IEEE Geographic Unit Required Reporting & Rebates

In order to maintain viability and to ensure that all Geographic Units are meeting the needs of their members, each unit is required by the Member and Geographic Activities (MGA) Board to submit annual reports of the following:

- Meeting Activity
- New Officers and Officer Changes
- Financial Reporting via NetSuite

Learn more about Geographic Unit compliance

Submission guidelines

Units that meet the basic reporting requirements will earn a rebate payment to support unit operations. The basic reporting requirements are:

1. **Meeting activity** - reported using vTools Events. You can also schedule future events rather than wait to report them at the end of the year. Scheduled events are visible in IEEE Collabratec™, myIEEE, and the new IEEE Event Finder mobile app available for Apple iOS and Android.
2. **Officer reporting** - reported online in vTools Officer Reporting
3. **See the current rebate schedule for a complete explanation of requirements and payment details.** should be completed using NetSuite. This tool should act as your Geographic Unit's primary bookkeeping system.

If all meeting activity, officer reporting, and financial reporting is submitted by the February deadline, your unit will earn an additional 10% bonus to the total rebate. Units submitting the information later than 15 March will not receive rebate payment for the previous year's activity.

A Chapter/Affinity Group may be dissolved if reports are not submitted for three (3) consecutive years.

**Note:** Chapters also have a Technical Society "parent." Each Society has different reporting requirements (or may have no requirements at all). Contact your Society officers for more information.

See the current rebate schedule for a complete explanation of requirements and payment details.

Requirements for officers
**Section and Geographic Council Secretaries** are responsible for submitting meeting activity for their unit, and for checking that subunits (Subsections, Chapters, and/or Affinity Groups) have submitted reports for their unit. They are also responsible for submitting the roster of officers for the current year.

**Section and Geographic Council Treasurers** are responsible for recording the financial activity for their unit and any subunits (Subsections, Chapters, and/or Affinity Groups) using NetSuite.

**Councils, Subsections, Chapters, and Affinity Groups**, like other geographic units, are required to submit annual financial, meeting, and officer reports. The reporting forms and deadlines are the same for all Geographic Units.

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