

Section 5 - 5.8: Section 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 RAB/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 RAD Staff (Manager, Section/Chapter Support).
3. To act as an information source on IEEE policies pertaining to Section and subunit 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 RAB Operations Manual Section 9 references addressing Section and subunit operations.

RESPONSIBILITIES

1. To establish and maintain communications with all Region 10 Sections and subunits 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 Section management and find meaningful solutions to concerns and problems raised by Sections and subunits in Region 10.
3. To distribute and present Section and subunit officer training materials developed by RAB volunteers and RAD Staff as provided by IEEE Operations Center Staff. To develop additional Region-specific appropriate training materials for Section and subunit Officers in Region 10.
4. To be familiar with and advise Section and subunit officers of resources available to them through IEEE Operations Center and IEEE Asia Pacific Operations Center. To provide Region 10 Section and subunit 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 Section and subunit meetings, activities and arrangements of potential concern to the all officers and appointees having Section and subunit responsibility. To draw attention to the accomplishments of Sections and subunits 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. Prepare the annual reports pertaining the changes in Chapters in Region 10.

ADDITIONAL INFORMATION

Some additional information that may be useful to Chapter officers:

- i. Index of Section-related information:
<http://www.ieee.org/organizations/vols/#sections>
- 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 RAB Operations Manual web page:
<http://www.ieee.org/organizations/rab/rab/RABOpsMan/OpMan-index.html>