



### Section 3: Running of the Region

#### 3.1 Secretary

The Secretary of IEEE Region 10 (R10) is appointed by the Director and is for a term of two years. The main duties of IEEE Region 10 Secretary are as follows -

The first duty is to report to IEEE HQ, Member and Geographic Activities Board (MGA Board) R10 Executive Committee (ExCom) members under the new Director. This is necessary for the update of office bearers. The following format may be used in the reporting -

Designation	Name: (IEEE Membership No.: xxxxxxxx) Affiliation with Address Phone No.: Fax: Email:
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To organize and manage, with the help of the IEEE Asia Pacific Office, at least 2 R10 ExCom meetings, 2 R10 Annual meetings, and Section Congress which takes place once every 3 years. Details are shown in the Table below -

	Type of Meeting	When	Main Attendees
1	R10 ExCom Meeting	Beginning of 1 <sup>st</sup> year of term	R10 ExCom Members
2	R10 Annual Meeting	Usually in the end of Feb / March of 1 <sup>st</sup> year of term	R10 Section Chairs & R10 ExCom Members
3	R10 ExCom Meeting	Beginning of 2 <sup>nd</sup> year of term	R10 ExCom Members
4	R10 Annual Meeting	Usually in the end of Feb / March of 2 <sup>nd</sup> year of term	R10 Section Chairs & R10 ExCom Members
5	Section Congress	Usually in October, once every 3 years	R10 Section Chairs & R10 EXCOM Members

More ExCom Meeting may be called at the discretion of the Director.

Tasks involved could include finalizing meeting agenda with Director, sourcing of meeting venue, sending of call for meeting and agenda, collation of meeting materials, etc.

In short, Secretary needs to ensure the smooth running of the meetings.

To record the minutes of all meetings. Minutes are subsequently uploaded to website of R10 for access by members and copied to MGA Board for information.

This document supplements the role and responsibilities of the Region secretary as stipulated in the Region 10 By-laws: <http://www.ewh.ieee.org/reg/10/>

Templates:

R10 EXCOM Meet Announcement

R10 Meet Announcement

Call for Agenda

Suggested Section Report Format

Registration/Hotel Reservation Form

Expense Report Form

Section Congress Announcement