

Canadian Life Member Affiliate Group Funding

Most affiliate groups and chapters have two or more meetings per year and the Section receives \$200.00 in funding from IEEE included in their annual rebate. These funds are typically requested by the chapter from the Section to help cover their expenses.

The Life Member Affiliate group is a special case, since they represent people that have long been involved with the IEEE. Their \$200.00 is a gift to the Section!

Life Member funding is provided by MGA (Member and Geographic Activities, the renamed RAB Regional Activities Board) for up to \$1,000.00 per year. The source of funds is the "IEEE Life Members Fund" which is a subdivision of the "IEEE Foundation", so you may want to consider that when they ask you during your annual free renewal if you want to contribute to the "IEEE Foundation" and/or the "IEEE Canada Foundation".

http://www.ieee.org/societies_communities/geo_activities/life_members/fund.html

The information for reimbursement of expenses is fairly hard to find, and doesn't have direct bookmarks, so you will have to scroll around the pages to find the information and links you need.

General Group Management

This information is found at:

http://www.ieee.org/societies_communities/geo_activities/life_members/group_management.html

Responsibility for Life Members Group management shall rest with the Section.

Reasonable efforts should be made to notify all members of meetings. Methods of communication could be hard copy distributions, e-mail distributions, and Group Web site updates.

Not less than once a year, a hard copy mailing should be sent to the active Group membership, including at least the following information: how to remain in the IEEE Life Members Listing and how members may update their contact information in the IEEE master database. (The young Turks living in an electronic age tend to forget this. Speak up and remind them!)

The Life Members Group may serve non-members wishing to receive meeting announcements.

A Life Members Group shall be required to maintain a membership of not fewer than six (6) members and to hold not less than two programs per year.

A Life Members Group shall submit annually a meeting report (i.e. the L31 reports submitted by the Chair), a roster of Officers (typically done by the Section Secretary when updating the Section Executive), and a budget proposal for the next year, to the Regional Life Members Co-ordinator. (Hey, if you want money you have to ask for it!)

Group Officers Positions

Officers of the Life Members Group shall be at least a Chair and a Vice Chair.

The Group Chair shall serve as Chair for all meetings. Duties include oversight of the Group activities, submission of brief summary of activities (i.e. the L31 meeting reports after meetings), and submission of reimbursement forms to the Regional Life Members Co-ordinator.

All Officers shall be elected annually.

Financial Management of Group Funds

This information is found at:

http://www.ieee.org/societies_communities/geo_activities/life_members/group_management.html

Funds within the Life Members Group, from whatever source derived, are the property of IEEE, and shall be used for purposes of the normal operations of the Affinity Group.

Life Members Groups may accept local voluntary financial contributions.

Life Members Groups are authorised by the IEEE Life Members Committee an annual budget, not exceeding US\$1,000, towards meetings or activities acceptable to the Regional Life Members Co-ordinator. The funding will be provided upon actual expenses.

The reimbursement of expenses can occur in 2 manners (1) the LM Affinity Group chair to submit the reimbursement request to the IEEE MGA Department for processing (2) the LM Affinity Group chair to obtain reimbursement from their Section and the Section will contact the IEEE MGA Department for reimbursement.

(Use method 1, the Section Treasurer will typically eat the cost rather than go through the hassle of trying to find out how to be reimbursed. Especially if he/she is busy with year end reports. See Money! below.)

Staff Support

Staff support for Life Members Groups will be provided by the IEEE Member and Geographic Activities (MGA) Department. Please [e-mail MGA Staff](mailto:life-members@ieee.org) <life-members@ieee.org> for Life Members Group support.

Money!

Okay, I put the good stuff at the bottom :-)

For the expense form, try looking for a current meeting and see if current information is available.
http://www.ieee.org/societies_communities/geo_activities/mga_committees.html

I was given a link to the Life Committee Members meeting for April, but it has disappeared :-(. Here is a copy of it. The mileage allowance for the chair is less than the current IEEE value, but anything is better than nothing. It helps cover the cost of mailing cheques to the people that actually spent the money.

http://ewh.ieee.org/r7/hamilton/lifemembers/2013_expense_report_form.xls
http://ewh.ieee.org/r7/hamilton/lifemembers/2013_expense_report_form.pdf

Send expense report (Excel spreadsheet) and scanned receipts to:

IEEE Canada Life Member Chair 2013: Mo El-Hawary < m.elhawary@ieee.org >

optionally with copies to:

IEEE Life Member Chair 2012: Dave Kemp < d.kemp@ieee.org >

IEEE Life Member Chair 2013: Louis A. Luceri < l.a.luceri@ieee.org >

IEEE Member and Geographic Activities Stacey Waters > s.waters@ieee.org >

-John Harris < j.harris@ieee.org >

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