


IEEE GOLD Affinity Group

February 23rd, 2008

William Lumpkins
Sr. Member, SCV PACE Chair 2008

Agenda

What a GOLD AG Chair needs to know?

- Where GOLD fits in IEEE structure?
- Why lead a GOLD AG?
- How to work with your Section?
- Q & A 
- How to reach out to local GOLD members?
- Recognizing Volunteer efforts
- Q & A 

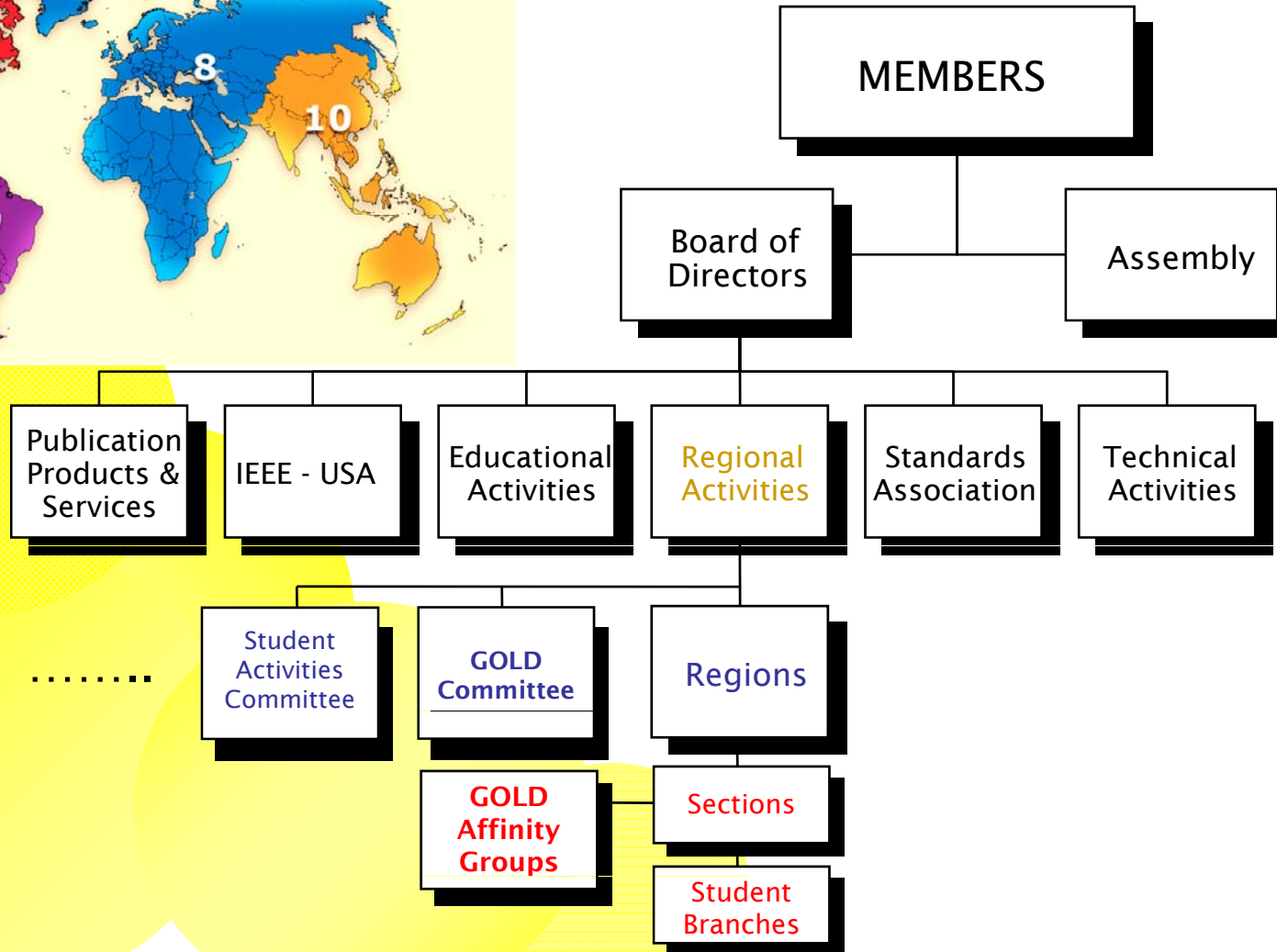
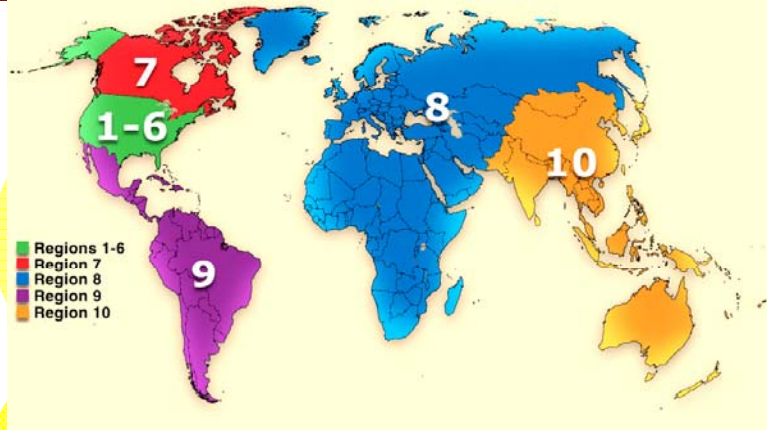
IEEE Terminology

- **AG** – Affinity Groups
- **Section** – Local IEEE Regional Entity
- **RAB** – Regional Activities Board
- **TAB** – Technical Activities Board
- **EAB** – Educational Activities Board
- **Chapter** – Local IEEE Technical (Society) Entity
- **L31** – Reporting form to record any activity held at Section level. Must submit this report to qualify for rebate
- **IEEE GOLD**
- **IEEE GOLD Committee**
- **SAC** – IEEE Student Activities Committee
- **SB** – IEEE Student Branch
- **RCG** – IEEE Region GOLD Coordinator

GOLD AG Chair must know ...

- **How GOLD fits in IEEE structure?**
- Why lead a GOLD AG?
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IEEE Organizational Structure



GOLD Committee Mission and Vision

VISION:

To increase value and worth of IEEE services and programs to young professionals and recent graduates.

MISSION:

Develop programs and foster relationships to provide tangible value to members; Promote the GOLD program to students; Recruit, develop and nurture volunteers.

IEEE MGA GOLD Committee

SCOPE:

GOLD Program focuses on needs of the recent graduates and young professionals.

- Recent graduates are defined as those typically 2-3 years after graduation with their first professional degree in an IEEE related field. This includes graduate student members (GSM).
- Young professionals are defined as graduates in the early stages of their career.

IEEE Structure: 2006 Data

- **Global presence:**
 - **319 Sections** in 10 Geographical Regions, > 150 countries
- **Large member base:**
 - **367,395** members, including **80,491** students
- **Support students:**
 - **1,526** student branches at colleges and universities in 80 countries
- **Technology and Professional Interests:**
 - about 900 active IEEE standards, > 400 in development.
 - 39 societies and 5 technical councils representing the wide range of technical interests
 - **131** transactions, journals and magazines.
 - **>350** conferences worldwide each year.
- **Local network:**
 - About **1,676** chapters for local members with similar technical interests
 - About **249** Affinity Groups (Life Members, WIE, GOLD, Consultants Network)

GOLD Affinity Group Statistics

Region	# GOLD AG	GOLD Coordinator	E-Mail
1	10	Nick Nonis	n.nonis@ieee.org
2	4	Wole Akpose	wole@ieee.org
3	6	Joey Duvall	j.duvall@ieee.org
4	11	Bill Serre	serrew@ieee.org
5	9	Rama Shastri	Rama.Shastri@hp.com
6	9	Russell Hunter	russellh@computer.org
7	14	Lori Hogan	lori.hogan@ieee.org
8	18	Pilar Molina Gaudo	pimolina@unizar.es
9	16	Ricardo Veiga	veiga.ricardo@ieee.org
10	20	Yasuharu Ohgoe	yasuharu@ieee.org

*Data as of February 9th, 2007

GOLD AG Chair must know ...

- How GOLD fits in IEEE structure?
- **Why lead a GOLD AG?**
- How to work with your Section?
- How to reach out to local GOLD members?
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Leading a GOLD AG

- **Develop** your own potential
- **Interested** in professional development activities for young professionals
- **Understand** that needs vary for young professional (social, financial, etc.)
- **Believe** in young professionals driving IEEE's future

IEEE Member Value

- Volunteering in activities with colleagues
 - Develop network for future professional needs
 - Connect with present volunteers – all levels in profession
- Large operation with many varied positions to develop leadership skills

GOLD Chair: You are important!

- To communicate between your Section and GOLD members
- To plan and manage your GOLD AG events and activities
- To motivate and encourage your GOLD committee members
- To be the front line officer to support your GOLD community, and understand their needs

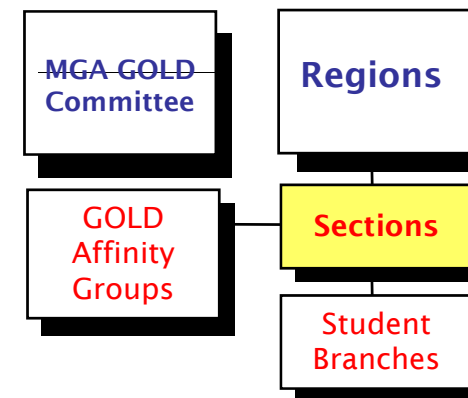
I'm a GOLD AG Chair, I . . .

- ❖ Determine goals & plans for AG activities and budget needs
- ❖ Maintain AG fiscal and financial responsibility
- ❖ Preside at GOLD AG meetings
- ❖ Represent AG at Section meetings
- ❖ Communicate with Section Officers on needs, plans and activities
- ❖ Submit required reporting to Section & Region
- ❖ May appoint / nominate other officers to help run AG
 - Secretary, Treasurer, Activity Chairs include professional, social, technical, recognition, newsletter and/or web editors
- ❖ Work with AG officers to determine program of activities
- ❖ Ensure all AG officers are properly trained for their jobs
- ❖ Delegate assignments to AG members

GOLD AG Chair must know ...

- How GOLD fits in IEEE structure?
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- **How to work with your Section?**
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Section is your first channel for support and resources. Learn to build strong relationships with your section officers.



Connecting with Key People in your Section

- Region GOLD Coordinator
- Section Chair / Vice-Chair
- Section SAMIEEE recipient
- Local Student Branch officers
- Past AG Chair for advice
- Membership Development Chair
- Other IEEE volunteers with interest and passion to help (Section officers or Society officers with knowledge and experience)



I'm a GOLD AG Chair, I . . .

- **Have a term of office following Section's fiscal year**

- Usually from January till end of December

- Section/Chapter web site:

http://www.ieee.org/web/geo_activities/rab/scs/

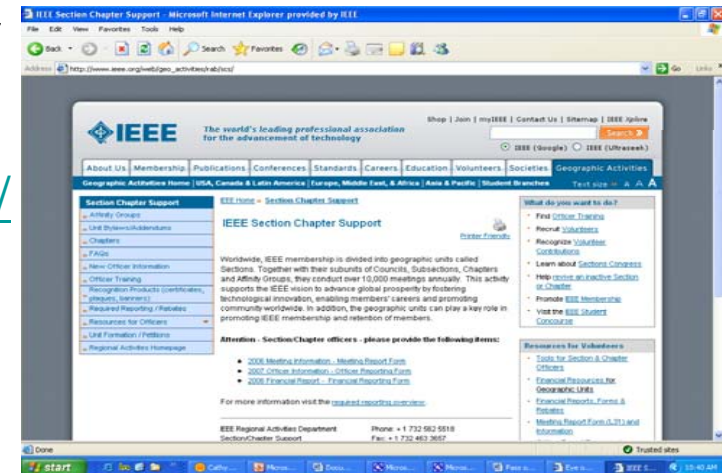
- **Am familiar with IEEE Bylaws, IEEE Policies, MGA Operations**

Manual and any Society requirements for activity

- **Have my Section Chair report my status as GOLD AG**

Chair at: <http://ewh.ieee.org/forms/scs/interactofficer.php>

- **Am involved in developing future IEEE leadership in technical and regional activities**



I'm a GOLD AG Chair, I . . . (continued)

- **Represent AG at Section meetings**
- **Communicate with Section Officers on needs, plans and activities**
- **Submit required reporting to Section (including L-31)**
- **Inform Region GOLD Coordinator of activities**

Section Reporting: About L-31

- You must submit L-31 reports via the web site to make your event official
- Reporting helps IEEE understand what kind of GOLD activities/events are successful
- L-31 web form:

<http://ewh.ieee.org/cgi-bin/l31/ReportForm.pl>



Q&A

Questions?



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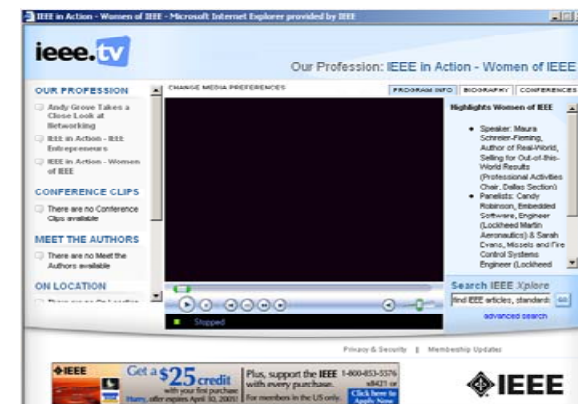
**To reach out, one needs to know
what IEEE and GOLD provide!**



IEEE Products & Services

- Utilize IEEE membership benefits to reach out to GOLD members
 - ✓ IEEE.tv *
 - ✓ myIEEE
 - ✓ IEEE Mentoring Program *
 - ✓ IEEE Job Site
 - ✓ Online publications
 - ✓ IEEE Societies
 - ✓ GOLD Online Seminars *
 - ✓ Expert Now Tutorial
 - ✓ 50% discounted rate for first year *

- IEEE launched Beta release of IEEE.tv on August 2006.
- An internet-based broadcasting network that produce and deliver prerecorded, special-interest programming for Engineers and Technologists.
- Programs are available for members only, and some for general public.
- www.ieee.org/ieeetv



IEEE Mentoring Program

- Web-based program
- Provide mentoring opportunities within the IEEE community:
 - mentoring relationship is not dependent on change of job.
- Invite higher-grade members up to age 55 as mentors
- Invite higher-grade members up to age 40 and GOLD members as mentees
- Informal style of mentoring where mentee self-selects mentor by searching for potential candidates
- Program was launched in August 2006
- <http://www.ieee.org/organizations/MGA/gold/mentsessions.html>



GOLD Online Seminar

- Invite experts to speak on topics that are relevant to the recent graduates and young professionals.
- Deliver 3 online seminars annually, 1 hour each, targeting members especially GOLD worldwide.
- Broadcast voice and presentation slides via the Internet using Microsoft Live Meeting
- Engage speaker interactively using question type-in.



GOLD Online Seminar (Continue)

Past Seminars:

- ❖ **Networking: How young engineers can open the door to more opportunities;** by Karen Susman (December 2005)
- ❖ **Plan for financial success 'Key to live by';** by Larry Grogan (May 2006)
- ❖ **10 success factors in project management;** by Margaretha Eriksson (September 2006)
- ❖ **Project Management: Conduct Effective Meetings;** by Margaretha Eriksson: (November 2006)

Three GOLD On-Line Seminars in 2007

- ❖ **Career Management (Jim Watson) in April**
- ❖ **Business and Entrepreneurship (Kevin Krauss) in July**
- ❖ **Engineering in 21st Century (Adrian Pais) in November**

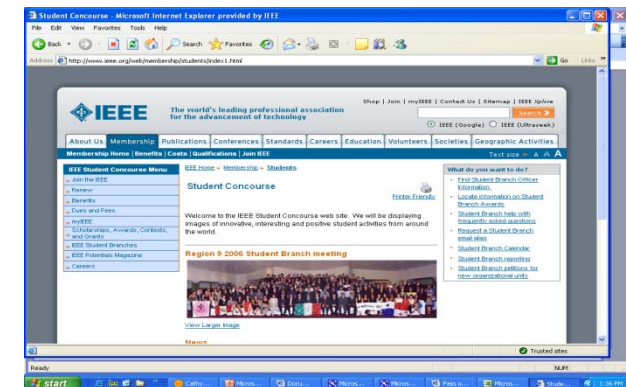
IEEE GOLD QSIF Program

- IEEE GOLD Committee provides basic funding support to the set-up of a **NEW GOLD AG**
- Questions: gold@ieee.org
- Proposal developed with details on year's activities
- Basic funding of \$200 US, can match additional funding from Section, up to \$500 US
- Web site:
<http://www.ieee.org/organizations/mga/gold/qsif.html>



IEEE Communication Vehicles

- To reach out to GOLD members:
 - Section newsletter and website
 - Email ListServ to create and maintain email lists (<http://listserv.ieee.org/cgi-bin/wa>)
 - Publicize AG activities at all IEEE gatherings
 - Outreach to local IEEE Student Branches (future GOLD)
E.g. Using IEEE Student Concourse (<http://www.ieee.org/web/membership/students/index1.html>)



Collaboration with Chapters

- Professional development includes Technical content
- IEEE Chapters = Best Resource for Technical content
- Source of speakers with in-depth technical knowledge
- Provide technical seminars suitable for GOLD members (rather than experts)
- GOLD AG volunteers can gain experience by supporting the chapter in organizing workshops and conferences
- GOLD members can publish papers/hold lecture at local chapter events
- Joint events allow GOLD members to network with technical experts
- Introduce GOLD members to the core of IEEE activities – technical activities, standards like 802.11

IEEE Web Resources

- **IEEE GOLD web site**
 - www.ieee.org/gold
- **IEEE GOLD Bulletin Board (link on GOLD web)**
- **Volunteer Resources site**
 - www.ieee.org/organizations/vols
- **IEEE Electronic Services – Email, List Serve**
 - <http://www.ieee.org/organizations/vols/e-notice/index.html>
- **IEEE Master Brand & Identify Standards**
 - www.ieee.org/masterbrand
 - www.ieee.org/identitystandards
- **The SCOOP Newsletter**
 - www.ieee.org/scoop
- **IEEE Online Communities**
 - www.ieee.org/portal/pages/services/communities/communities.xml
- **IEEE Regional Activities web site for documents**
 - www.ieee.org/organizations/rab
- **myIEEE for access to IEEE Section officer listing**
 - www.ieee.org/web/membership/myieee.html



GOLD AG Chair must know ...

- How GOLD fits in IEEE structure?
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- How to work with your Section?
- How to reach out to local GOLD members?
- **Recognizing Volunteer efforts**

Recognizing Volunteer Efforts

- **Acknowledge efforts by volunteers**

http://www.ieee.org/web/geo_activities/rab/scs/volunteer/recognition.html

- Sponsor attendance to Section meeting or award banquet

- **Recognize by larger audience**

- Section officers
- Local Community leaders in newspapers

- **Utilize IEEE award instruments available**

- **Leads to group identification**



IEEE Awards & Recognition

- **IEEE Certificate of Appreciation**
http://www.ieee.org/web/geo_activities/rab/scs/products/cert_photo.htm
- **Letter to Employer on Volunteer Activities**
http://www.ieee.org/web/geo_activities/rab/scs/Resources/new-officer/employer.html
- **Regional Activities Awards**
<http://www.ieee.org/organizations/rab/rab/Awards/RABAWARDS.html>
- **IEEE Technical Society Awards**
<http://www.ieee.org/web/volunteers/tab/home/index.html>
- **IEEE Corporate Awards**
<http://www.ieee.org/portal/pages/about/awards/index.html>

Q&A

Questions?



Supplementary Slides

- How to organize a meeting
- Scenario: Poor Attendance
- Scenario: Fiscal Year

Thank you for attending, & Wish you
a successful year volunteering with
GOLD and IEEE !

IEEE GOLD: www.ieee.org/organizations/mga/gold

Will Lumpkins SCV PACE Chair xillia@ieee.org

How to organize a meeting

- Plan
- Publicize event
- Almost There
- Run!
- After the meeting
- Closing remarks
- More on backup slides

Plan for AG Meetings/Activities

- Set a meeting schedule once officers are set
- Determine meeting agenda, utilize email lists for between meetings and sharing of information
- Delegate, Delegate, Delegate
- Operate the meetings to maximize time
- Recognize efforts of individuals and what they contribute
- Communicate meeting actions and information to group and upward to Section Chair

How to organize a meeting

- **Plan**
- Publicize event
- Almost There
- Run!
- After the meeting
- Closing remarks

Plan

- Come up with an event
- Decide potential dates and locations (convenience and allow food)
- Estimate number of participants
- Contact speaker(s)
- Confirm date, time, location
- Fee applies? (less for IEEE members)

How to organize a meeting

- Plan
- **Publicize event**
- Almost There
- Run!
- After the meeting
- Closing remarks

Publicize event

- Email : GOLD, students, Section executives, Section members
- Section's GOLD website
- Region's GOLD website
- Section's newsletter
- GOLDRush newsletter (MGA GOLD)
- Posters in local schools, workplace
- Phone

How to organize a meeting

- Plan
- Publicize event
- **Almost There**
- Run!
- After the meeting
- Closing remarks

Almost There

- Arrange audio-visual equipment, chairs, tables with location
- Contact speaker(s) and participants reminding them of the event and location details a week & day before
- Order / Buy food and drinks
- Pick up keys to meeting location
- Pick up speaker(s) and participants

How to organize a meeting

- Plan
- Publicize event
- Almost There
- **Run!**
- After the meeting
- Closing remarks

Run!

- Sign-in / Attendance, Collect fee as advertised
- Greet Everyone when all seated
- Short IEEE & IEEE GOLD Presentation
- Introduce speaker(s)
- Speaker(s)' presentation
- Break - food & drinks
- Continue presentation
- Q&A
- Thank Speaker(s)
- Present gift / certificate of appreciation
- Tell people when's the next meeting (if there is one lined up)
- Thank everyone!
- Clean up the meeting location

How to organize a meeting

- Plan
- Publicize event and RSVP
- Almost There
- Run!
- **After the meeting**
- Closing remarks

After the meeting

- Return audio-visual equipment
- Return location keys
- Clean the meeting location

How to organize a meeting

- Plan
- Publicize event and RSVP
- Almost There
- Run!
- After the meeting
- **Closing remarks**

Closing remarks

- Write L-31 Report
- Update financial statement
- Update Section's GOLD website
- Write something for various newsletters about meeting details

CONGRATULATIONS!

Enriching the Professional Engineer

- <http://www.ieeeusa.org/volunteers/pace/default.asp>
- Being technically proficient is only part of what it takes to become successful in the ever-changing global economy. More and more companies are beginning to recognize the added benefits of improving their workers' professional development skills and are opting to provide increased training for it.

What is it?

- PACE (Professional Activities Committees for Engineers) is a grassroots network of IEEE volunteers and committees organized at the section and chapter level in the United States with support from their respective regions and IEEE-USA.

What's the Goal?

- The goal of the PACE Network is to promote the professional interests of IEEE's U.S. members as well as provide a mechanism for communication of members' views on their professional needs.

PACE Projects

- Professional Development Seminars
- S-PACs/S-PAVes
- Teacher-Engineer Partnerships
- Teacher In-Service Program
- Future City Competition
- FIRST Robotics
- Lego Mindstorms

Professional Development Seminars

- A Professional Development Seminar is an effective vehicle to transmit professional awareness in a structured event that addresses members' concerns. These seminars consist of non-technical topics such as career strategy, career makeover, leadership and communication skills, ethics, project management, etc. Professional Development Seminars can be a half or full day and involve one or more speakers.

Student Professional Awareness Conference (S-PAC)

- The Student Branches of IEEE: plan, organize, and implement S-PACs. Presenting an S-PAC allows students to gain valuable management experience and self-confidence. The initial suggestion for an S-PAC may come from the students themselves or from other IEEE members such as university professors or Section representatives. IEEE volunteers can provide experienced counsel and encouragement, but the students bear all the responsibility for producing S-PACs.

Student Professional Awareness Venture (S-PAVe)?

- **S-PAVes**, pronounced "ess-paves") are projects or activities conceived, planned and implemented by IEEE Student Branches to develop an awareness of engineering professionalism.

The Venture should address these S-PAVe goals:

- develop activities or materials that would enhance Student Member awareness or professional concerns
- strive to increase IEEE Student Membership with focus on Freshmen, Sophomores, and Juniors
- provide new services for the Student Branch Membership
- enable Student Branches to gain experience in project planning and organization.

PEC Teacher Reward/Grant Program

- IEEE-USA's Precollege Education Committee's Precollege Teacher Reward/Grant Program helps teachers to sponsor innovation and creativity in or outside of the classroom. These rewards/grants provide small amounts of funding for novel ideas that introduce engineering to students.

Reward/Grant Requirements:

- The program/project must be a new and/or unique idea*
- The program/project must take place in 2008†
- The teacher must work with an IEEE member (the IEEE member can be a partner, mentor, or a resource member)

* NOTE: The purpose of the PEC Teacher Rewards/Grants is to fund unique and new ideas/projects/programs. Rewards/Grants will not be provided for pre-existing or “canned” projects such as FIRST Robotics Competitions, BEST Competitions, and Project Lead the Way implementation unless it is an IEEE program such as implementation of an IEEE Teacher In-Service Program. Rewards/Grants will typically not be provided for capital goods such as laptops, printers, video recorders, etc. Rewards/Grants awarded are typically up to \$500

Teacher In-Service Program

- (TISP) features IEEE Section volunteers developing and presenting technologically oriented subject matter to local pre-university educators in an in-service or professional development setting. TISP allows IEEE volunteers to share their technical expertise and to demonstrate the application of engineering concepts to support the teaching and learning of science, mathematics and technology disciplines.

Sample Lesson Plans

- <http://www.ieee.org/web/education/preuniversity/tispt/lessons.html>
- **Everything You Wanted To Know About Electric Motors**
- **Light Waves and Spectroscopes**
- **Simple Machines**
- **Get Connected With Ohm's Law**
- **Design and Build a Better Candy Bag**
- **Flashlights and Batteries**
- **Rotational Equilibrium: A Question of Balance**

Local Chapter PACE topics

- Spice up your meetings, with some professional development topics
- Find out what your members are interested in besides “Classical Society Topics”
- Mix and Match: Schedule a PACE/GOLD/Chapter meeting together

PACE Ideas (From Jonathan David, Past SCV PACE Chair 2007)

- Presentation Skills
- Email Etiquette
- Networking Skills Workshop
- Finding and nurturing your Mentors
- When Should I hire a Career Coach?

PACE Ideas (From Jonathan David, Past SCV PACE Chair 2007)

- How to keep my skill sets/knowledge base Fresh?
- Career Planning in a Flat world.
- Retirement Planning for the Multi-Job Career
- How to administer a Linked-in network for your Section/ GOLD chapter
- Assessing your Transferable Skills Workshop.

PACE Ideas (From Jonathan David, Past SCV PACE Chair 2007)

- Creating and maintaining your Projects Portfolio
- Understanding the Open Source Software revolution.
- Leveraging Open source Software for Multi-site Project Collaboration
- Project management in a Collaborative World
- Challenges and tools for Multi-site Collaboration
- Senior Member Upgrades

Finally Its Over!!!

- The IEEE has more resources than you could ever need but finding them can be an absolute Chore.
- Call/E-mail/Grab-On-To a Section Leader/Past Chair/ Another Chapter Leader for some help or advice
- Were Volunteers (Let's make the time we donate, as effective as possible)