



Section 5 - 5.9: Regional Chapter Coordinator

MISSION

1. To serve as a Region 10 Executive Committee Member reporting to both the Region 10 Annual Executive Committee Meeting and the Region 10 Annual General Meeting.
2. To monitor activities of the MGA Board/TAB Section/Chapter Support Committee (SCS). Advise Region Director and Region Executive Committee of issues of interest. Communicate concerns and recommendations to SCS through either SCS Committee Chair or MGA Department Staff (Manager, Section/Chapter Support).
3. To act as an information source on IEEE policies pertaining to Chapter operations to the IEEE Region 10 members through but not limited to the Region 10 Executive Committee Members and Region 10 Meeting Members. In this capacity, be familiar with MGA Operations Manual Section 9 references addressing Chapter operations.

RESPONSIBILITIES

1. To establish and maintain communications with all Region 10 Chapters using a variety of communications vehicles including but not limited to hard copy, fax, email, auto-retrievable files, electronic mailing lists and World Wide Web.
2. To assist with Chapter management and find meaningful solutions to concerns and problems raised by Chapters in Region 10.
3. To distribute and present Chapter officer training materials developed by MGA Board volunteers and MGA Department Staff as provided by IEEE Operations Center Staff. To develop additional Region-specific appropriate training materials for Chapter Officers in Region 10.
4. To be familiar with and advise Chapter officers of resources available to them through IEEE Operations Center and IEEE Asia Pacific Operations Center. To provide Region 10 Chapter officers with resources to enhance their activities.
5. To foster better Society, Section and Chapter cooperation through efforts to improve the understanding of mutual responsibilities and the effectiveness of member services delivery.
6. To identify and clarify problems with Chapter meetings, activities and arrangements of potential concern to all officers and appointees having Chapter responsibility. To draw attention to the accomplishments of Chapters with successful programs.

7. To encourage Chapter support by both Societies and Sections.
8. To prepare the Section-Chapter distribution charts for the Region 10 annual meetings.
9. To prepare the annual reports pertaining the changes in Chapters in Region 10.
10. To provide Chapter related information on R10 website and update periodically.

ADDITIONAL INFORMATION

Some additional information that may be useful to Chapter officers:

- i. Index of Chapter-related information:
<http://www.ieee.org/organizations/vols/#chapters>
- ii. IEEE Section Chapter Support home page:
<http://www.ieee.org/organizations/rab/scs/>
- iii. IEEE Section Chapter Support - Resources for Officers web page:
<http://www.ieee.org/organizations/rab/scs/Resources/index.htm>
- iv. IEEE MGA Operations Manual web page:
<http://www.ieee.org/organizations/rab/rab/RABOpsMan/OpMan-index.html>