

IEEE Branch Leadership Training Workshop



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University of the Pacific,

IEEE Region 6
Student Activities Past Chair
2005-2008

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Mountain View, California

Credits To:



- IEEE Student Activities, Laura Durrett
- IEEE SC Chair, Babak Beheshti
- IEEE SC Past Chair, James Reiss
- IEEE 2008 President-Elect, John Vig
- IEEE SPAC Chair, Erin Hogbin
- IEEE USA PACE, Hamid Vakilzadian, Ted Carr
- Honda's Asimo
- Univ of the Pacific EE Student: Steven Girard

A Quick Test of Mathematics



$$\lim_{x \rightarrow \infty} \left[\frac{8x^3}{x^2} \right] = \infty$$

$$\lim_{x \rightarrow \infty} \left[\frac{5x^3}{x^2} \right] = \infty$$

Today's Agenda: Part 2



- **Your Student Branch**
- **Your Members**
- **Working With Volunteers**
- **Your Branch Administration**
- **Your Affinity Groups**
- **Your Branch Annual Chores**
- **Are You a Leader?**

Your Student Branch



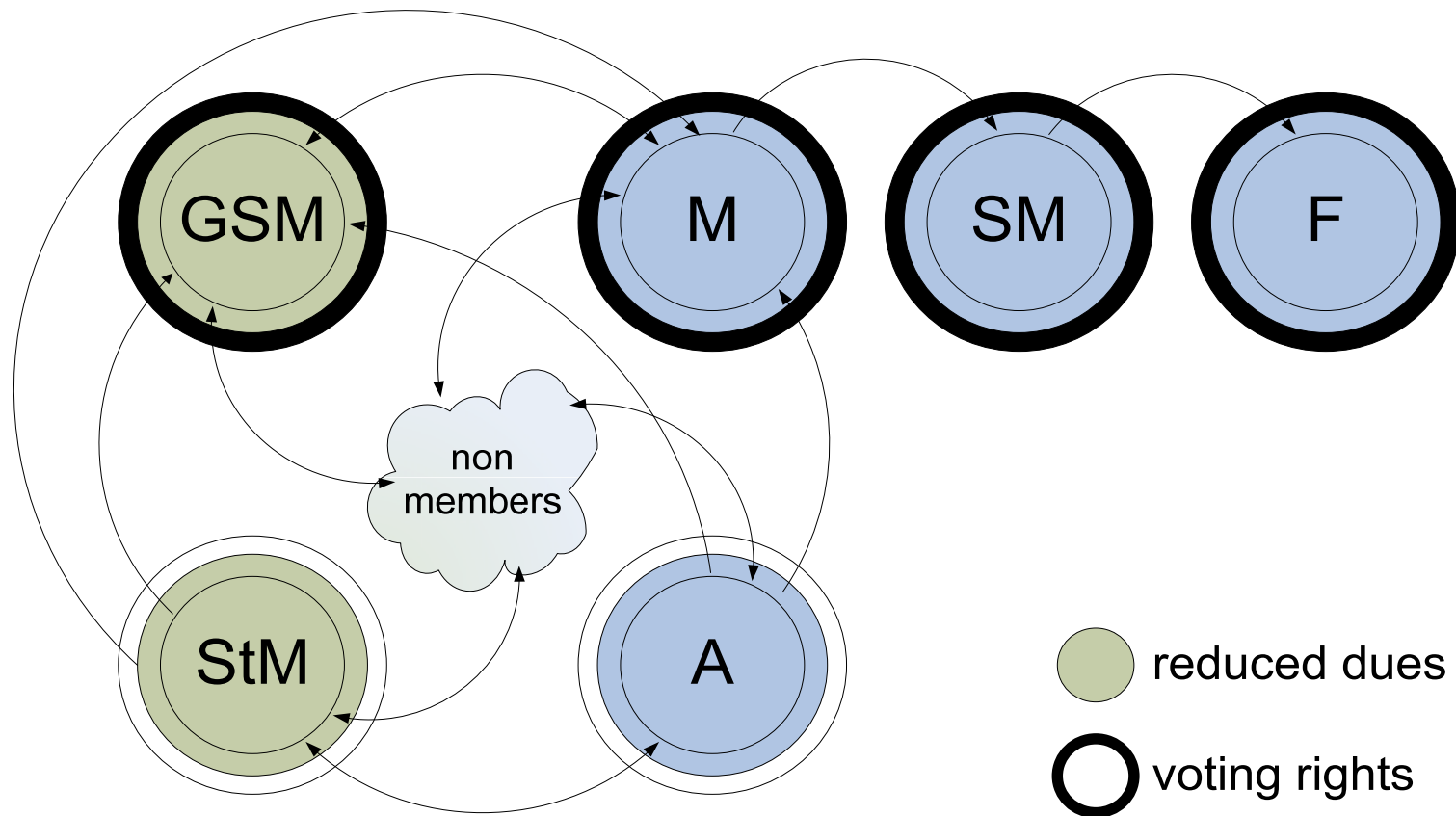
- What is the single most important component of Your Student Branch?

➤ **Your Members**

Who qualifies for IEEE student Membership?

- Undergraduate or graduate students taking at least 50% of a normal full-time course of study in IEEE designated (going to school at least part-time).
- IEEE **designated fields** (areas from which you can recruit new student members):
 - **Engineering**
 - **Computer Science and Information Technology**
 - **Physical Sciences**
 - **Biological and Medical Sciences**
 - **Mathematics,**
 - **Technical Communications, Education, Management**
 - **Law and Policy**

Understanding IEEE Membership Grades



IEEE Student Membership Dues



- **\$30.00 US and Canada (Regions 1-7)**

- includes Potentials magazine (6 issues per year) (online and print)
- includes Spectrum and the Institute (online and print)

- **\$25.00 all other areas of the world
(Regions 8, 9 & 10)**

- with option to subscribe to Potentials magazine for \$5.00 (online and print)
- includes Spectrum and the Institute (online and print)

-All IEEE members now have electronic access to IEEE Potentials through IEEEXplore



- account
- Journals & Magazines
- Conference Publications
- Books & eBooks
- Digital Libraries
- Standards
- Continuing Education
- Membership

My Cart

Professor Rahim Khoie

Member/Account: 02875417
 Grade: Member
 Region: R6 -Western USA

Credit Card Type: Visa
 Credit Card Number: xxxxxxxxxxxx1045
 Address: DEPT OF ECE...
 Email: rkhoie@pacific.edu

1 - 5 of 5

Qty	Item	Promotion Code	Discount	Subtotal	Delete Item	Print/ePub Options
1	IEEE Membership Includes a monthly subscription to IEEE Spectrum*; the IEEE Job Site, Membernet, members-only programs on IEEE.tv and an IEEE email alias. *IEEE Spectrum is available in print, electronic and digital format. Select Print/ePubs Options to change format	<input type="text"/>	\$0.00	\$170.00		
1	IEEE Electron Device Letters Print Subscription	<input type="text"/>	\$0.00	\$26.00		
1	IEEE Transactions on Electron Devices Print Subscription	<input type="text"/>	\$0.00	\$40.00		
1	IEEE Transactions on Device and Materials Reliability Electronic Subscription	<input type="text"/>	\$0.00	\$10.00		
1	IEEE Electron Devices Society Membership Includes Newsletter, Society Member Roster, online Transactions on Electron Devices, online Electron Device Letters, online Journal of Lightwave Technology, and QuestEDS.	<input type="text"/>	\$0.00	\$12.00		

Would you like to...

[Add IEEE Societies or other memberships and subscriptions](#)
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[Claim reduced fees as unemployed, retired or minimum income](#)
[Apply for student rate \(if you are studying at least 50% of the time\)](#)
[Qualify for a discount if you are also a member of a national computer or engineering society](#)

Donation to IEEE (not taxed)	\$0.00
Subtotals with all discounts applied	\$258.00
Total Tax	\$0.00

GSM Qualifications



A Graduate Student Member must qualify for Member grade and carry at least 50% of a normal full-time academic program as a registered graduate student in a regular course of study in IEEE designated fields.

The total cumulative period for a member to hold the Student Member grade and/or the Graduate Student Member grade is limited to **8 years.**

Qualifications for IEEE Membership



- Membership in the IEEE is open to individuals who by **education or experience** give evidence of competence in an **IEEE designated** field of interest. The designated fields are, in broad terms:
 - **Engineering,**
 - **Computer Science and Information Technology,**
 - **Physical Sciences,**
 - **Biological and Medical Sciences,**
 - **Mathematics,**
 - **Technical Communications,**
 - **Education,**
 - **Management,**
 - **Law, and**
 - **Policy.**

Speaking of



➤ **Engineers**

➤ **Physicists**

➤ **Mathematicians**

➤ Going to Applied Physics Conference

Working with Your Members

IEEE Volunteerism



- Most of the people you will work with on IEEE activities are **volunteers**.
- Be **respectful** of them and their time (plan efforts)
- Make them feel their contributions are important
 - Make sure they get **recognition**
 - **Thank them** for their participation
 - Give them titles related to activities
- Make sure they feel they have input to the process
- **AA better than CC**: Always be more prepared to **A**cknowledge and **A**ppreciate than to **C**riticize and **C**omplain.

Your Branch Administration



- The key individuals in your Student Branch include:
 - Student Officers
 - **Chair**
 - **Vice-Chair**
 - **Secretary**
 - **Treasurer**
 - Branch Counselor and/or Branch Chapter Advisor
 - Branch Mentor
 - Committee Chairs

Student Branch Chair

- Serves as the **Executive** Officer of the Student Branch.
- Manages the general operations of the Branch.
- Presides at all **meetings** of the Branch.
- Appoints committee chairs.
- Involved in “forward planning” for the Branch.
- Prepares necessary **reports** for IEEE Student Services.
- Arranges for **election** of new Officers before leaving office.
- Communicates frequently with other Officers.
- **Works** with Branch Counselor in dealings with the Department and Faculty, as well as the local IEEE Section, GOLD and Affinity Groups.



Student Branch Vice-Chair

- Serve as the junior Executive Officer of the Student Branch.
- **Chair** the Program or Membership Committee.
- Monitor the progress of Branch programs.
- Fill in for the Student Branch Chair as required.
- At some Branches, may run for **Chair next year** for continuity.



Student Branch Secretary

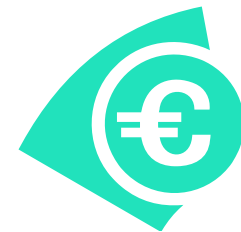


- Keep detailed **records** of all Branch meetings, activities.
- Carry out all necessary **communications** of the Branch, including the **filing of reports with IEEE Headquarters**.
- Maintain posters, forms and other supplies as required.
- Post a calendar of events to keep all members informed of Branch activities on the web site and other areas on campus.
- Ensure that all Branch activities are conducted under the provisions of the current Branch policies for IEEE and the university.
- Arrange for orderly transfer of all Branch records to incoming
- Secretary.

Student Branch Treasurer



- Responsible for ensuring the Branch's **finances** are in order.
- Ensures that the Student Branch account has **co-signing** authority with the Student Branch Chair, Student Branch Counselor.
- Deposits all **monies** received promptly in the Student Branch account.
- Prepares a **budget** at the start of the school (or fiscal) year.
- Prepares end-of-year Financial Statements.
- Chairs the **Fundraising** Committee.
- Arrange for orderly transfer of all accounts and records to incoming Treasurer.



Student Branch Counselors



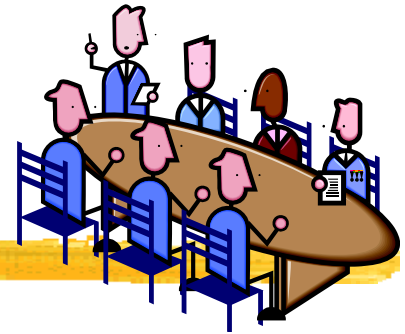
- Faculty members, active in the IEEE, who serve as an **advisor** to the Branch and its Officers.
- Appointed by the local Section Chair, upon the recommendation of the Student members and the Regional Student Activities Chair (RSAC).
- Normal term of appointment (or re-appointment) is **two years**.
- Provide a sense of **continuity** to the Branch.
- Inform other faculty members of Branch activities.
- Promote student awareness of membership benefits, awards, contests.
- Help the Branch **establish Industrial contacts** and works closely with the Branch Officers and the Branch Mentor.

Branch Mentor



- Maximizes the **interaction** between the Student Branch and the local Section.
- Branch Mentor must be from **Industry**.
- Appointed by the local Section Chair, in consultation with the Branch members.
- A **recent graduate** with firsthand experience in Student Branch operations is an ideal candidate.
- Meets regularly with the Branch members and the Branch Counselor.
- Assists the Branch to develop effective programs.
- Provides a bridge between the Branch and the local Section by working with GOLD Affinity Group Chairs.

Student Branch Committees



- Program Committee - responsible for planning and running the Branch's program of activities.
- Membership Committee - responsible for planning and carrying out Branch recruitment efforts, including promoting membership benefits to new and existing members.
- Publicity Committee - responsible for advertising all Branch activities.
- Finance Committee - responsible for fundraising activities.
- Nominating Committee - responsible for setting election guidelines and dates and finding suitable candidates.

WIE Student Branch Affinity Group



Women in Engineering is an IEEE committee dedicated to:

- ☒ Gather and disseminate information regarding the status of women and initiatives for, by and on behalf of women in engineering and science.
- ☒ Enable mentoring and education programs within IEEE and make available information regarding gender related educational issues which may improve the entry into, and the retention of women in engineering programs.
- ☒ Increase the participation of women within IEEE.
- ☒ Address ways to improve the climate for women in IEEE and the workplace.

Like to have a WIE Student Branch Affinity Group?



- To start a new WIE SB Affinity group you'll need:
 - ☑ 6 WIE student members, one of whom volunteers as interim Chair
 - ☑ A faculty advisor, who should be at least Member and belong to Women in Engineering
 - ☑ Fill in the petition document

Why Should you have a WIE Student Branch Affinity Group

- Why start a new WIE SB Affinity Group?
 - ☑ Increase awareness of your activities among more members of your community
 - ☑ Show your commitment with and support to WIE activities and goals
 - ☑ Receive \$200 for WIE activities support
 - ☑ <http://www.ieee.org/web/membership/women/index.html>



Don't Forget GOLD



- **G**raduates **O**f the **L**ast **D**ecade
- GOLD Affinity Groups are established at Section level
- GOLD helps keeping your graduating members as part of the IEEE

One (actually two)
Housekeeping Chores



➤ **Two
Annual
Reports**



**IEEE STUDENT BRANCH
ANNUAL PLAN OF ACTIVITIES
ACADEMIC YEAR _____**

**DUE DATE
1 NOVEMBER**

SCHOOL NAME _____

_____ SCHOOL CODE

--	--	--	--	--

ADDRESS _____

_____ City State/Country Postal Code/Zip Code

BRANCH E-MAIL ADDRESS _____

DEPARTMENT NAME _____ REPORTING TO DEAN OF _____

TELEPHONE NUMBERS: DEPARTMENT (____) _____ FAX NO: _____

DEPARTMENT CHAIRMAN'S NAME _____ DEAN'S NAME _____

DEGREES OFFERED: Elec. Eng. Computer Eng. Bio Eng. Eng. Science Elec. Eng. Tech. *Other _____

2-Year Program: _____

4-Year Program: _____

Graduate: _____

Other: _____

Accredited by: _____

*Attach explanation as necessary describing degrees offered.

BRANCH EXECUTIVE COMMITTEE

_____ thru _____ Academic Year

Chair _____ Member Number

--	--	--	--	--	--	--	--

 Telephone: (____) _____

Vice-Chair _____ Member Number

--	--	--	--	--	--	--	--

 Telephone: (____) _____



IEEE STUDENT BRANCH
ANNUAL REPORT OF ACTIVITIES
_____ ACADEMIC YEAR

DUE DATE:
1 MAY

SCHOOL NAME: _____ SCHOOL CODE _____

ADDRESS: _____

City _____ State/Country _____ Postal/Zip Code _____

BRANCH
E-MAIL ADDRESS: _____

BRANCH ORGANIZATION:

CURRENT YEAR

NEXT YEAR

From _____ To _____

From _____ To _____

Branch Chairperson _____

Telephone _____

Other Officers
(include titles) _____

Student Branch Counselor _____

Telephone _____

FAX No. _____

EMAIL Address _____

Branch Mentor _____



**NEWLY ELECTED
STUDENT OFFICER
REPORTING FORM**

Please note the following Student members have been elected as Branch Officers at:

Student Branch _____

School Code:

E-Mail Address: _____

OFFICE	NAME	MEMBER NUMBER
Chairperson		
Telephone		
Email		
Vice Chairperson		
Telephone		
Email		
Secretary		
Telephone		
Email		
Treasurer		

Student Branch **Reporting** Requirements



- Each year, you must submit reports to IEEE Student Services. To encourage you to complete these:
 - Annual Plan of Activities:
 - **Due 1 November** each year or two months after academic year begins;
 - Helps you plan your activities and budget for the year;
 - Allotment: **US\$50.00** (<49 members) or **US\$100.00** (> 50 members).
 - Annual Report of Activities:
 - **Due 1 May** each year or two months after the academic year ends; detailed report of activities for past year, including financial statements.
 - Rebate of **\$US2.00 per Branch member** as of 31 December statistics.
 - Payment will be sent to Student Branch Counselors in December.

Student Branch Reporting Requirements



Good news – in December, IEEE will be piloting **online reporting** for Student Branches. If you are interested in participating, please email vtools@ieee.org. We are looking for 3 Student Branches per Region.

In spring 2009, only one online report/plan will be required. Officers can be reported when elections are held using the Online form starting 31 October.

A Bit About Leadership



➤ **Are You A Good Leader?**

Leadership Development



Rob Reilly Ed.D.
IEEE Sections Congress
September 2008

- ✓ volunteer is a commitment... not an excuse
- ✓ difference between **leader** and **manager**
 - but terms used interchangeably
 - everything is NOT leadership → → management
- ✓ you can be a terrific manager but a less effective leader, and vice versa...
- ✓ are you a leader or a manager?
 - lots of both?
 - some of both?
 - don't know yet!

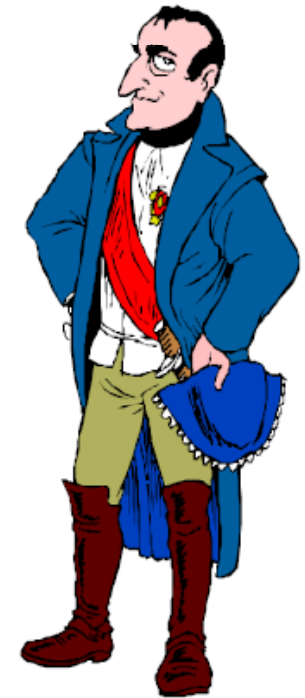
What is leadership?

Leading people

Influencing people

Commanding people

Guiding people



Great leadership can be situational

- Do the personality traits of a leader need to match the circumstances?
- Can a good leader identify and then apply needed personality traits to match a circumstance?

Definitions of leadership

- **Peter Drucker** : "The only definition of a leader is someone who has followers."
- **John C Maxwell** : "leadership is influence - nothing more, nothing less."
- **Warren Bennis** : "Leadership is a function of knowing yourself, having a vision that is well communicated, building trust among colleagues, and taking effective action to realize your own leadership potential."

Definition of leadership

- Contemporary definitions often reject the idea that leadership revolves around the leader's ability, behaviors, styles or charisma.
- Today, scholars discuss the basic nature of leadership in terms of the "interaction" among the people involved in the process: both leaders and followers.
- Thus, leadership is not the work of a single person, rather it can be explained and defined as a "collaborative endeavor" among group members. Therefore, the essence of leadership is not the leader, but the relationship (Rost, 1993).

Definition of leadership

- Leadership is a process by which a person influences others to accomplish an objective and directs the organization in a way that makes it more cohesive and coherent. Leaders carry out this process by applying their leadership attributes, such as beliefs, values, ethics, character, knowledge, and skills.

Leaders have a vision

Vision:

- sees **what must be tomorrow**, beyond what is today
- **is evolved, in part, by Customers**
- **inspires**
- is **clarity**
- is a **worthy commitment**
- generates **supportive actions**

How vision works

The right vision:

- attracts **commitment** and **energizes** people.
- creates **meaning** in members' lives.
- establishes a standard of **excellence**.
- **bridges** the present and the future.

Do you need a vision?

Yes, if:

- there is evidence of confusion about purpose,
- members complain about insufficient challenge,
- members say they are not having fun any more,
-

- there are signs of declines of pride in your organization,
- there is excessive risk avoidance,
- there is an absence of sharing.



Anointed as a leader

A Person is a leader by virtue of:

- the position achieved
- personality, charisma
- moral example
- informal power/authority held
- intellectual acumen – source of knowledge
- ability to accomplish things

Leadership traits

■ Intelligence

- More intelligent than non-leaders
- Scholarship
- Knowledge
- Being able to get things done

■ Physical

- Doesn't seem to be correlated

■ Personality

- Verbal facility
- Honesty
- Initiative
- Aggressive
- Self-confident
- Ambitious
- Originality
- Sociability
- Adaptability

Good leaders...

- **guide others** and **lead by example**.
- usually **don't like to have control** over you, but delegate and work with you.
- **recognize your strengths and weaknesses** and build on them without expecting anything in return.
- **never let you down**; however, they will encourage you to work out your problems on your own.
- **are enthusiastic** people who live with passions and pass them on to you.
- **are demanding** and **caring**, hard workers and expect you to become one too.
- **have great expectations** for you and put their trust in you.
- will **guide you** to become an independent thinker and become a leader yourself

Managers vs. leaders

Managers

- Focus on things
- Do things right
- Plan
- Organize
- Direct
- Control
- Follows rules

Leaders

- ▣ Focus on people
- ▣ Do the right things
- ▣ Inspire
- ▣ Influence
- ▣ Motivate
- ▣ Build
- ▣ Shape entities



➤ And That
was Brilliant



Intermission



- **Please Come Back
For Actual Branch
Activities, Awards,
Plans, and ...**