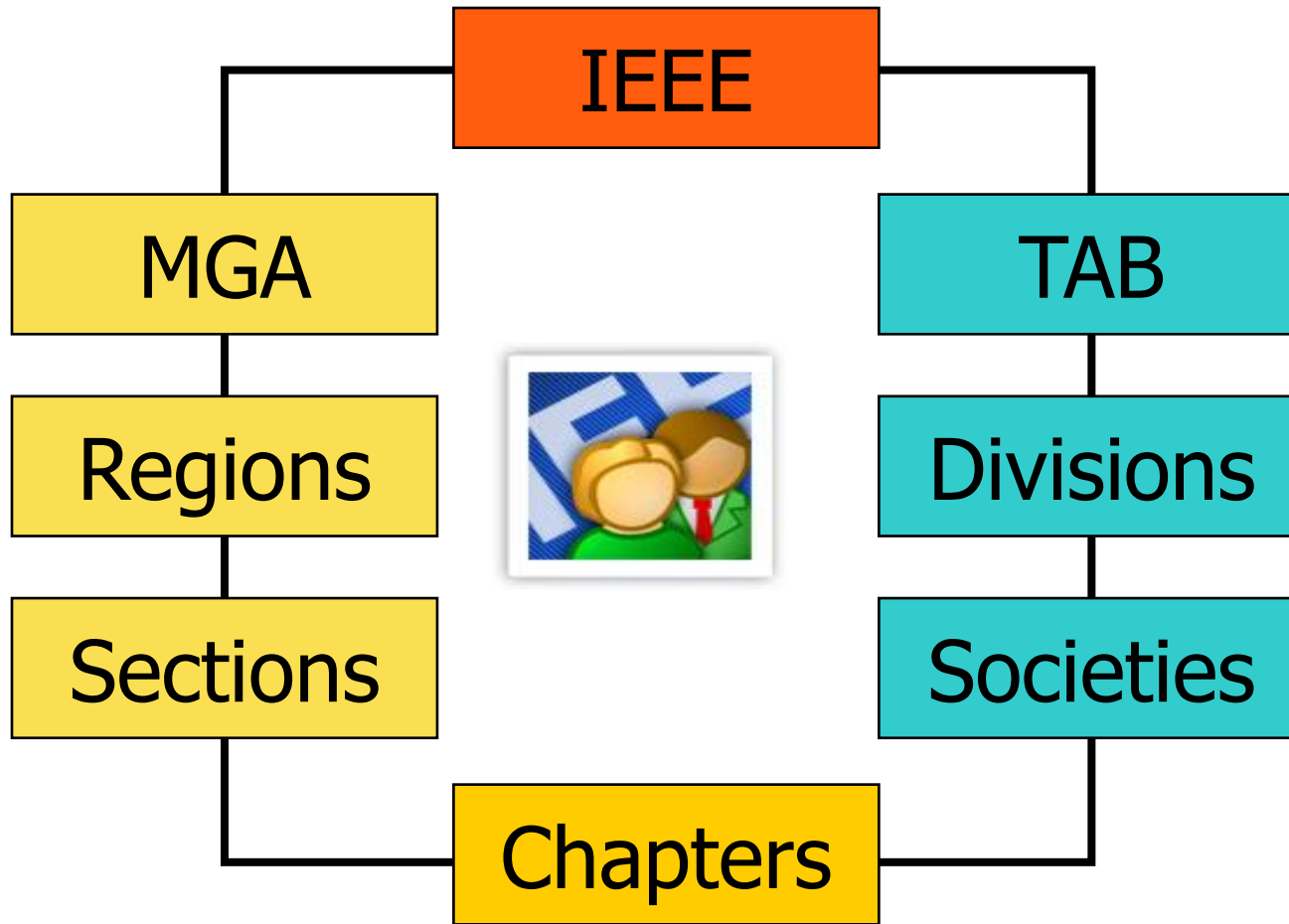
- ❖ Promote joint meetings with other technical and professional organizations
 - ❖ Organize workshops, tutorials and other programs to help chapters in their performance
 - ❖ Explore the utilization of technical and economical resources
 - ❖ Develop specific technical projects to get funding and resources from IEEE, Societies, Region, etc
-



HOW THE SECTION CAN HELP

- ❖ Promote the formation of chapters facilitating resources for the development of technical and professional activities
- ❖ Create and maintain up to date the WEB site to maintain the membership informed about activities and resources
- ❖ Plan and prepare schedule of activities to avoid conflicts between chapters activities within the section
- ❖ Recognize volunteers with awards and recognitions programs well defined

IEEE ORGANIZATION





HOW THE REGION CAN HELP

Region

- ❖ Keep contact with all Sections and chapters regularly
- ❖ Attend major Section and Chapters Activities
- ❖ Program formation and training workshops
- ❖ Program technical conferences for Sections and Chapters
- ❖ Help the Sections and Chapter to program their Web Sites
- ❖ Provide lecturers and incentive Sections and Chapters to get involved in Technical and Professional Activities
- ❖ Provide special funds and awards when necessary



HOW THE SOCIETIES CAN HELP

SOCIETIES

- ❖ Maintain contact with all Sections and Chapters regularly
- ❖ Provide lecturers for Chapters and Joint chapters
- ❖ Motivate membership to participate in the Section and Chapters activities
- ❖ Encourage Chapters and Sections to co-sponsor activities
- ❖ Promote joint activities with other technical organization

.....



HOW THE SOCIETIES CAN HELP

Societies

- ❖ Promote the development of technical programs that can generate their own resources
- ❖ Motivate the chapters to use the Distinguished Lecturer Program
- ❖ Coordinate Technical Activities with Sections and Chapters
- ❖ Provide financial resources for Chapters and Sections
- ❖ Program Training workshops for the formation of champions



CHAPTER AND SECTION OBLIGATIONS

- ❖ Attend Section Congress (Section Chair)
- ❖ Motivate the Activities in the Chapters (Technical Activities Coordinator)
- ❖ Coordinate activities with the student branches (Student Activities Coordinator)
- ❖ Guide the student branches to use IEEE resources (Student Activities Coordinator)
- ❖ Coordinate the membership development activities (Membership Coordinator)



CHAPTER AND SECTION OBLIGATIONS

- ❖ Develop, implement and activate Affinity group such as WIE, GOLD and others (Membership Coordinator)
- ❖ Use SAMIEEE Data Base y motivate membership to participate in activities (Membership Coordinator)
- ❖ Document and keep up to date section By Laws (Section Chair)
- ❖ Call to elections, promote nominations in accordance with section rules (N&A Coordinator)

.....



CHAPTER AND SECTION OBLIGATIONS

- ❖ Recognize Members, Fellows, Seniors, Excellence, Dedication and Work for the Section/Chapter (Awards Coordinator)
- ❖ Communicate to the membership the Section, Chapters and Student Branches events (Communications Coordinator)
- ❖ Communicate to the membership information related to the Section (Communications Coordinator)
- ❖ Create and keep up to date WEB site with important links and information including schedule of events (Communications Coordinator)



FINANCIAL RESOURCES FOR SECTIONS AND CHAPTERS

- ❖ The Section receives \$2,000.00 (Annual) for completing a minimum of 5 activities and maintaining a membership of at least 25 members
- ❖ The Section receives \$3.00 (Annual) for each active member (M, S, A); \$1.5 AF and \$4 for SM,F.
- ❖ The Chapters receive \$200.00 (Annual) completing a minimum of 2 activities and maintaining a membership of at least 10 members



FINANCIAL RESOURCES FOR SECTIONS AND CHAPTERS

- ❖ The Section receives a bonus of 10% (Annual) for the submittal of annual reports (Activities +Financial) on time + \$200 additional if they complete more than 10 activities
- ❖ The Chapters with more than 6 technical activities receive additional \$75
- ❖ Several societies provide awards and recognitions in function of chapters performance during the year
- ❖ Section and Chapters receive also special finance for technical activities and other important projects



OPERATION OF THE PANAMA SECTION AND CHAPTERS

- ❖ There is an annual programming of activities
- ❖ Every Chapter work independently in the preparation of their annual program which is coordinated with Section
- ❖ The schedule of activities is prepared considering that activities from different chapters and Sections do not have a conflict
- ❖ The Section takes care of most of the administrative aspects of the OU
- ❖ Chapters are focused in the presentation of technical activities for the membership



OPERATION OF THE PANAMA SECTION AND CHAPTERS

- ❖ The finances of the section including the Chapters' is managed in a single account, Chapters do not have a separate bank accounts
- ❖ Annual reporting to IEEE is coordinated by the Section
- ❖ As a result of this working strategy for many years, the section has maintained an excellent performance obtaining awards for the Section at the Regional level and also Chapters Awards at the world level, including Outstanding Chapters Awards from Power & Energy Society and Industry Applications Society.



RECOMMENDATIONS AND SUGGESTIONS

- ❖ Investigate and identify what are the chapters needs
 - ❖ Revise the resources offered by IEEE and societies for the use of technical Chapters
 - ❖ Make use of the Distinguished Lecturers Program
 - ❖ Establish training programs and workshops for the formation of champions in the sections
 - ❖ Identify where there is potential for the formation of new technical chapters and push them forward
 - ❖ Comply with the requirements of activities and reports to maintain the chapters active
-



RECOMMENDATIONS AND SUGGESTIONS

- ❖ Promote coordinating meetings between Chapters/Section for the activities programming
- ❖ Establish working procedures where the chapters manage the technical aspects of the Section and the Section officers the administrative part.
- ❖ Establish programs to recognize and award for outstanding members in technical aspects in the Section
- ❖ Promote a close relation between IEEE/Industry in the Section offering activities attractive for those companies



Questions?



Thanks!