NOTE: The 12-31-01 version included changes in red. Deletions since the last version were in red and underlined, while additions were in *red italicized*.
Only minor changes have been made to the contents in this 1-3-02 revision:

o IEEE-USA correspondence on funding name change and conference name to be consistent in the Manual.
o RAB Staff input on Executive committee formula.
o Communications Committee requested changes.
     Deletions since 12-31-01 are in blue and underlined and additions are in *blue italicized.*

No major changes, mostly semantics. Last change prior to SPC Meeting.

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Region 3
Operations Manual
(draft revision 1-3-02)

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APPENDICES

LIST OF FIGURES

I. ORGANIZATION

General

The Region 3 Operations Manual is a living document and the Region 3 Delegate/Director may approve an exception to any of the guidelines stated herein. Each exception will be reported to the Region 3 Executive Committee. In all instances, the IEEE Bylaws, Constitution, IEEE Policy and Procedure, RAB Operations Manual, and Region 3 Bylaws will prevail when there is a conflict between these documents and the Region 3 Operations Manual.

Region 3 is organized and operated in accordance with the IEEE Bylaws *(Revisions through 18 November 2001)* 400 series *I-402 series*, Geographical Organization of Members, the IEEE Policy and Procedures Manual *(Revisions through 18 November 2001)*, Section 1, Regional Activities, *Regional Activities Board (RAB) Operations Manual (Revisions through 16 Feb 2001)* and the Region 3 Bylaws (Appendix A.). The following provisions are unique to Region 3:

Geographical Areas (Bylaw 401.2) *(IEEE Bylaw I-402.2 Region Boundaries)*

Region 3 is comprised of nine geographical Areas (refer to Figure 1) in the Southeastern U.S.: *Region 3 is comprised of nine geographical Areas, eight Areas in the Southeastern U.S.A. and the island of Jamaica as part of its territory.*

>   Area 1, Virginia Council
>   Area 2, North Carolina Council
>   Area 3, Georgia
>   Area 4, Florida Council
>   Area 5, Tennessee Council, Arkansas (partial)
>   Area 6, Alabama, Mississippi
>   Area 7, South Carolina Council
>   Area 8, Kentucky, Indiana (partial), Illinois (partial)
>   Area 9, Jamaica

An Area Chair represents the Region in each Area. It is permissible to substitute a Council Chair in the event the Council boundaries encompass the geographic Area. There can be one or more Councils in an Area. The Area Chairs are appointed by the Region 3 Delegate/Director for a one or two year term (IEEE Bylaw 402.2) *in accordance with RAB Operations Manual, Section 9.2.A.1*. The Council Chair is popularly elected by the members of the respective Council (IEEE Bylaw 403.5 *I-402.3*) *as defined in the RAB Operations Manual, Section 9.3.E.4*. Council organization and operation is outlined in IEEE Bylaw 403 *I-402.3*. Areas function under the direction and management of the Delegate/Director as specified in IEEE Bylaw 402 *I-402.2, and the RAB Operations Manual, Section 9.2.A.2.*

Responsibilities of Region Executive Officers

The IEEE Region 3 Executive Officers are the Region Delegate/Director, the Delegate/Director-Elect, the Secretary, and the Treasurer. At the discretion of the Region 3 Delegate/Director the position of Secretary and the position of the Treasurer can be combined into a single position of Secretary/Treasurer.

The Region 3 Bylaws (Appendix A.) specifically address the responsibilities of Region executive officers, but at the discretion of the Region 3 Delegate/Director additional responsibilities may be assigned in order to facilitate a more effective Region management and to complement the Region 3 Delegate/Director's management style.

Delegate/Director. The Region 3 Delegate/Director is the chief financial and management officer of the Region. The Region Delegate/Director is the Region 3 delegate on the IEEE Board of Directors (BoD) and other Institute major boards. Depending on the Region 3 Delegate/Director's level of involvement in Institute affairs, the Region 3 Delegate/Director may

at his/her discretion delegate specific areas of Region management to the Region 3 Delegate/Director-Elect.

Delegate/Director-Elect. At the discretion of the Region 3 Delegate/Director, the Delegate/Director-Elect may be assigned partial or total internal management responsibility for the Region. The Delegate/Director-Elect oversees Region 3 sponsored special projects and provides guidance to those responsible for the projects. The Delegate/Director-Elect serves as the Region 3 Chapters*/Section* Coordinator (IEEE Bylaw 401.5) *(RAB Operations Manual, Section 9.1.C.c.1.),* thereby ensuring Region 3 support of its Sections' Chapters and enhancement of the Section-Chapters interface.

Secretary. The Secretary is normally Chair of the Region 3 Tellers Committee (refer to Section V.B.12.) and provides support as required to the Region 3 Nominations and Appointments (N & A) Committee. The Secretary shall send out meeting notices in sufficient time to allow attendees to make travel arrangements that take full advantage of available airline discounts. Accompanying the meeting notice should be a copy of the current Region Professional Travel Policy and where appropriate the Region Student Travel Policy.

Treasurer. The Treasurer is Chair of the Region 3 Finance Committee (refer to Section V.B.5.) which is responsible for formulating financial policies and procedures for the Region 3 Delegate/Director and Executive Committee. The Treasurer shall be responsible for receiving funds, keeping proper records, and making accurate reports as required and disbursing funds only as approved by the Delegate/Director or the Executive Committee.

Vacancies in Region Executive Offices

Delegate/Director. In the event of a vacancy in the office of Region 3 Delegate/Director the vacancy shall be filled in accordance with IEEE Bylaw 301 *I-301.14.(6)*. Region 3 elects by popular vote a Delegate-Director and a vacancy in the Region Delegate/Director office results in an absence of voting representation for Region 3 on Institute Boards. If temporarily unable to fulfill his duties as Delegate/Director, the Region 3 Delegate/Director may designate the Delegate/Director-Elect to act in his/her place by notifying the Region 3 Executive Committee and the IEEE major boards in writing.

Delegate/Director-Elect. In the event of a vacancy in the position of Delegate/Director-Elect. The Region 3 Delegate/Director shall appoint a Vice Chairman from the Institute's previous Region 3 slate for Delegate /Director-Elect, normally the candidate that came in second in the Region 3 election. The Region 3 Delegate/ Director's appointment requires the approval, with simple majority vote, of the Region 3 Executive Committee.

Secretary. The Secretary is appointed by the Region 3 Delegate/Director with concurrence of the Region 3 Executive Committee. Any vacancy in the office of Secretary, will be filled by the Region 3 Delegate/Director.

Treasurer. The Treasurer is appointed by the Region 3 Delegate/Director with concurrence of the Region 3 Executive Committee. Any vacancy in the office of Treasurer, will be filled by the Region 3 Delegate/Director.

Region Committee and Executive Committee

Region Committee. The composition of the Region Committee is specified in the IEEE Bylaw 400 Series *I-400 series* (Appendix H.), Geographical Organization of Members. *The Region 3 Committee shall participate generally in the development of the IEEE through recommendations to the IEEE Board of Directors and/or the IEEE Executive Committee, and to the Sections,*

Areas/Area Councils within the Region. The Region 3 Delegate/Director serves as Chair of the Region Committee. The Region Committee consists of the following voting members:

Officers: Region 3 Delegate/Director, Delegate/Director-Elect, Secretary, Treasurer or Secretary/Treasurer, and immediate past Region 3 Delegate/Director.

Selected Appointments: The Section Chairs, the Area/Area-Council Chairs, the Student Activities Committee (SAC) Chair, the Regional Student Representative (RSR), and the Professional Activities Operation (PAO) Committee Chair.

The Region Committee will meet at least once each year, at an appropriate time and place within the Region. A quorum for a Region Committee meeting shall consist of a majority of the members (or alternates) of the Committee and include representation from at least 50% of the Region's Sections. The Region 3 Delegate/Director or in the event of his/her unavailability, the Region 3 Delegate/Director-Elect shall be responsible for calling the Region 3 Committee Meetings and designating the location of the Meeting. *Region 3 historically has its Annual (Committee) Meeting in conjunction with its annual Region 3 Conference, SoutheastCon.*

Executive Committee. *The Region 3 Committee has established an Executive Committee (Excom) to act on its behalf between meetings of the Region 3 Committee. All actions of the Region 3 Executive Committee are subject to ratification by the Region 3 Committee.* The composition of the Region 3 Executive Committee (Excom), shown in Figure 2, Region 3 Executive Committee Organizational Structure, is determined by the Region 3 Delegate/Director and normally will include the following voting members and non-voting members:

Officers (voting): Region 3 Delegate/Director, Delegate/Director-Elect, Secretary, Treasurer or Secretary/Treasurer, and immediate past Region 3 Delegate/Director.

Selected Appointments (voting): The Area/Area Council Chairs, the Region 3 Regional Student Representative (RSR) and the Region 3 Standing Committee Chairs.

Other Selected Appointments (non-voting): Ad Hoc Committee Chairs are non-voting members of the Region 3 Executive Committee. Ad Hoc Committee Chairs shall be appointed as necessary by the Region 3 Delegate/Director *to address specific issues, deal with special situations as deemed appropriate and* to ensure effective management of the Region. Ad Hoc Committee Chairs assignments are on a year-to-year basis.

The Region Executive Committee will meet at the pleasure of the Region 3 Delegate/Director, generally three times per year. A quorum for a Region 3 Executive Committee meeting shall consist of a majority of the Committee members.

Figure 1: Geographical Boundaries, Region 3

AREA 1/VA COUNCIL

AREA 2/NC COUNCIL

AREA 3

AREA 4/FL COUNCIL

ARCHIVE MGMT   AREA 5/TN COUNCIL   AWARDS & RECOGNITION

AUDIT   AREA 6   COMMUNICATIONS

CONF COORD   AREA 7/SC COUNCIL   CONFERENCE   e-

ECC   AREA 8   EDUCATIONAL ACT.

FINANCE   AREA 9   MEMBERSHIP DEV.

LDT   PROF. ACT. OPERATION

NEWSLETTER   STRATEGIC PLANNING

STUDENT ACT.   N
       & A

REGIONAL STUDENT REP.

P
U
B
LI
C
IN
F
O

SPEC PROJ

SPEC REVIEW

TELLERS

WEB SUPPORT

Note: Voting member - *

Figure 2: Region 3 Executive Committee Organizational Structure

II. POLICIES and PROCEDURES

Relationship of Region 3 to the Institute and to the Sections

For guidance in activities relating to IEEE organizational units, refer to the IEEE Policy and Procedures (P & P) Manual (Appendix J.) Section 9, and to the Regional Activities Board (RAB) Operations Manual Section 9.0. Activities of particular importance to Region 3 are addressed in the following paragraphs:

Participation in Region and Institute Activities

Executive Committee members are encouraged to:

- Regularly attend IEEE Region, Area/Area Council, Section, and Chapter meetings as well as Region conferences such as SoutheastCon and Southcon, represent the Region at these meetings, address these meetings on behalf of the Region Delegate/Director and the Region Executive Committee, assure attending members that these meetings have the support of the Region, and seek comments and advice from these organizational units.

- Participate in social events with IEEE Region 3 Area/Area Council, Section, Chapter and Conference leaders and members, and utilize such events and contacts to cement relationships between the Region and members of these major organizational units.

Region 3 Officers and Executive Committee members should encourage their spouses to participate in IEEE activities at all levels without reimbursement from the IEEE, and should encourage officers at all levels to have their spouses participate similarly. All members' spouses are encouraged to join and participate in the social events.

Conflict of Interest

The policy of the Region shall be consistent with that of the Institute. It is the responsibility of all members to be familiar with the Institute *IEEE* Policy and Procedures Manual, Section 9.9 that states "... conflict of interest is defined as any situation in which a member's decisions or votes could substantially and directly affect the member's financial or business interests". This policy shall also apply to any non-members who are serving the IEEE in some capacity.

Region Executive Committee and Committee Meeting Minutes

The minutes of the Region 3 Executive Committee Meetings shall be mailed *distributed* to all Region Executive Committee members as specified in the Region 3 Bylaws and the Region 3 Operations Manual, the Region 3 Historian *Archive Management Coordinator*, and the IEEE Regional Activities Department, attention: Manager, Regional Activities Administration.

The minutes of the Region Committee Meeting shall be mailed *distributed* to Region 3 Committee members (as specified by the Region 3 Bylaws), the Region 3 Historian and the IEEE Regional Activities Department, attention: Manager, Regional Activities Administration *RAB Secretary/Managing Director-Regional Activities.*

The minutes of any individual meeting of the Region Committee or Executive Committee shall be made available to any IEEE member in good standing on written request to the Region 3 Delegate/Director at a charge to be determined by the Region 3 Secretary. The charge shall cover the cost of reproduction, materials, and mailings *distribution*.

Periodic Review of Region Standing Committees

Each of the Region 3 Standing Committees shall be reviewed *at a minimum* once every <u>four</u> *six* years; <u>committees 1 to 4 in even numbered years and committees 5 to 8 in odd numbered years</u> *Region 3 Standing Committees are as follows. The Standing Committee review is at the discretion of the Region 3 Director. The tentative Committee Review year is shown in Parenthesis.*

Awards & Recognition *(2003)*
Communications *(2006)*
Conference *(2006)*
Educational Activities *(2005)*
Membership Development *(2007)*
Professional Activities Operation *(2004)*
Strategic Planning *((2002, 2008)*
Student Activities *(2002, 2008)*

One or more members shall be appointed as a reviewer by the Region 3 Delegate/Director. The Chair of the Special Review Committee (SRC) shall be a past Delegate/Director of the Region whenever possible. No member of the Special Review Committee may be a present member of the Committee being reviewed.

The Special Review Committee will delve into the effectiveness, continued need, policies, procedures, action, composition, budget considerations, and any other aspects of the committee being reviewed as appropriate. The committee review will normally be based on Standing Committee documentation for the previous four years and it is imperative that all Standing Committee Chairs maintain sufficient documentation and records to facilitate an effective committee review. A primary source for committee documentation is the Region 3 <u>electronic bulletin board system</u> *Archive Management System* that is maintained for Region archival purposes only *and the Region 3 World Wide Web site.* All Standing Committee Chairs will transfer Committee documentation to the incoming Committee Chairs *and the Archive Management Coordinator* at the completion of their committee term.

The Special Review Committee will provide a written final report with recommendations to the Region 3 Delegate/Director with copy to the chair of the reviewed committee, ten (10) days prior to the fall Executive Committee Meeting. The Chair of the Special Review Committee will periodically monitor reviewed committees to ensure implementation of final recommendations is occurring in a timely manner. Refer to Section V.B.11. Special Review.

Audit of Region 3 Entities

The Region 3 Audit Committee *(Refer to Section V.B.2. Audit)* will perform administrative and financial management audits of Region 3 Standing Committees, Area/Area Councils, Sections and Subsections on an "as required" basis. The Region 3 Delegate/Director shall be responsible for identifying those Region entities to be audited. Primary consideration shall be given to delinquent Sections that repeatedly fail to demonstrate sound financial management and Region conferences that pose financial risk to the sponsoring Region entities and Region 3.

The Audit Committee can be charged by the Region 3 Delegate/Director with review of policies and procedures which impact the finances of the Region and with review of the financial records at the beginning of a Region 3 Delegate/Director's term of office. <u>Refer to Section V.B.2. Audit.</u>

Region 3 Master Schedule

The Region 3 Delegate/Director is responsible for establishing an annual Calendar of Events for Region 3 activities. These activities are scheduled wherever possible not to conflict with Institute major board meetings and other Regional Activities Board activities. Shown in Figure 3 is the "Region 3 Master Schedule". The Master Schedule is based on typical Region 3 activities and should be used for reference only. *Seasonal notation for Calendar Year (CY) meetings (i.e., winter, Quarter 1(January, February, March); spring, Quarter 2 (April, May, June) etc.) are at the discretion of the Region 3 Delegate /Director.* Region 3 scheduled activities are not shown for the Delegate/Director-Elect. The Delegate/Director-Elect is the "Executive Assistant" to the Region 3 Delegate/Director in the internal management of the Region; therefore, the Delegate/Director-Elect's responsibilities vary.

Region 3 Master Schedule (Cont.)

ODD YEAR: (election year)

DECEMBER

Outgoing Delegate/Director completion	- Notify all committee & officers appointments of term
	- Region 3 Southcon BoD Representative appointment
	- All cmte./officer records transferred to incoming chairs/officers
	- All committee/officer records copied to Archive Management
	- Approve expense vouchers, send approved vouchers to Treasurer
Outgoing Treasurer signature	- Prepare Annual Report for outgoing Del/Director's
	- Transfer financial records to incoming Treasurer
	- Process expense vouchers per Region travel policy
Incoming Delegate/Director	- Appoint N & A Committee (Section V.B.8.)
Awards & Recognition	- Professional member ARC nominations deadline

EVEN YEAR:

JANUARY

Outgoing Treasurer	- Forward Annual Geo. Unit Financial Rpt. to outgoing Del/Director
	- Prepare the IEEE-USA <u>Support</u> *Professional Development* Funds Rpt.
	- Send <u>Support</u> *Professional Development* Funds Rpt. to outgoing PAOC Chair for signature
Outgoing Delegate/Director Feb. 1st	- Sign Annual Rpt., send to the IEEE Operational Ctr. by
	- Sign <u>Support</u> *Professional Development* Funds Rpt., send to Washington Office by Jan. 15th
Outgoing PAOC Chair	- Forward signed <u>Support</u> *Professional Development* Funds Rpt. to outgoing Del/Director
Delegate/Director 3 Bylaws	*- Confirm* Region appointments as defined in the Region

	- Audit financial records
	- Define annual Calendar of Events
	- Schedule Winter Excom mtg. & send agenda to Secretary
	- Schedule Excom & Annual Region Committee meetings
Secretary	- Submit Region 3 Roster to the IEEE Operations Center
	- Mail winter Excom meeting notice & agenda
Treasurer	- Request total annual Institute Allocation from the Operations Ctr.
Excom Members	- Submit photograph to Newsletter Editor
Audit	- Perform audit of Region 3 financial records (Section V.B.2.)
E-mail Coordinator Communications Cmte.	- Provide e-mail alias to Excom and ad hoc cmte. members
Finance Committee	- Prepare preliminary Region budget proposal (see Nov. Odd Year)
Membership Development:	- Facilitate Region upgrade initiatives
Newsletter Editor	- Publish Newsletter (4-6 weeks prior to winter Excom mtg.)
Nominations & Appointment	- Draft "Call for Nominations" (Section V.B.8.)
Student Activities	- Deadline for Larry K. Wilson Regional Student Activities award
Area/Area-Councils	- Verify Sections have satisfied Institute reporting requirements

FEBRUARY

Delegate/Director	- Winter Excom mtg.
	- Identify Standing Committees to be reviewed by SRC
	- Approve expense vouchers, send approved vouchers to Treasurer
	- Notify award recipients
Secretary	- Excom minutes to Regional Activities Dept. & Region
Archive	- Issue N & A "Call for Nominations"
(Section V.B.8.)	
	• Issue April Excom & R-3 Comm. mtg. notice and agenda
Treasurer	- Receipt of first half of IEEE-USA Support *Professional Development* Funds allotment
	- Process expense vouchers per Region travel policy
	- Meeting in conjunction with winter Excom meeting
Excom Members	- Submit expense vouchers in accordance with travel policy
	- Standing committee staffing complete
	- Submit newsletter articles for spring (SoutheastCon) edition
Awards & Recognition	- Submit years award recipients to Excom for approval
	- Meeting in conjunction with winter Excom meeting
	- Have award recipients plaques made
Communications Committee	*- Meeting in conjunction with winter Excom meeting*
Conference Committee	- Meeting in conjunction with winter Excom meeting
Finance Committee	- Submit preliminary budget to Excom for approval
Leadership Development Training	- Standing committee chair & vice chair training session
Professional Act. Operation	- Meeting in conjunction with winter Excom meeting

Special Review Committee reviewed	- Notify Chairs of Region Standing Committees to be
Strategic Planning Comm	- Meeting in conjunction with winter Excom meeting
Student Act. Committee	- Nom. deadline for Outstanding Counselor & Advisor
award	- Deadline for Student Paper Contest entries

MARCH

Treasurer	- Receive Institute Allocation
Excom	- Support Southcon
Newsletter Editor	- Publish Newsletter (3-4 weeks prior to SoutheastCon)
Student Activities	- Nominations deadline for Exemplary Student Branch
Award	

APRIL

Delegate/Director	- Excom & Region Committee meetings
	- Awards presentation at SoutheastCon
	- Approve expense vouchers, send approved vouchers
to Treasurer	
Secretary	- Mail Excom & Region Committee meeting minutes
Treasurer	- Process expense vouchers per Region travel policy
Excom Members	- Submit expense vouchers in accordance with Region
travel policy	
Awards & Recognition	- Meeting in conjunction with Annual meeting
	- Awards presentation at SoutheastCon
Communications Committee	*- Meeting in conjunction with Region Committee Meeting*
Conference (SoutheastCon)	- Solicit invitations from sections for Annual Conference
	- Meeting in conjunction with Region Committee Meeting
	- Information available for next SoutheastCon at current
SoutheastCon	
Educational Activities	- Meeting in conjunction with Region Committee
Meeting	
Finance Committee	- Meeting in conjunction with Excom meeting
Leadership Development Training	- Region officers training workshop at SoutheastCon
Membership Development	- Meeting in conjunction with Region Committee
Meeting	
	- Institute member retention and recovery initiatives
Professional Activities Operation	- Committee meeting and PACE Workshop
Strategic Planning	- Meeting in conjunction with Excom meeting
Student Activities	- Annual Student Conference
	- Draft next year's rules for student Hardware Contest
	- SAC meeting in conjunction with Annual meeting
	- Branch Chair Workshop at Annual meeting
(SoutheastCon)	
	- Branch Counselor's Workshop
Area/Area-Council meeting	- Meetings in conjunction with Region Committee
Region Committee members travel policy	- Submit expense forms in accordance with Region

MAY

Student Activities	- Annual Report on Activities to Operations Center

JUNE

JULY

Professional Act. Operation   - Letter of invitation to PACE Rep's for Professional Activities Conf. *PACE Workshop*
- Submit Professional Act. Conference *PACE Workshop* budget to Delegate/Director

AUGUST

Delegate/Director   - PAOC budget approval (or earlier) for Professional Activities Conf. *PACE Workshop*

SEPTEMBER

Delegate/Director   - Schedule fall Excom meeting
Secretary   - Mail Excom meeting notice & agenda
Excom Members   - Submit articles to Newsletter Editor
Awards & Recognition   - Issue "Call for awards nomination"
Membership Development   - Communicate recruitment programs to membership
Professional Activities Operation   - Support IEEE-USA Professional Activities Conference *PACE Workshop*

OCTOBER

NOVEMBER

Delegate/Director   - Excom meeting
- Schedule (tentative date & location) winter Excom meeting
- Approve expense vouchers, send approved vouchers to Treasurer
Secretary   - Mail Excom meeting minutes
Treasurer   - Preliminary budget (next calendar year) to Finance Cmte.
Excom Members   - Submit expense vouchers in accordance with travel policy
Awards & Recognition   - Meeting in conjunction with fall Excom meeting
Communications   *- Meeting in conjunction with fall Excom meeting*
Conference   - Meeting in conjunction with fall Excom meeting
Finance Committee   - Meeting in conjunction with fall Excom meeting
- Submit Preliminary budget to Excom
Newsletter Editor   - Publish Newsletter prior to fall Excom meeting
Nominations & Appointments   - Region officer slate to Excom
PAOC   - Meeting in conjunction with fall Excom meeting
Special Review   - Final Report on reviewed committee(s) to Del/Director
& Excom Standing Committee   - If reviewed by SRC, respond to Final Report at Excom
Strategic Planning   - Meeting in conjunction with fall Excom meeting

DECEMBER

Delegate/Director completion	- Notify all committee & officers appointments of term
	- All cmte./officer records transferred to incoming chairs/officers
	- Committee & officers appointments
	- Finalize winter Excom mtg. & send agenda to
Secretary	
	- Appoint Tellers Committee to support N & A process
Secretary	- Poll Region Cmte. for endorsement of approved N & A
slate	
Treasurer	- Process expense vouchers per Region travel policy
	- Prepare the IEEE-USA *Support Professional Development* Funds Report
Excom Members	- Submit articles to Newsletter Editor (third edition is typ.
optional)	
Awards & Recognition	- Professional member ARC nominations deadline

ODD YEAR: (election year)

JANUARY

Delegate/Director	- Sign Annual Geographic Unit Financial Report., forward to the IEEE Operational Ctr. by Feb. 1st
	- Sign IEEE-USA *Support Professional Development* Funds Rpt., send to Washington Office by January 15th
	- Region appointments as defined in the Region 3 Bylaws
	- Define Annual Calendar of Events
	- Identify Standing Committees to be reviewed by SRC
Delegate/Director meetings	- Schedule Excom & Annual Region Committee
Secretary	- Submit Region 3 Roster to the IEEE Operations Center
	- Mail winter Excom meeting notice & agenda
Treasurer	- Prepare Annual Geo. Unit Fin. Rpt. for
Delegate/Director signature	
	- Send IEEE-USA *Support Professional Development* Funds Rpt. to PAOC Chair for signature
Membership Development:	- Facilitate Region upgrade initiatives
Newsletter Editor	- Publish Newsletter (third edition is typically optional)
Professional Act. Operations	- Forward signed IEEE-USA *Support Professional Development* Funds Rpt. to Del/Director
Student Activities Committee	- Deadline for Larry K. Wilson Regional Student
Activities award	
Area/Area-Councils	- Verify Sections have satisfied Institute reporting
requirements	

FEBRUARY

Delegate/Director	- Winter Excom meeting
	- Approve expense vouchers, send approved vouchers to Treasurer
	- Notify award recipients

Headquarters	- Submit Region 3 slate of officer candidates to IEEE
Secretary	- Excom minutes to Regional Activities Dept. & Region
Historian	
	- Issue April Excom & R-3 Comm. mtg. notice and agenda
Treasurer	- Receipt of IEEE-USA <u>Support</u> *Professional Development* Funds allotment
	- Process expense vouchers per Region travel policy
Excom Members	- Submit expense vouchers in accordance with travel policy
	- Submit newsletter articles for spring (SoutheastCon) edition
Awards & Recognition	- Submit years award recipients to Excom for approval
	- Meeting in conjunction with winter Excom meeting
	- Have award recipients plaques made
Communications Committee	*- Meeting in conjunction with winter Excom meeting*
Conference Committee	- Meeting in conjunction with winter Excom meeting
Finance Committee	- Meeting in conjunction with winter Excom meeting
Leadership Development Training	- Standing committee chair & vice chair training session
Professional Act. Operation	- Meeting in conjunction with winter Excom meeting
Special Review Committee	- Notify Chairs of Region Standing Committees to be reviewed
Strategic Planning Comm	- Meeting in conjunction with winter Excom meeting
Student Activities	- Nom. deadline for Outstanding Counselor & Advisor awards
	- Deadline for Student Paper Contest entries

MARCH

Delegate/Director	- Region Election deadline (IEEE Bylaws)
Treasurer	- Receive Institute Allocation
Excom Members	- Support Southcon
Newsletter Editor	- Publish Newsletter (3-4 weeks prior to SoutheastCon)
Student Activities	- Nominations deadline for Exemplary Student Branch Award

APRIL

Delegate/Director	- Excom & Region Committee meetings
	- Approve expense vouchers, send approved vouchers to Treasurer
	- Awards presentation at SoutheastCon
Secretary	- Mail Excom & Region Committee meeting minutes
Treasurer	- Process expense vouchers per Region travel policy
Excom Members	- Submit expense vouchers in accordance with Region travel policy
Awards & Recognition	- Meeting in conjunction with Annual meeting
	- Awards presentation at SoutheastCon
Communications Committee	*- Meeting in conjunction with Region Committee Meeting*
Conference (SoutheastCon)	- Solicit invitations from sections for Annual Conference
	- Meeting in conjunction with Region Committee Meeting

	- Information available for next SoutheastCon at current
SoutheastCon	
Educational Activities Meeting	- Meeting in conjunction with Region Committee
Finance Committee	- Meeting in conjunction with Excom meeting
Leadership Development Training	- Region officers training workshop at SoutheastCon
Membership Development Meeting	- Meeting in conjunction with Region Committee
	- Institute member retention and recovery initiatives
Professional Activities Operation	- Committee meeting and PACE Workshop
Strategic Planning	- Meeting in conjunction with Excom meeting
Student Activities	- Annual student conference
	- Draft next year's rules for student Hardware Contest
	- SAC meeting in conjunction with Annual meeting
	- Branch Chair Workshop at Annual meeting (SoutheastCon)
	- Branch Counselor's Workshop
Area/Area-Council Committee meeting	- Meetings in conjunction with Region
Region Committee members travel policy	- Submit expense vouchers in accordance with Region

MAY

Student Activities	- Annual Report on Activities to Operations Center

JUNE

JULY

PAOC Activities Conf.	- Letter of invitation to PACE Rep's for Professional

AUGUST

Delegate/Director	- PAOC budget approval (or earlier) for Professional Activities Conf. *PACE Workshop*

SEPTEMBER

Delegate/Director	- Schedule fall Excom meeting
Secretary	- Mail fall Excom meeting notice & agenda
Excom Members	- Submit articles to Newsletter Editor
Awards & Recognition	- Issue "Call for awards nomination"
Professional Activities Operation	- Support IEEE-USA Professional Activities Conference *PACE Workshop*
Membership Development	- Communicate recruitment programs to membership

OCTOBER

NOVEMBER

Delegate/Director	- Excom meeting

	- Recognize Excom & ad hoc cmte. chairs for service rendered
	- Approve expense vouchers, send approved vouchers to Treasurer
Secretary	- Mail Excom meeting minutes
Treasurer	- Preliminary budget (next calendar year) to Finance Cmte.
Excom members	- Submit expense vouchers in accordance with travel policy
Awards & Recognition	- Meeting in conjunction with fall Excom meeting
Communications Committee	*- Meeting in conjunction with fall Excom meeting*
Conference	- Meeting in conjunction with fall Excom meeting
Finance Committee	- Meeting in conjunction with fall Excom meeting
	- Submit Preliminary budget to Excom
Newsletter Editor	- Publish Newsletter prior to fall Excom meeting
Nominations & Appointments	- Region officer slate to Excom
Professional Activities Operation	- Meeting in conjunction with fall Excom meeting
Special Review	- Final Report on reviewed committee(s) to Del/Director & Excom
Standing Committee	- If reviewed by SRC, respond to Final Report at Excom
Strategic Planning	- Meeting in conjunction with fall Excom meeting

DECEMBER

Outgoing Delegate/Director	- Notify all committee & officers appointments of term completion
	- Region 3 Southcon BoD Representative appointment
	- All cmte./officer records transferred to incoming chairs/officers
Outgoing Treasurer	- Prepare Annual Report for outgoing Del/Director's signature
	- Process expense vouchers per Region travel policy
	- Transfer financial records to incoming Treasurer
Incoming Delegate/Director	- Appoint N & A Committee (Section V.B.8.)
Awards & Recognition	- Professional member ARC nominations deadline

Figure 3: Region 3 Master Schedule

III. FINANCE

Responsibility

The Region's *Region 3* finances are primarily under the management of the Treasurer. The responsibilities of the Treasurer are outlined in the Region 3 Bylaws, Article IV: Section 4 *Finances.* as follows: "The Region 3 Treasurer shall prepare the budget with the assistance of the Finance Committee (see Article IV: Section 1 *2*) and shall be responsible for the receipt, deposition and recording of all monies in the name of the Region. The Treasurer shall make only such disbursements as approved by the Region 3 Delegate/Director or the Region 3 Executive Committee. The Treasurer shall make such financial reports as may be required by IEEE Bylaws and/or Federal and State laws."

An indispensable reference for the Treasurer is the "Financial Operations Guide for Geographical Units", published by the Institute. The Treasurer should obtain a current copy for use.

Additional duties are acquired by custom and by delegation from the Region 3 Delegate/Director. The defined and additional duties are elaborated in the following paragraphs:

The Region Budget

Prudent financial management requires a carefully prepared budget and control of financial operations within the approved budget.

The Region 3 Treasurer, as Chair of the Region 3 Finance Committee, Section V.B.5. should prepare a budget proposal for the forthcoming year, and present it at the last Region 3 Executive Committee meeting of the year for adoption and "recommendation to the next year's Region 3 Executive Committee". Since there is normally a substantial change in composition of the Region 3 Executive Committee each year, it is appropriate that the "recommended" budget be presented again at the first Region 3 Executive Committee meeting of the next year with any refinements needed due to new or improved data. Adoption by the Region Executive Committee at the first meeting will provide the financial guide for that year's financial operation.

A sample budget is attached as Appendix C. Accounts are set up to closely follow the current IEEE Annual Geographic Unit Financial Report form to make reporting easier.

Region Reserves

Region 3 reserves should be adequate but not excessive. The Region reserves should be sufficient to cover the costs of the next Region 3 Student Conference and Annual Technical

Conference (SoutheastCon) in case of cancellation or other unforeseen disaster. Region 3 shall maintain two types of reserve funds, General and Designated.

General Reserves. Uncommitted funds-reserve funds which are reported as a financial asset with "no offsetting" financial liability. Typical General Reserve sources are conference income, and Region allocation. The Region 3 General Reserve should be maintained between thirty-five percent and fifty percent of the average of Region 3 actual expenses in the prior four years or previous two Region 3 Delegate/Director terms. If the General Reserves become disproportionately large, systematic steps should be taken to increase the level of activity to serve the best interests and needs of the members within the Region. Refer to the RAB Operations Manual, Section II 9.7 *1.G.* for further guidance.

Designated Reserves. Funds set apart for a specific purpose as designated by the Region 3 Delegate /Director, and the Region 3 Executive Committee or the Finance Committee with the concurrence of the Region 3 Delegate/Director. Examples of Designated Reserves are conference reserve, Sections Congress funds, and carried over Special Projects.

The Region 3 conference reserve, part of the Region 3 Conference Committee budget, is funded from surplus funds, which result from sponsorship of Region 3 conferences. This Designated Reserve fund has a cap of $50,000 *$100,000.00*, above which the funds revert to the Region 3 General Reserve.

Region Travel Policy

At the first meeting of each year the Region 3 Executive Committee shall establish a policy for travel and reimbursement for professional members and (separately) for student activities. The Professional Travel Policy, Appendix C.1., should encourage attendance at Region 3 activities without allowing excessive expenditure of Region 3 funds. The Region 3 Student Travel Policy, Appendix C.2., should provide support rather than complete funding of travel and other expenses for student activities.

The travel policies must be thoroughly analyzed by the Treasurer to determine that no provisions will allow an unwarranted or unexpected drain on Region funds. The Region 3 Regional Student Activities Chair (RSAC) shall provide a preliminary budget to the Region 3 Finance Committee based on the approved Student Travel Policy. The Region 3 Student Activities Chair is responsible for budgeting, monitoring student expenses and approving expense vouchers prior to submitting expense vouchers to the Region 3 Delegate/Director. The Region 3 Delegate/Director directly approves all other expenses. Student expenses will be submitted on the Region 3 "Student Expense Voucher", Revision: A-10/89 and have the correct approval signatures. The Treasurer is responsible for monitoring all expenses to assure *the Student Activities budget is a balanced budget and Region* reserves are not depleted.

Establishing Bank Accounts

The primary operating bank account is the IEEE Concentration Account established by the IEEE Financial Operations staff. New signatures cards are necessary when there is a change of personnel in the offices of Region 3 Delegate/Director and Treasurer. Only one signature is required on the Region 3 checks. Both the Delegate/Director and the Treasurer are each authorized to sign checks even though it is expected that the Treasurer will be the usual signature barring incapacity. The IEEE Staff Director of Financial Services is also an approved signature in accordance with the IEEE operating procedure.

An interest bearing checking account maybe established at a bank that is convenient to the Treasurer. The Region Treasurer should investigate available competitive bank accounts, paying special attention to service charges, prevailing interest rates, minimum balances and other account requirements that would reduce Region 3 year-end general and accounting expenses. It would also be advantageous for the selected bank to have local branches where the bank account co-signers are located, which would simplify banking transactions if a vacancy occurred in the office of the Treasurer. It is customary to require only one signature on checks.

In accordance with IEEE Executive Committee resolution (August 1993) *Policy 11.14*, the signature of the Staff Director of - Financial Services or his designee is required on all bank account signature cards. Therefore, it *It* is *Region* 3 *policy* recommended to have at least three signatures approved and on file at the bank; the Region 3 Treasurer, the IEEE Staff Director of - Financial Services, and the Region 3 Delegate/Director and/or the Region 3 Delegate/ Director-Elect. To obtain the Staff Director of - Financial Services signature the bank account signature card(s) should be sent to: Administrator, Office Operations; Financial Services, IEEE; 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331.

Banks will require a Taxpayer Identification Number for all interest bearing accounts. To quote from the Financial Operations Guide, "The Internal Revenue Service has assigned a unique employer identification number for each Section, Council, & Region that hold IEEE funds outside of the IEEE Headquarters treasury." The Employer Identification Number for Region 3 is 133181704.

The Region normally has some reserve funds which should be invested in interest bearing accounts. The Region has found it most convenient to deposit these funds with the IEEE Investment Program because professional investment management is provided from within the IEEE family *by the IEEE*.

Timely Collection of Funds Due the Region

Prudent financial management requires the timely collection of funds due the Region.

Institute Allocation. The primary source of Region 3 funding is the allocation provided by the Institute. The allocation is budgeted by the Institute, and the amount is accurately known at the time the Region budget is prepared. A prerequisite to issuing the rebate is filing of the prior year's IEEE Annual Geographic Unit Financial Report which is the responsibility of the Treasurer.

Project Funding. The Regional Activities Board provides funds for approved Special Projects. The amount obtained by Region 3 is determined by the amount requested, by the evaluation of the quality of the project proposals submitted, and by the aggressiveness and timeliness of the Region 3 Delegate/Director in pursuing approval by the Vice President for Regional Activities. Additional project funds are available to Region entities from Region 3 funds derived from conference surplus and/or Region 3 allocations and from other IEEE major boards. Special Projects originating from Region entities should be partially supported (cost shared) by the sponsoring entity and by each entity level having approval authority over the Special Project. For example, a special project originated by a Section should involve Area/Area-Council and Region funding participation. A listing of Region 3 Special Projects and a "Sample Special Project Proposal" is shown in Appendices G.1. and G.2. *E.*

IEEE-USA Funding. IEEE-USA Support *Professional Development* Funds are provided to support all IEEE-USA *projects and activities*. The IEEE-USA budgets an *allocated* amount for each Region *(1-6)*, the amount is known at the time the Region 3 budget is prepared, so it is possible to accurately forecast this amount. *The Professional Development Funds IEEE-USA Budget allocations are based on 1/3 by population, 1/3 by number of Sections plus 1/3 equally (Regions 1-6). Actual funds are made available upon receipt of acceptable validation of the prior*

12 months expenditures in accordance with the IEEE-USA Operations Manual. In previous years, if the Region fail~~s~~ *ed* to spend the prior year's IEEE-USA Support *(Professional Development)* Funds, the under-expenditure <u>is</u> *would be* deducted from the current year's allocation. The Treasurer can provide a valuable service to the Region by ensuring that all expenses that are properly assigned to IEEE-USA are so assigned and by keeping the Professional Activities Operation Committee (PAOC) Chair and the Region 3 Delegate/Director apprised of the status of this account. Otherwise, the Region <u>will</u> *could* lose funds since any expenses not properly assigned and paid for with IEEE-USA funds must be paid from other Region 3 funds. *None of the Professional Development Funds may be used to support a newsletter unless the total newsletter or that allocated portion for which support is sought is devoted to professional development.*

Conference Income. Conference income has been highly variable and somewhat unpredictable. SoutheastCon financial outcome can vary from a modest surplus to a modest loss. Conservative budgeting for this item is recommended. A forecast from the Conference Committee Chair or the Conference General Chair should be obtained as a first order estimate of expectations. After the conference, follow-up with the Conference General Chair is recommended to recover first any funds that the Region advanced the conference. The IEEE Policy and Procedures Manual <u>(Appendix J.)</u>, Policy 10.<u>9</u> <u>1.9.</u>, states, "<u>Within six months after the conference, a final report is to be submitted and remaining funds are to be distributed to the sponsoring entities</u> *Surplus is to be distributed within 6 months of the conference*". After the closing of the conference financial records, a distribution of the surplus or funding of the conference deficit, should be expected during the fourth quarter of the calendar year.

Southcon can be a major income producer, and an estimate from the Region's two (2) representatives *(refer to Section VI. Conferences)* for the Southcon Board of Directors is a good basis for budgeting this item. <u>The Region has not had a loss in any year from this conference because a sizable reserve is maintained by the conference as protection for the sponsors.</u> Distribution of the surplus is <u>normally</u> made at the *<u>mid-year</u> Annual direction of the* Southcon Board of Directors <u>meeting around June</u>.

Interest Income. With sound financial management, some interest income should be earned every year. An interest bearing checking account can produce a modest income, and investment of the Regions reserves can earn more. The current value of the Region 3 investment Account is reported to the Treasurer monthly by the IEEE Financial Operations Center. Any earnings on the investments are automatically reinvested for the benefit of Region 3 *members*. If the monthly letter report is not received, the Treasurer should make appropriate inquires to the Financial Operations Center.

Awards. The Region normally makes cash awards to the top three winners of the Student Paper Contest. Awards of <u>$550, $300, and $150, for a total of $1,000</u> *$800.00, $500.00, and $200.00, for a total of $1,500.00*, are standard. The IEEE Operations Center, Regional Activities Department, Student Activities Manager will refund, from the Life Member Fund, up to this maximum amount upon receipt of a letter request giving the names of the winners, their IEEE membership numbers, social security numbers, and the amount of their awards. The Treasurer should send this letter request immediately after the awards are made.

Contingency Funds. Should a financial crisis develop in the Region, there may be funds available from the Institute to help. Obtaining such funds will depend primarily on the Region 3 Delegate/Director presenting the Region's case to the Vice President*, <u>for</u>* Regional Activities and on the merits of our case.

Section Support via Region (SSVR) Funds. The Region 3 Delegate/Director has at his/her discretion a RAB annual fund which is used to support Sections having financial difficulties which are significantly impacting or preventing normal Section operation. Region entities requiring

financial assistance should send a letter to the Region Delegate/Director requesting such support, specifying the level of financial support (typically $500), and using the key words, "*cannot continue operation at previous level*". Region 3 set a
precedent in 1988 of funding Area/Area-Councils from the SSVR funds, using the same written procedures as for Sections.

Payment of Region Obligations

Disbursements of Region 3 funds are made with the approval of the Region 3 Delegate/Director and within the constraints of the approved budget.

Expense Vouchers. Volunteers who expend their own funds on approved Region business deserve prompt reimbursement of these expenses. The Region 3 Delegate/Director should review all vouchers for consistency with the approved Region 3 Travel Policy and for proper documentation (with receipts) and approve for payment the reimbursable expenses. The Treasurer should promptly pay these approved vouchers. The Region Delegate/Director may make notations on the vouchers of desired account allocations or the Treasurer may assign accounts based on the purpose of the expenditure. The heaviest work load of the Treasurer will occur in the two months immediately following the annual Region Committee Meeting, and time should be allocated to promptly handle the large number of vouchers that come in at that time. *Region 3 policy states, "Not to exceed 30 day of incurred expenses, expense vouchers should be mailed promptly to the Region 3 Delegate/Director. The Delegate/Director will forward approved vouchers to the Treasurer for prompt disbursement".*

Conferences. The Region may provide advances to conferences from the Conference Committee reserve fund. Careful records should be kept of the amount and the expected repayment time. Since there may be a change in Treasurers between disbursement and collection, the records should be conspicuous enough to allow follow-up by the subsequent Treasurer. Consideration should be given to allowing the Region to share in the surplus of the conferences for which advances are made due to foregoing interest income on the money advanced.

Special Projects. Some projects will require advances because of the size and nature of the expenses to be incurred. The Region requires thorough reports of the use of all funds advanced and the results obtained.

Financial Records and Reports

Accurate records of income and expenses are essential to good management and in preparing the required reports. Although handwritten ledgers are adequate, a Regional Activities Department supplied financial software package, is owned by the Region. The Region 3 Treasurer should utilize the financial software package or an equivalent software program of his choice for both internal reporting and the Institutes external reporting requirements.

Balance Sheet Accounts. Balance sheet accounts should be developed to suit the needs and convenience of the Region 3 Delegate/Director and the Region Finance Committee. The financial software package supplied by the Regional Activities Department can readily produce asset, liabilities, and capital accounts that facilitate the preparation of the IEEE Annual Geographic Unit Financial Report required by the Institute.

Financial Operations Report. The Treasurer should present a "Financial Operations Report" at every meeting of the Region 3 Executive Committee and Region Committee. The same report will be useful to the Region 3 Delegate/Director, Region 3 Delegate/Director-Elect, and the various committee chairs in the monitoring and guiding of the projects and activities of the

Region entities. There exist no standard template for the Region 3 Financial Operations Report Form.

Annual Report to the Institute. The Treasurer should submit the IEEE Annual Geographic Unit Financial Report, Form L-50 to the previous year's Region 3 Delegate/Director after December 31st, allowing enough time so that it can be reviewed, approved, and forwarded to reach the IEEE Operations Center, Staff Director of - Financial Services by *the third Friday in* February 1st. A sample IEEE Annual Geographic Unit Financial Report is included in Appendix D.

IEEE-USA Support *Professional Development* Funds Reports. The Treasurer should prepare a year-end report (Appendix E.) of PAOC expenditures which should be submitted to the Region 3 Delegate/Director, and the Chair of the Region 3 Professional Activities Operation Committee for approval. Once approved it should be sent *no later than January 15th annually,* to the Manager, Professional Activities Council for Engineers in the Washington office. The annual Region IEEE-USA Support *Professional Development* Funds will not be released until this report is submitted.

Audit. The financial records of the Region should be audited at the time of transition from one Treasurer to the next by the Region 3 Audit Committee (Section V.B.2.) which is appointed by the incoming Region 3 Delegate/Director. Records and accounts should be reviewed for accuracy and thoroughness. Emphasis should be on confirmation that the assets of the Region are known and correctly stated and the disbursements have been made in accordance with the approved procedures. The Audit Committee may recommend changes in the procedures and records to improve the operations of the Region.

IV. ANNUAL COMMUNICATIONS AND REPORTS

Function

The Region must satisfy Institute reporting requirements to be eligible for the Region 3 Allocation and IEEE-USA Support *Professional Development* Funds. The Region should submit to the IEEE Regional Activities Department timely reports for meetings and endeavor to keep current the "IEEE Organizational Roster Part III, Geographical Organization, Region 3-Southeastern USA". The Region 3 Delegate/Director is obligated to submit written reports to the Vice President for - Regional Activities in support of Regional Activities Board meetings.

Reports

Financial Report, Form L-50 (IEEE Annual Geographic Unit Financial Report). This report must be filled out in accordance with the IEEE "Financial Operations Manual *Guide for Geographical Units*", must summarize the prior year's financial activity, and must be submitted no later than the third Friday in February 1st of each year.

The IEEE Annual Geographic Unit Financial Report will be acknowledged by the IEEE Finance Department when received by return of the acknowledgment post card. To aid in Region financial planning and reporting, a double entry accrual accounting system software program, "Quicken" is available from the Regional Activities Department. It is highly recommended the Treasurer utilize the "Quicken" financial software with the Regional Activities Department supplied template or a similar software package selected by the Region 3 Treasurer in lieu of the IEEE L-50 form. The financial software report and accompanying data files can be submitted to the IEEE Finance Department for annual reporting purposes and must contain the signatures of the Region 3 Delegate/Director, Treasurer and the signature of the Staff Director, Financial Services.

Financial Report, IEEE-USA Regional Professional Activities Support *Professional Development* Funds. This report must be submitted no later than January 15th of the current year.

The Chair of the Region 3 Professional Activities Operation Committee has the principal responsibility for budget administration with concurrence of the Region 3 Delegate/Director.

Over-runs in the IEEE-USA Support Fund budget are funded by Region 3. Under-runs in budget will result in reduced IEEE-USA Support Professional Development Funds to the Region in the subsequent year.

Roster of Officers *Officer Confirmation* Report. This report must be submitted within 30 *20* days following election or appointments. No formal report exists. The preferred method of transmitting the roster is via e-mail *(scs-officer-report@ieee.org)*, *but at a minimum* a red-line of the Region 3 IEEE Organizational Roster Part III, is acceptable *if the Officer Confirmation Report is not available or used.* Submit *Report* to IEEE Regional Activities Department, attention: Manager, Regional Activities Administration, Regional Activities Department, *RAB Secretary/Managing Director-Regional Activities, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331, USA* .

Meeting Report *(L-31 Form)*. The Secretary shall submit one copy of all Region 3 Executive Committee and Region 3 Committee Meeting reports to the IEEE Operations Center Regional Activities Department, attention: Manager, Regional Activities Administration, Regional Activities Department *RAB Secretary/ Managing Director-Regional Activities, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331, USA*.

Delegate/Director's Report. Formal written reports will be submitted or transmitted via e-mail prior to Regional Activities Board (RAB) meetings in accordance with the RAB Operations Manual and agenda schedules. Regional Activities Board meeting schedules are issued by the IEEE Regional Activities Department.

V. COMMITTEES

Principal Region 3 Committees are described in this Section. *While formal Standing and Ad Hoc Committee Meetings will be kept to a minimum as indicated in their individual committee charters, interim meetings via electronic (e) - conferencing are encouraged to supplement and enhance the effectiveness of formal meetings.*

The following Standing Committees shall be established by and are responsible to the Region 3 Committee.

A. Standing Committees

   Awards and Recognition
   Communications
   Conference
   Educational Activities
   Membership Development
   Professional Activities Operation
   Strategic Planning
   Student Activities

B. <u>Ad Hoc Committees</u>

1. *Archive Management** <u>History</u>
   Audit
e-Conferencing Coordinator*
Electronic Communication Coordination*
Finance
Leadership Development Training
Newsletter *Support** <u>and Newsletter Editor</u>
Nominations and Appointments
Public Information*
Special Projects
Special Review
Tellers
Web Support*

Note:

1. Asterisk (*) denotes Subcommittee of Communications Committee (A.2)

A.1. AWARDS AND RECOGNITION

<u>Objectives</u>

The Region has established through its Bylaws the Awards and Recognition Committee (ARC) and commissioned it to assist the Region in recognizing, rewarding and promoting excellence in all facets of the professional lives of its members.

<u>Responsibilities</u>

Develop and administer the award and recognition programs for sponsorship specifically by the Region. Presently available awards are; the Outstanding Engineer Award, the Outstanding Service Award, the Joseph M. Biedenbach Outstanding Engineering Educator Award, *the Employer Professional Development Award*, Professional Leadership, the Exemplary Section Award, the Exemplary Student Branch Award, Outstanding Student Branch Award, Student Professional Activities Service and first, second and third prize awards for student papers.

Publicize to the Areas/Councils and Sections the awards available through the IEEE Awards Board, the Regional Activities Board, Educational Activities Board, IEEE-USA, and other entities.

Actively encourage the Sections to nominate Region members for all appropriate awards and provide such aid as may be necessary for accurate, timely and professional nominations. Support the Region 3 Communications Committee in maximizing media exposure for award recipients.

Present to the Executive Committee for approval the proposed awards recipients and alternates at the Executive Committee winter meeting. Provide pertinent and timely information to the Region 3 Delegate/Director so the recipients can be notified promptly.

Submit pertinent and timely awards information to the Region 3 Newsletter Editor. Submit biographies and photographs of all award recipients to the Newsletter Editor prior to the deadline for the newsletter published prior to the Region 3 annual conference, SoutheastCon.

Provide pertinent information on awards to the SoutheastCon General Chair so the awards program can be printed.

Keep current documentation on Region awards and the overall management of the awards operation in the Region. *The Region 3 Awards and Recognition Program Manual is an attachment to the Region 3 Bylaws.*

Manage the budget of the Awards and Recognition Program. Submit a preliminary committee budget to the Region 3 Treasurer prior to the fall Region 3 Executive Committee meeting. Assist the Region 3 Finance Committee in the preparation of the detailed annual budget of the ARC within the bounds of the funds of the Region as well as other funds that may be available.

Membership

The Awards and Recognition Committee (ARC) Chair is appointed by the Region 3 Delegate/Director with concurrence of the Region 3 Executive Committee. The ARC Chair's appointment is a one year term with an additional one year term at the discretion of the Delegate/Director.

The Area/Area-Council Chairs shall be members of the Region 3 ARC. The Area/Area-Council ARC Chairs shall be corresponding members. Refer to Figure 4: Region 3 ARC Organizational Structure.

The immediate past Chair of the Region 3 ARC shall serve as Chair of the IEEE Awards Subcommittee.

The ARC Vice Chair is appointed by the ARC Chair with the concurrence of the Region Delegate/Director. The Vice Chair shall be responsible for oversight of the IEEE Awards Subcommittee, the Regional Activities Awards and Recognition Subcommittee, the Professional Activities (PA) Awards Subcommittee, the Educational Activities Awards and Recognition Subcommittee and the Student Awards Subcommittee.

The Region 3 Professional Activities Operation Committee Chair shall appoint with concurrence of the Region 3 Delegate/Director a PA Awards Subcommittee (PA Awards) Chair.
At the Delegate/Director discretion the PA Awards Chair shall represent Region 3 on the IEEE-USA Awards and Recognition Committee. Area and Council PACE Representatives shall be corresponding members of the Region PA Awards Subcommittee.

The Chair of the Regional Activities Board Awards and Recognition Subcommittee is appointed by the Region 3 Awards and Recognition Committee (ARC) Chair with concurrence of the

Region 3 Delegate/Director. The Area/Area-Council Chairs or their delegates shall be corresponding members.

The Region 3 Educational Activities Chair shall serve as the chair of the Educational Activities Board Awards and Recognition Subcommittee (EABARSC). The Area/Area-Council Educational Activities representatives shall be corresponding members of the Region 3 EABARSC.

The Chair of the Region 3 Student Activities Committee (SAC) shall be Chair of the Student Awards Subcommittee. The Regional Student Representative (RSR) and a past Region 3 Delegate/Director shall serve as Student Awards Subcommittee members. The Region 3 Delegate/Director shall make the past Delegate/Director appointment. The Area/Area-Council student activities Chairs shall be corresponding members of the Region 3 Student Awards Subcommittee.

The Delegate/Director shall appoint a past Region 3 Delegate/Director to serve as a Mentor to the Awards and Recognition Committee.

The ARC Chair will appoint a Tellers Committee (to collect and tally votes), with the concurrence of the Delegate/Director, consisting of three members not currently serving on the ARC. Refer to the ARC Manual for committee member qualifications.

Meetings

The Region ARC shall meet in whole or in part in conjunction with Region Executive Committee meetings and the Region 3 Annual Meeting. With Delegate/Director prior approval, additional meetings may be called by the Committee Chair or Subcommittee Chairs in conjunction with training sessions or as required.

Funding

Funds available for the Region Awards and Recognition Program from Region funds as well as from other sources will be determined at the start of each fiscal year and amended as appropriate during the year.

Figure 4: Region 3 Awards and Recognition Committee Organizational Structure
A.2. COMMUNICATIONS

Objectives

To support and facilitate more effective and seamless communications within the Region and to Institute entities. The Communications Committee consist of those ad hoc committees involved in integrating communication protocols, assessing and recommending communication technology selection, and generic communications with the IEEE membership.

To support and facilitate effective, seamless and interactive sharing of information and knowledge within Region 3 and to other units within the Institute. To expand the participation by all volunteers at all levels in performing the work of Region 3 and to be responsive to the needs of the member. To increase the efficiency and effectiveness of collaborative work efforts especially in the time between face to face meetings.

The Communications Committee consists of those Ad Hoc Committees involved in integrating communication protocols, assessing and recommending communication technology selection, development of associated guidelines and process, development of uniform computer storage architectures and generic communications with the IEEE membership. Provide oversight to maintain security of communication processes and data while minimizing bureaucracy, restrictions and controls.

Composition (Ad Hoc Committees)

Refer to Section V.B. Ad Hoc Committees for Committee Charters

Archive Management (V.B.1.)
e-Conferencing Coordinator (V.B.3.)
Electronic Communication Coordination (V.B.4.)
Newsletter Support (V.B.7.)
Public Information (V.B.9.)
Web Support (V.B.13.)

Responsibilities

Shared responsibility among the Ad Hoc Committees that coordinate the communication functions for Region 3.

Provide coordination and advisory support to Region 3 units and promote an understanding of the influence of communication processes.

Assist Region units in the use of communications that support Region 3 and Communications Committee objectives and the objectives of their particular unit.

Provide training to Region 3 volunteers in the use and application of electronic communications media.

Represent Region 3 through the Electronic Communications Coordinator, on Institute electronic communications, connectivity, security and data storage issues.

Contribute material, and if requested, present communications information and demonstrations at the Region Committee meeting and Leadership Development Training Workshops.

Encourage through the use of presentations, newsletters and training sessions the use of electronic conferencing within Region 3 and other appropriate areas of the Institute.

Actively encourage the efficient and effective storage, retrieval and maintenance of all records that form the "base of knowledge " of Region 3.

Actively encourage the development of web sites by the Region 3 Executive Committee, Region 3 Committees and all units within Region 3 so that the most current information is available.

Provide for the coordinated development of data standards to the extent that a consistent approach to the access (storage and retrieval) of current and archive data is achieved within the Region 3 Executive Committee and associated Committees. Provide guidelines to other Region 3 entities.
All budgeting, funding, acquisition of hardware and software and associated license agreements shall be administered in accordance with the policies and procedures in Section III. Finance.

Provide coordination and advisory support to Region 3 entities and promote an understanding of the influence of electronic communications.

Assist Region entities in developing programs that support Region 3 objectives.

Provide training to Region 3 volunteers in the use and application of electronic communications media.

Represent Region 3 on Institute electronic communications and connectivity issues

Contribute material, and if requested, present communications information and demonstrations at the Region Committee meeting and Leadership Development Training Workshops.

Submit pertinent and timely committee information to the Region 3 Newsletter Editor.

Membership

The Communications Committee Chair serves at the pleasure of the Region 3 Delegate/Director with the concurrence of the Region 3 Executive Committee. The Chair's appointment is a one year term with an additional one year term at the discretion of the Region 3 Delegate/Director.

One Vice Chair appointed by the Communications Chair with the concurrence of the Region Delegate/Director. The Vice Chair shall be responsible for such tasks as delegated by the Committee Chair.

The Chair/Coordinator from each of the following Region 3 Ad Hoc Committees; Newsletter Support, Public Information, Electronic Communications Coordination, Web Support, e-Conferencing and Archive Management.

Additional Chairs appointed by the Region 3 Delegate/Director from Standing Committees and/or Ad Hoc Committees involved with communications either as a user or provider.

One Chair from each of the Region 3 Delegate/Director assigned Ad Hoc Committees involved with communications either as a user or provider.

One past Region 3 Delegate/Director appointed by the Region Delegate/Director shall be a Mentor.

Meetings

The Committee will normally meet at scheduled times prior to Region Executive Committee meetings through the use of e-conferencing methodologies.

The Committee will normally meet at a scheduled time prior to Region Executive Committee meetings.

A.3. CONFERENCE

Objectives

To facilitate effective and timely conference planning and execution in the Region.

Responsibilities

Encourage Region 3 organizational units to develop conferences to meet the specialized interests of their members. Use the accumulated experience of the Region to help ensure early success of such ventures.

Periodically review the effectiveness of all regular conferences sponsored by Region 3 organizational units. Recommend improvements as appropriate to the conference leadership and sponsoring units. Suggest new conferences where a need is recognized and suggest termination of conferences no longer needed or posing undue financial liability.

Maintain an awareness of the availability of professional conference management services and suggest the use of such services where appropriate. Give assistance in the negotiation of contracts for service. Review all such contracts where Region 3 might have financial liability and make recommendations to the Region 3 Executive Committee regarding approval of such contracts.

Solicit invitations from Sections in Region 3 to host SoutheastCon in accordance with Region 3 Bylaws.

Maintain the IEEE Region 3 SoutheastCon Manual and revise as appropriate.

Make all conference leaders aware of potential schedule conflicts between conferences without undue concern where geography or different technical interests limit the impact of schedule proximity.

Manage the budget of the Conference Committee. Assist the Region 3 Finance committee in the preparation of the annual detailed budget of the Conference Committee.

Maintain historical records, and obtain, develop and keep current documentation on Region 3 conferences.

Submit pertinent and timely conference information to the Region 3 Newsletter Editor.

Membership

The Committee Chair is appointed by the Region Delegate/Director with concurrence of the Region 3 Executive Committee. The Chair's appointment is a one-year term with an additional one-year term at the discretion of the Region 3 Delegate/Director.

One Vice Chair appointed by the Committee Chair with the concurrence of the Region 3 Delegate/Director. The Vice Chair shall be responsible for such tasks as delegated by the Committee Chair.

The immediate past Conference Committee Chair, the Region 3 RSAC, and a past Region 3 Del/Director appointed by the Region Delegate/Director shall be Members-At-Large (MAL). The appointed past Delegate/Director shall serve as Mentor to the Conference Committee,

One current Southcon Director appointed by the Region 3 Delegate/Director, and the current NCSE Chair.

The next two SoutheastCon General Chairs and the immediate past General Chair.

One corresponding member from each Area/Area-Council not having conference representation.

Headquarters Staff representing conferences shall be an "ex officio" member.

Meetings

The Committee will meet at least once prior to the meeting of the Region Committee at which a new SoutheastCon site will be chosen, and at least once after a SoutheastCon conference, as soon as reasonably complete financial results can be reviewed.

A.4. EDUCATIONAL ACTIVITIES

Objectives

The Region 3 Educational Activities Committee (EAC) fosters continuing education, professional development and training opportunities for IEEE members in Region 3.

Responsibilities

The Region 3 Educational Activities Committee (EAC) provides guidance and assistance to Region entities in organizing short courses, and publicizing educational opportunities available from the Institute *or elsewhere*.

Develop and utilize an infrastructure for rapid and effective communications between the membership and the Region 3 Educational Activities Committee.

Promote educational activities at the member level and communicate to the Educational Activities Board (EAB) the educational concerns of the membership.

The EAC Chair shall coordinate the Region 3 Lending Library activities and periodically provide a listing of available materials to the Region 3 Newsletter Editor and to all Sections in Region 3.

The EAC Chair (or designee) shall be a member of the Region 3 Awards and Recognition Committee and chair the Educational Activities Board Awards and Recognition Subcommittee (EABARSC). As EABARSC Chair, the EAC Chair shall make every effort to identify deserving Region 3 members for educational activity awards.

One EAC Liaison to the Region 3 Professional Activities Operation Committee appointed by the EAC Chair. This Liaison may be an Area/Area-Council representative.

Encourage Region 3 members and Sections to nominate employers for the Region 3, "Employer Professional Development Award".

Support Region Leadership Development Training in the training of EAC leaders.

The EAC Chair shall submit pertinent and timely committee information to the Region 3 Newsletter Editor.

The EAC will address such other tasks as may be assigned by the Region Delegate/Director.

Membership

The Committee Chair appointed by the Region Delegate/Director with concurrence of the Region 3 Executive Committee. The Chair's appointment is a one year term with an additional one year term at the discretion of the Region Delegate/Director.

One Vice Chair appointed by the EAC Chair with the concurrence of the Region Delegate/Director. The Vice Chair shall be responsible for such tasks as delegated by the Committee Chair.

One past Region 3 Delegate/Director appointed by the Region 3 Delegate/Director to serve as Mentor.

One Educational Activities representative from each of the Region 3 Area/Area-Councils shall serve as members.

Meetings

The Committee will meet at least once each year, usually at the time of the Region Committee meeting.

A.5. MEMBERSHIP DEVELOPMENT

Objectives

Promote both professional and student membership growth in Region 3 and the Institute as a whole. Encourage *the submission of* all members to <u>seek</u> the highest membership grade for which they qualify.

Responsibilities

Conceive, develop, and implement Region 3 membership growth programs. These programs are primarily *marketing* tasks.

Contribute material and, if requested, present information at Region 3 Leadership Development Training workshops.

Encourage the appointment of *active* MDC chairs in all Area/Area-Council and Section organizations.

Promote the phased emphasis programs of MDC: Recruitment, September - December; Upgrade, January - March; Retention and recovery of delinquent members, April - June.

Identify and communicate the personal and professional benefits of IEEE membership.

Emphasize the programs to facilitate the transition from Student Member to Professional Member for maximum retention of members.

Construct within the Region an organization to select, document and nominate deserving members to the Fellow grade and manage those nominations to successful conclusion.

Motivate and encourage activities by the Region 3 leadership by writing timely articles for the Region 3 Newsletter and Council/Section Newsletters.

Report on MDC activities to the Institute. Share successful Region 3 MDC programs with other Regions. Bring successful Institute and other worthwhile Region MDC initiatives to Region 3.

Submit pertinent and timely committee information to the Region 3 Newsletter Editor.

Organize and implement awards and recognition for members who advance the completion of Region 3 Membership Development goals and objectives.

Membership

The Chair is appointed by the Delegate/Director with the concurrence of the Executive Committee. The Chair's appointment is a one year term with an additional one year term at the discretion of the Region 3 Delegate/Director.

One Vice Chair appointed by the MDC Chair with the concurrence of the Delegate/Director. The Vice Chair shall be responsible for such tasks as delegated by the Committee Chair.

One past Region 3 Delegate/Director appointed by the Region 3 Delegate/Director shall be a Mentor.

One representative appointed by each Region 3 Area/Area-Council chair.

One Chair of the Fellow Committee appointed by the Committee Chair with the concurrence of the Region 3 Delegate/Director.

It is recommended that each Section MDC chair be a corresponding member of the Region 3 MDC.

Meetings

The Committee will normally meet at a scheduled time prior to Region Executive Committee meetings.

A.6. PROFESSIONAL ACTIVITIES OPERATION

Objectives

To assist the Region in planning, organizing, implementing, and monitoring professional activities. To coordinate with IEEE-United States of America (IEEE-USA), and to assist the Region 3 in implementing IEEE-USA programs and policies.

Responsibilities

Develop and utilize an infrastructure for rapid and effective communications between the membership and the Region 3 Professional Activities Operation (PAO) Committee.

Submit the Professional Development Financial Report no later than January 15 annually. Refer to IEEE-USA Operations Manual for guidance.

Promote professional activities at the member level and communicate to the IEEE-USA the professional concerns of the membership.

Coordinate the work to optimize the effectiveness of the professional activity interface with Region 3 federal, state and local government entities.

Ensure the Region PAO Subcommittees communicate with appropriate IEEE-USA Councils and committees.

Stimulate Sections and Area/Area-Councils to sponsor professional activity Special Projects, and facilitate access to IEEE-USA and Region 3 resources.

Encourage student branches, through the Region 3 Student Activities (SAC), to hold Student Professional Awareness Conferences (S-PAC's) and sponsor Student Professional Awareness Ventures (S-PAVes).

Support the Region 3 and IEEE-USA Awards and Recognition's programs.

Submit pertinent and timely PAO Committee information to the Region 3 Newsletter Editor.

Support Region 3 Leadership Development Training in the training of PAOC leaders.

Membership

The PAO Committee Chair will be appointed by the Delegate/Director with concurrence of the Region 3 Executive Committee. The Chair's appointment is a one year term with additional one year terms at the discretion of the Delegate/Director.

One committee Vice Chair appointed by the PAO Committee Chair with the concurrence of the Region 3 Delegate/Director. The Vice Chair shall be responsible for oversight of the Member Activities, Career Activities, Technology Policy, and the Professional Activities Awards subcommittees. The subcommittee chairs shall be appointed by the PAOC Vice Chair with concurrent of the PAOC chair.

One Chair of the Region Employment Assistance *and Career Development* subcommittee is appointed by the PAOC Chair with concurrent of the Delegate/Director. At the PAOC Chair's

recommendation, the IEEE-USA Employment Assistance Committee Region 3 Representative can chair the Region 3 PAOC Employment Assistance subcommittee.

One Chair of the Professional Activities Committee for Engineers (PACE) subcommittee is appointed by the Region 3 Delegate/Director. Two Region 3 PACE candidates are normally selected at the IEEE-USA Professional Activities Conference and submitted to the Region 3 Delegate/Director for consideration as the Region PACE subcommittee chair.

Three Members-At-large, a Student Activities Liaison, a Educational Activities Liaison and a past Region 3 Delegate/Director appointed by the Region 3 Delegate/Director. The past Delegate/Director shall serve as a Mentor.

Meetings

The PAOC normally meets prior to scheduled Region 3 Executive Committee meetings.

The PACE Representatives will normally meet at the IEEE-USA Professional Activities Conference. Region attendance is a function of available IEEE-USA Support *Professional Development* Funding. The PAOC normally cost shares with the sections in order to encourage increased participation.

Other PAO subcommittee meetings may be scheduled with prior approval by the PAOC Chair with concurrence from the Region 3 Delegate/Director.

MENTOR   MEMBER SERVICES *

EDUCATIONAL ACTIVITIES LIAISON   CAREER *

STUDENT ACTIVITIES LIAISON   TECHNOLOGY *

                                            AWARDS *

Denotes subcommittee: *

Figure 5: Professional Activities Operation Committee Organizational Structure

A.7. STRATEGIC PLANNING

Objectives

Support the Region in planning for the future.

Responsibilities

Assist Delegate/Director in development of annual "Consolidated Goals & Objectives List", and updating of Executive Committee Goals & Objectives per the SPC schedule shown in Figure 6, Timeline for Region 3 G & O's and Strategic Plan Development.

Define long range Goals and Objectives for the Region.

Provide counsel to the Region 3 Executive Committee to minimize problems in the Region operation.

Perform such Ad Hoc tasks as may be assigned by the Region 3 Delegate/Director.

Maintain currency of the Region 3 "Strategic Plan" *(Appendix B)*, monitor progress against the plan and provide annual report to the Region Delegate/Director and Delegate/Director-Elect.

Support the Region 3 Mentor Program, assign past Delegate/Directors as "Mentors" (Members-At-Large) to Region 3 standing committee's.

Submit pertinent and timely committee information to the Region 3 Newsletter Editor.

Membership

The Chair is appointed by the Delegate/Director with concurrence of the Region 3 Executive Committee. The Committee Chair is normally the immediate past Region 3 Delegate/Director.

One Committee Vice Chair appointed by the SPC Chair with the concurrence of the Delegate/Director. The Vice Chair shall be a past Delegate/Director and serve at the pleasure of the SPC Chair.

Membership shall include past Region 3 Delegate/Directors and/or senior past officers of the Institute who are willing to serve.

Meetings

Meetings will be kept to a minimum, but when scheduled, will be held in conjunction with other Region meetings or conferences.

Date	Task Description	Action
01-01	**Committee appointments**	
01-01	G & O's to standing & ad hoc committee chairs	Del/Director
01-15	Strategic Plan (SP) to Executive Cmte. members	Del/Director
02-xx	**Winter Excom Meeting**	
02-xx	SPC working meeting (prel. review of Strategic Plan and G & O's)	SPC Chair
02-xx	G & O's status (progress rpt.)	Cmte. chairs
03-xx	Director input/comments to SPC	Del/Director
03-xx	SPC up-date of "Consolidated G & O List"	SPC Chair
03-xx	SPC feedback to Del/Director and Del/Director-Elect	SPC Chair
03-xx	Director and Dir-Elect response to SPC feedback`	Dir&Dir-Elect
04-xx	**Spring Excom Meeting**	
04-xx	SPC working meeting (review/revision of "Consolidated G & O List" and Strategic Plan)	SPC Chair
04-xx	Mentor G & O input/comments to SPC (after Excom Mtg)	Mentors
04-xx	G & O status (Progress rpt. from Cmte's p/o Excom Rpt.)	Cmte. chairs
05-xx	Director input/comments to SPC	Del/Director
05-xx	SPC up-date of "Consolidated G & O List"	SPC Chair
05-xx	SPC revision of the Region Strategic Plan	SPC Chair
05-15	SPC feed-back to N & A Cmte	SPC Chair
06-xx	SPC mid-year status to Del/Dir.& Del/Dir-Elect	SPC Chair
06-xx	Dir-Elect and Del/Director response to mid-year status	Dir-Elect/Dir
09-xx	Preliminary SPC input (SP/G&O's) to Del/Dir-Elect and Del/Dir	SPC Chair

10-01	Del/Dir-Elect input to Strategic Plan and G&O's	Del/Dir-Elect
11-xx	**Fall Excom Meeting**	
11-xx	SPC working meeting (review/revision of "Consolidated G & O List" and Strategic Plan).	SPC Chair
11-xx	G & O status from cmte. chairs (p/o cmte. rpt. to Excom).	Cmte. chairs
11-xx	Cmte's end-of-year reports (incl. recommended G & O's for next year).	Cmte. chairs
11-xx	Del/Director&Del/Dir-Elect input/comments to SPC.	Dir/Dir-Elect
11-xx(3)	SPC feed-back (volunteer slate) to N & A Cmte.	SPC Chair
12-01	Finalized SPC G & O's to Del/Dir&Del/Dir-Elect.	SPC Chair
12-15	Finalized Strategic Plan to Del/Director&Del/Director-Elect.	SPC Chair

Notes:
1. "Consolidated G & O List" is a milestone status
2. Inputs from committee chairs to Region Delegate/Director, Del/Director input to SPC
3. Odd year activity

Figure 6: Timeline for Region 3 Goals & Objectives and

Strategic Plan Development

A.8. STUDENT ACTIVITIES

Objectives

To coordinate Region 3 student activities and provide advice and support for student activities to IEEE entities.

Responsibilities

Conduct a Region 3 Student Conference each year in conjunction with SoutheastCon. While the majority of the effort is performed by the host Student Branch, the Region 3 Student Activities Committee (SAC) establishes policy and provides assistance for various activities normally part of the conference, including the Student Paper Contest and a device contest.

Interact with the IEEE Student Activities Committee.

Represent student activities concerns of/for/to IEEE and Monitor Student Branch activities within the Region.

Ensure compliance to the Region's "Student Travel Policy" and provide a preliminary budget, based on the approved Student Travel Policy, to the Region 3 Finance Committee.

The Region 3 Regional Student Activities Committee Chair (RSAC) shall be a member of the Region 3 Awards and Recognition Committee and shall be Chair of the Student Awards Subcommittee.

Review and revise as appropriate the SoutheastCon Student Conference Manual.

Ensure the Annual Student Conference Hardware Design Contest Rules reflect the desired goals of the Region's contest, and are of appropriate specificity and complexity, and are relatively free of ambiguity.

Submit pertinent and timely committee information to the Region 3 Newsletter Editor.

Membership

The Chair of the Student Activities Committee shall be appointed by the Region 3 Delegate/Director with concurrence of the Executive Committee. The Chair's appointment is a one year term with an additional one year term at the discretion of the Delegate/Director.

The SAC Vice Chair is appointed by the SAC Chair with the concurrence of the Region Delegate/Director. The Vice Chair shall be responsible for such tasks as delegated by the Committee Chair.

The immediate past SAC Chair shall be a member.

One Student Activities Liaison to the Region 3 Professional Activities Operation Committee appointed by the SAC Chair with concurrence of the Region 3 Delegate/Director.

One past Region 3 Delegate/Director appointed by the Region 3 Delegate/Director will be a "Mentor".

The Counselors of all of the IEEE Student Branches within the Region shall be members of the Region 3 Student Activities Committee.

The Regional Student Representative (RSR) shall be appointed by the SAC Chair with concurrence of the Region Delegate/Director.

Meetings

The Region 3 Student Activities Committee will meet annually at the Region 3 Student Conference held in conjunction with the Region's SoutheastCon Conference. The meeting will be conducted by the Region's RSAC. In conjunction with the annual Region 3 Student Activities Committee meeting, there will be a Student Branch Chair's Workshop conducted by the Region 3 Regional Student Representative (RSR).

B.1. *ARCHIVE MANAGEMENT* HISTORY

Objective

Support the archival and knowledge management needs of Region 3 and its entities. The Region 3 Archive Management function is a subcommittee administratively reporting s to the Region 3 Communications Committee.

Responsibilities

Provide assistance and support for the archival and maintenance of Region 3 communications, documentation and records. These records may be electronic or print in original form.

Work with other Region 3 bodies and the Institute to develop new methods and tools for archival storage and retrieval and to provide training and support for same.

Represent Region 3 on Institute archival, knowledge management and record retention issues.

Coordinate the development and monitor usage of all standards, guidelines and methodologies associated with the archival (in paper or electronic form) of Region 3 records, communications and other documentation.

Create as needed, support and maintain Region 3 retention policy and assure the policy is compliant with Institute, legal and regulatory guidelines.

Support, maintain and coordinate all archives of information pertinent to and used at the Region level.

Coordinate the development and monitor usage of all aspects of Region level records storage and security.

The Coordinator is expected to attend Region 3 Executive Committee meetings as an observer.

The Archive Management Coordinator is expected to maintain current electronic documentation appropriate to the above responsibilities.

Identify and recommend to the Region 3 Delegate/Director worthy historical Special Projects.

Provide helpful information if requested to the Region 3 Executive Committee and the Region 3 Strategic Planning Committee.

Submit pertinent and timely information to the Region 3 Newsletter Editor.

All budgeting, funding, acquisition of hardware and software, and associated license agreements shall be administered in accordance with the policies and procedures in Section III. Finance.

Membership

The appointment/term of service of the Region 3 Archive Management Coordinator is defined in Section I. Organization.

The Region 3 Archive Management Coordinator may solicit *engage volunteers to* assist *help in accomplishing the above responsibilities. The Archive Management Coordinator should ensure that these volunteers get appropriate recognition for their efforts* service to Region 3*.*

The Region 3 "Historian" "*Archive Management Coordinator"* shall be a senior past Region 3 Delegate/Director *when possible*.

Meetings

Electronic communications should be used to carry out most of the efforts of this position. The Coordinator should take advantage of other forums to facilitate face-to-face meeting as appropriate. Meetings as required to be authorized by the Region 3 Delegate/Director.

B.2. AUDIT

Objective

Perform administrative and financial management audits of Region 3 entities.

Responsibilities

Perform audits of Standing Committees, Area/Area-Councils, Sections, and Subsections on an "as required" basis.

Perform a review of the Region's financial records at the beginning of a Delegate/Director's term of office.

Solicit support as required from the Region 3 Finance Committee.

Submit a written report to the Region 3 Delegate/Director 30 days after completion of an entity audit.

Membership

The Chair shall be a past Delegate/Director or a current Area/Area-Council Chair and appointed by the Region 3 Delegate/Director.

The Audit Committee shall consist of not fewer than three members, including the Chair.

No member of the Region 3 Audit Committee shall have served on the Region 3 Finance Committee during the year for which the Finance Committee audit is being conducted.

Meetings

Meetings will be held as required to support Region entity audits. Meetings will be scheduled by the Committee Chair with prior approval by the Region 3 Delegate/Director.

B.3. e-CONFERENCE COORDINATOR

Objective

Support and enhance the electronic conferencing methodology and promote its use within Region 3 and the Institute as appropriate. The Region 3 e-Conference Coordinator function administratively reports to the Region 3 Communications Committee.

Responsibilities

Maintain and enhance the e-Conferencing Methodology and associated guidelines.

Promote the use of e-Conferencing and collaborative work methods within Region 3 and appropriate IEEE entities.

Act as a clearing house/test bed for R&D efforts in e-Conferencing tools, collaborative methodologies and knowledge management.

Maintain and enhance the Region 3 web site as an on-going information repository of the e-conferencing project.

Provide technical support and training as requested on the e-Conferencing tools and methodology. All financial requests must have prior approval *of must be approved by* from the Region 3 Delegate/Director if not a Region 3 approved budget item(s).

The facilitator approach will be the primary focus used in training.

Prepare periodic reports, position papers, etc., regarding the state of the technology, acquisition/operating recommendations, etc.

All budgeting, funding, acquisition of hardware and software and associated license agreements shall be administered in accordance with Region 3 Policies and Procedures, Section III. Finance.

The e-Conferencing Coordinator is expected to attend Region 3 Executive Committee meetings as an observer.

Membership

The appointment/term of service of the Region 3 e-Conferencing Coordinator is defined in Section I. Organization.

The Region 3 e-Conferencing Coordinator is encouraged to solicit volunteers to directly participate in accomplishing the above responsibilities. This effort is a collaborative/team effort, and all who participate should be recognized for their service to Region 3 and the Institute.

The Region 3 e-Conferencing Coordinator utilizes the Region 3 Electronic Communication Coordination (ECC) as a primary source of information regarding the direction and plans of the IEEE staff in order to coordinate efforts.

Meetings

E-Conferencing is the primary methodology that will be used to carry out the efforts of this Ad Hoc position. Face-to-face meetings will be utilized as appropriate and will be coordinated with regularly scheduled Region 3 Meetings.

B.4. *ELECTRONIC COMMUNICATION COORDINATION* E-MAIL

Objective

Support the electronic *communication needs of Region 3 and its entities* connectivity to Region 3 entities. The E-mail Committee is part of the Region 3 Communications Committee. *The Region 3 Electronic Communication Coordination (ECC) function administratively reports to the Region 3 Communications Committee.*

Responsibilities

Provide training to Region 3 volunteers in the use and application of electronic mail.

Provide assistance and support for Region 3 use of electronic communications. The Coordinator focuses on infrastructure rather than content issues.

Represent the Region on Institute electronic communications issues.

Coordinate the development and monitor usage of all standards, guidelines, and methodologies associated with electronic communications utilized in the Region 3 operation.

Support/maintain the Region 3 E-mail lists and aliases.

Support/maintain servers (such as the Region 3 newsgroup server) that are used by Region 3.

Coordinate the development and monitor usage of all aspects of data and program security.

The ECC is expected to attend Excom meetings as a participant without vote. The e-Conferencing Coordinator is expected to attend Region 3 Executive Committee meetings as an observer.

The ECC is expected to maintain electronic documentation appropriate to the above responsibilities.

Submit pertinent and timely e-mail information to the Region 3 Newsletter Editor.

All budgeting, funding, acquisition of hardware and software and associated license agreements shall be administered in accordance with the policies and procedures in Section III. Finance.

Encourage the appointment of active E-mail coordinators in all Area/Councils, Sections, Subsections, and Chapters.

Contribute material, and if requested, present e-mail information and demonstrations at the Region 3 Annual Committee Meeting and the Leadership Development Training Workshops.

Ensure pertinent e-mail materials are included in the Region 3 Leadership Development Training Manual and that all appropriate material is current.

Represent the Region on Institute electronic communications and connectivity issues.

Membership

The Appointment/Term of Service of the Region 3 Electronic Communications Coordinator is defined in Section I. Organization.

The Region 3 ECC may solicit *engage volunteers to help in accomplishing the above responsibilities. The ECC should ensure that these volunteers get appropriate recognition for their efforts* service to Region 3 and the Institute.

The Coordinator of the E-mail Committee shall be appointed by the Region 3 Delegate/Director.

Region 3 entity E-mail Coordinators shall be corresponding members of the Region 3 E-mail Committee
.

Meetings

Electronic communication should be used to carry out most of the efforts of this position. The ECC should take advantage of other forums to facilitate face-to-face meetings as appropriate.

Meetings will be held to support Region activities. Meetings will be scheduled by the E-mail Coordinator with prior approval by the Communications Committee Chair with concurrence from the Region 3 Delegate/Director.

B.5. FINANCE

<u>Objective</u>

To assist in the preparation of the Region 3 annual budget and to periodically monitor the financial health of the Region 3. The Finance Committee will operate in accordance with Region 3 Bylaw, Article IV: Finances.

<u>Responsibilities</u>

Assist the Region 3 Treasurer in the preparation of an annual budget.

Provide counsel to the Region 3 Executive Committee in order to minimize Region financial exposure.

Develop short and long range financial projections and plans.

Support Region audits and assist Region entities in financial matters.

Formulate financial policies and procedures concerning Region 3 operation for consideration by the Region 3 Executive Committee.

Support the Region 3 Audit Committee as required.

Assist the Region 3 Conference Committee in evaluation of conference budgets.

Monitor Region 3 financial performance against budget.

Membership

The Committee Chair shall be the Region 3 Treasurer.

The Region 3 Delegate/Director shall be an ex-officio member.

The immediate past Region 3 Delegate/Director shall be a member. If unable to serve, the Region 3 Delegate/Director shall appoint a past Region 3 Delegate/Director.

The Region 3 Delegate/Director-Elect shall be a member.

Meetings

Meetings will be held prior to Region 3 Executive Committee meetings, and at the discretion of the Region 3 Delegate/Director.

B.6. LEADERSHIP DEVELOPMENT TRAINING

Objective

To assist the Region, Sections, Areas/Councils, and other Region 3 entities in training new officers, and committee chairs and vice chairs.

Responsibilities

Maintain the Region Leadership Development Training Manual and other training aids. Utilize Institute available training materials as appropriate.

Schedule, coordinate, and operate Leadership Development Workshops for the Region, Areas/Councils, and Sections.

Conduct at the direction of the Region 3 Delegate/Director an Executive Committee Standing Committee Chair and Vice Chair training session. Maintain the currency of the, "Training Manual for Committee Chairs and Vice Chairs".

Committee members will assist in the development of the training materials and in the presentation of training programs.

Services of the Leadership Development Committee members will be available to IEEE organizations outside the Region at the convenience of the Committee Chair and members and if there is no interference with Region requirements. Expenses for workshops held outside the Region shall be borne by the requesting organization.

Membership

The Training Coordinators shall be appointed by the Region Delegate/Director and will consist of a Chair and other Training Coordinators as required.

Members of the Leadership Development Committee will be appointed by the Chair with the concurrence of the Region 3 Delegate/Director.

Geographic consideration shall be given in the selection of Committee members in an effort to reduce travel time and expense in the presentation of training programs.

Meetings

The Training Coordinators will meet only as required and as approved by the Region 3 Delegate/Director.

B.7. NEWSLETTER *SUPPORT* AND NEWSLETTER EDITOR

Objective

To publish the IEEE Region 3 Newsletter, on a scheduled basis, in paper and electronic format via the Region 3 website To encourage and support the development of Newsletters at the local level to provide information to all members. The Region 3 Newsletter Support function administratively reports to the Region 3 Communications Committee.

<u>Responsibilities</u>

<u>The Newsletter Editor is responsible for the publication of the Region 3 Newsletter.</u>

<u>The objectives of the Region newsletter are; a) to inform the leadership of Region 3 and appropriate Institute and IEEE staff of newsworthy Region 3 activities, including the agenda for upcoming meetings; b) to carry news of Region 3 personalities, appointments, and awards; c) to report on appropriate Institute matters; d) to present statements of Region and Institute (as space allows) candidates for office; and e) to present views of members and officers on various relevant subjects.</u>

Publish the IEEE Region 3 newsletter in paper and electronic format.

Assist Region 3 Sections and Councils in the establishment of their organizational units Newsletters.

Advise and suggest content for Region entity newsletters.

Develop and maintain a Best Practices Guide for newsletters on the Region 3 Web site.

Develop a schedule annually, based on the Region 3 Calendar of events, listing the dates for article submission, the dates for printing/mailing and the expected date of arrival. At least one paper version shall be distributed in conjunction with SoutheastCon and the Region 3 Annual Meeting.

Typical duties and responsibilities of the Newsletter Editor are,
- *Attend Region 3 Executive Committee Meetings as a participant without any voting rights.*
- *Collect input from the Region officers, Area/Council Chair, and Standing Committee Chair, and solicit input from others, as appropriate (e.g., candidates for office).*
- *Edit all inputs as appropriate, for reasons of space, ease of understanding, and suitability for publication. The Editor will maintain an objective and unbiased position.*
- *Assemble the collected inputs, and other pertinent items (including, but not limited to, the agenda for the upcoming meeting and the Region 3 Officer Directory), into a printable or viewable document. This may be achieved by the Editor with personal/company hardware and software or with assistance (typesetting, paste-up, etc.,) from a local print shop.*
- *Arrange for the Newsletter to be printed, labeled, and mailed. The Editor will be responsible for either producing the labels or ordering them from the IEEE Operations Center. Mailing will be done using a local IEEE Section's bulk mailing permit, if possible.*

The circulation of the Newsletter will be to the officers of each Region 3 Section, as listed in the current IEEE Region 3 Organizational Roster, the student branch chairmen and student branch counselors, as provided by the RSAC, RAB officers, the IEEE Board of Directors, and appropriate IEEE staff.

All budgeting, funding, acquisition of hardware and software and associated license agreements shall be administered in accordance with the policies and procedures in Section 3. Finance <http://www.ewh.ieee.org/reg/3/opsman/section3.htm>.

Membership

The Region 3 Newsletter Coordinator will act as Region 3 Newsletter Editor and the Appointment/Term of Service is defined in Section I. Organization.

The Region 3 Newsletter Editor may solicit *engage volunteers to help accomplish the responsibilities. The Newsletter Editor should ensure that these volunteers get appropriate recognition for their efforts* from Region 3 and the Institute.

The Region 3 Newsletter Editor will work with the Region 3 Webmaster to insure the Region 3 web site is kept up to date with the latest Region 3 Newsletter.

The Region 3 Newsletter Editor shall work with all Standing and Ad Hoc Committee chairs of the Region to publish articles on the Committees activities.

All Sections, Area/Area-Councils, and Committee newsletter editors are invited to be a part of the Region 3 Newsletter Support committee.

The recommended appointment for this position shall be a two year term, with additional terms as long as the Editor is willing.

The Newsletter will be published in advance of each meeting of the Region 3 Executive Committee and/or Region 3 Committee, funds allowing.

The Newsletter will be published in advance of each meeting of the Region 3 Executive Committee and/or Region 3 Committee, funds allowing.

The Newsletter Editor will collect inputs from the Region officers, Area/Area-Council Chair, and Standing Committee Chair, and solicit inputs from others, as appropriate (e.g., candidates for office).

The Newsletter will be published in advance of each meeting of the Region 3 Executive Committee and/or Region 3 Committee, funds allowing.

The circulation of the Newsletter will be to the officers of each Region 3 Section, as listed in the current IEEE Region 3 Organizational Roster, the student branch chairmen and student branch counselors, as provided by the RSAC, RAB officers, the IEEE Board of Directors, and appropriate IEEE staff.

The Newsletter Editor will edit all inputs as appropriate, for reasons of space, ease of understanding, and suitability for publication. The Editor will maintain an objective and unbiased position.

The Newsletter Editor shall set the deadline for inputs for each publication based on the Region Calendar of Events.

Meetings

The Newsletter Editor will attend the Region 3 Committee Meeting and the Region 3 Executive Committee Meetings. A written report of publication activities shall be presented and recorded.

The Newsletter Editor will assemble the collected inputs, and other pertinent items (including, but not limited to, the agenda for the upcoming meeting and the Region 3 Officer Directory), into a

printable document. This may be achieved by the Editor with personal/company hardware and software or with assistance (typesetting, paste-up, etc.,) from a local print shop.

The Editor will arrange for the Newsletter to be printed, labeled, and mailed. The Editor will be responsible for either producing the labels or ordering them from the IEEE Operations Center. Mailing will be done using the local IEEE Section's bulk mailing permit, if possible.

The circulation of the Newsletter will be to the officers of each Region 3 Section, as listed in the current IEEE Region 3 Organizational Roster, the student branch chairmen and student branch counselors, as provided by the RSAC, RAB officers, the IEEE Board of Directors, and appropriate IEEE staff.

The Newsletter Editor will edit all inputs as appropriate, for reasons of space, ease of understanding, and suitability for publication. The Editor will maintain an objective and unbiased position.

The Newsletter Editor shall set the deadline for inputs for each publication based on the Region 3 Calendar of Events.

The Newsletter Editor will attend the Region 3 Committee Meeting and the Region 3 Executive Committee Meetings. A written report of publication activities shall be presented and recorded.

Funding

The Newsletter Editor will provide a budget for the following year's Newsletter to the Region 3 Finance Chair during the fourth quarter of the prior year. Financial deviations from the approved Region budget shall be approved by the Region 3 Delegate/Director.

B.8. NOMINATIONS AND APPOINTMENTS

Objective

Recommend candidates for Region leadership to the Region 3 Delegate/Director and Region 3 Executive Committee.

Responsibilities

In even numbered years, solicit nominees from Region 3 Committee members for the Region 3 offices of Delegate/Director and Delegate/Director-Elect.

Review qualifications and select candidates in accordance with Article III. Section 5 of the Region 3 Bylaws.

Ensure N & A schedule milestones and milestone dates are accomplished in a timely manner.

No later than March 1 of the election year (odd numbered years), the names of the selected candidates will be submitted to IEEE Headquarters for the ballot of that year.

Identify dedicated volunteers for service at the Region level.

The Nominations and Appointments Committee shall assist in other tasks as requested by the Region 3 Delegate/Director.

Schedule

The N & A Committee Schedule (refer to Figure 7) is provided for committee guidance and the internal milestone dates may change. It is the responsibility of the Committee Chair to ensure the schedule complies with the Delegate/Director's annual "Calendar of Events".

Membership

The Committee Chair is appointed by the Region 3 Delegate/Director with concurrence of the Region 3 Executive Committee. The Committee Chair shall have been a recent Region 3 Delegate/Director.

A minimum of two (most recent) past Region 3 Delegate/Directors are appointed by the *current Region 3* Delegate/Director.

<u>Meetings</u>

The Nominations and Appointments Committee members will meet only as required and as approved by the Region 3 Delegate/Director.

<u>DATE</u> (even year)	**TASK DESCRIPTION**
01-01 (Bylaw req.)	Committee appointments by the Region 3 Delegate/Director.
01-15	Mail roster, schedule, procedures, applicable bylaws and goals to committee members.
01-28	Committee review of 02-15 Call for Nominations.
02-01	Delegate/Director approval of 02-15 Call for Nominations.
02-15	Secretary issues Call for Nominations to Region 3 Committee Members.
02-xx	N&A Chair with Delegate/Director's approval submits Call for Nominations to the editors (at min.) of the INSTITUTE and the Region 3 Newsletter.
04-xx	Meeting at SoutheastCon (optional) to discuss all nominees submitted by the Region 3 Committee for consideration.
05-15	Communicate with N & A members to confirm candidates
06-01	Notify potential candidates to determine their availability to serve if elected. Solicit data packages from candidates.
07-15	Receive all data packages.
09-01	Committee selects candidates to be submitted to the Region 3 Excom.
09-15	Obtain in writing each qualified candidate's willingness to serve (incl. employer's approval if applicable).
10-01	Submit recommended slate to R-3 Excom at fall mtg. for Excom approval.
10-xx	N & A Chair with Delegate/Director's approval submits "Notice for Petition Candidates" to the editors (at a min.) of the INSTITUTE and the Region 3 Newsletter.

| 12-01 | Secretary polls the Region 3 Committee for endorsement of Excom approved slate. Region Committee response due no later than 01-01. Delegate/Director appoints a Tellers Committee Chair with committee to tabulate response. Refer to N & A procedure in Operations Manual. |

DATE (election Year)	**TASK DESCRIPTION**
01-07	Results submitted to Region 3 Delegate/Director with copy to the N & A Chair.
02-xx meeting).	Tellers Committee report to the Region 3 Excom (winter meeting).
02-xx	N & A Chair with Delegate/Director's approval submits "Special Call for Region Volunteers" to the Editor of the Region 3 Newsletter. Volunteers shall submit Region 3 Outstanding Service Award Nomination form, ARC-2 (7/96), page II-15 (Reg. Service criteria) to the N & A Chair.
02-15	Candidates names formally submitted by Region 3 Delegate/Director to IEEE Headquarter.
03-01	Submittal deadline per IEEE Bylaw 314.4 *I-308.5.*
04-xx	N & A Chair solicits volunteers from members of the Region 3 Committee. Initiate volunteer screening for committee and ad hoc assignments.
08-01	All ARC-2 (7/96), page II-15 forms received.
10-xx assignments.	Complete volunteer screening for committee and special assignments.
11-xx	Recommend "volunteer slate" to incoming Delegate/Director.
12-xx Delegate/Director.	N & A Committee discharged by outgoing Region 3 Delegate/Director.

Figure 7: Nominations and Appointments Committee Schedule

B.9. PUBLIC INFORMATION

Objectives

To provide coordination and advisory support to the Area/*Area*-Councils and Sections to facilitate and encourage programs and activities at the local, state and Region level in order to promote an understanding of the influence of technology on the public welfare, a positive image of the engineer and the electro-technology profession to the general public. *The PI Committee administratively reports to the Region 3 Communications Committee Chair.*

Responsibilities

Assist Region entities in developing programs, that support Institute and Region 3 objectives.

Develop specific program inputs to Section, Area/*Area*-Council and Region in order to promote Committee objectives.

Submit pertinent and timely Committee information to the Region 3 Newsletter Editor.

The Public Information Coordinator is expected to attend Executive Committee Meetings as an observer

.All budgeting, funding, acquisition of hardware and software and associated license agreements shall be administered in accordance with the Policy and procedures, Section III. Finance.

Membership

The Committee Chair is appointed by the Region Delegate/Director with concurrence of the Region 3 Executive Committee.

The appointment/term of service of the Region 3 Public Information Chair is defined in Section I. Organization.

The Chair's appointment is a one year term with an additional one year term at the discretion of the Region 3 Delegate/Director with concurrence of the Communications Committee Chair.

Region 3 Area/*Area*-Council Public Information representatives shall be corresponding members of the Region 3 Public Information Ad Hoc Committee.

Meetings

Electronic communication should be used to carry out most of the efforts in this position. The Public Information Chair should take advantage of the forums to facilitate face-to-face meetings as appropriate.

B.10. SPECIAL PROJECTS

Objective

To provide project management and program over-site to Region 3 Special Projects.

Responsibilities

Minimize Special Project cost where possible by pursuing Institute funds and using proven cost controls.

Ensure Special Projects are completed within publicized schedules.

Present project descriptions including funding requirements to the Region 3 Delegate/Director and the Region 3 Executive Committee in sufficient time to be included in the Region budget.

Involve as many professional volunteers as practical in order to ensure continuation of Region 3 as a leader in providing member services.

Encourage Region 3 student branches to participate and champion Region Special Projects.

Identify those deserving volunteers for special Region recognition.

Submit pertinent and timely Special Project information to the Region 3 Newsletter Editor.

Membership

The Special Projects Coordinator is appointed by the Region 3 Delegate/Director with concurrence of the Region 3 Executive Committee, and shall be a past Region 3 Director whenever possible. The Special Projects Coordinator's appointment is a one year term with additional one year terms at the discretion of the Region 3 Delegate/Director.

Special Project operating committees shall be appointed by the Special Projects Coordinator with concurrence of the Professional Activities Operations Committee Chair and the Region 3 Delegate/Director.

Meetings

Meetings as required to be authorized by the Region 3 Delegate/Director.

B.11. SPECIAL REVIEW

Objective

To determine administrative and management effectiveness of Region 3 Standing Committees.

Responsibilities

To delve into the effectiveness, continued need, policies, procedures, action, composition, budget considerations, and any other aspects of the committee being reviewed.

One to Two committees shall normally be reviewed each year. Refer to Section II, Policies and Procedures; Periodic Review of Region Standing Committees.

The Region 3 Delegate/Director shall identify those committees to be reviewed, per Section II, Policies and Procedures.

Period of performance for the review is the committee's previous four *six* years. On selected criteria, as determined by the Special Review Committee Chair, the previous three *four* years can be used.

Membership

The Committee Chair is appointed by the Region 3 Delegate/Director with concurrence of the Region 3 Executive Committee, and shall be a past Region 3 Delegate/Director whenever possible. The Chair's appointment is a one year term with an additional one year term at the discretion of the Region 3 Delegate/Director.

One or more members, not including the Committee Chair, shall be appointed as a reviewer by the Region 3 Delegate/Director.

No member of the Special Review Committee shall be a present member of the committee being reviewed.

Schedule (CY)

Standing Committee Chair notification: ………………..	First quarter
Standing Comm. Chair submits data package: ……….	SoutheastCond quarter
Written report to the Standing Comm. Chair: ………….	Third quarter
Written final report to the R-3 Delegate/Director: ……..	10 days prior to fall Excom Mtg.
Final report to the R-3 Executive Committee: …………	Fall Excom Meeting
Standing Comm. response to the R-3 Excom: ………..	Fall Excom Meeting

Review Criteria

Sufficient review criteria flexibility is allowed during the review process to permit focusing on the Charter of the Standing Committee being reviewed. At a minimum the following information shall be made available to the Region 3 Special Review Committee:

Generic:

1. Committee objective(s) per the Region 3 Operations Manual.
2. Committee responsibilities.
3. Committee structure/organizational chart.

Specific:

1. Committee Goals and Objectives (Delegate/Director's G & O's at minimum).
2. Committee timetable (schedule) for competing G & O's.
3. Workshops/training sessions held.
4. Short courses and other professional opportunities held.

Specific: (Cont.)

5. Committee membership/composition and terms of office (includes names and addresses of members).
6. Sponsorship of Region 3 members for Institute awards and recognition.
7. Special Projects and initiatives.

Financial:

1. Committee Income and Expense Actuals.
2. Committee Budget.

Final Report:

Special Review Committee recommendations to the Standing Committee Chair by third quarter.

Each recommendation will be action oriented and restricted to one issue.

The Standing Committee Chair will prepare a response to the review, addressing each recommendation and indicating acceptance, suggested modification, rejection, or need for guidance from the Region 3 Delegate/Director.

The Standing Committee Chair's response will be presented concurrently with the Special Review Committee recommendations to the Executive Committee at the fall Executive Committee meeting.

The Special Review Committee Final Report, Standing Committee Chair's response and other pertinent data shall be archived by the Region 3 Special Review Committee for a minimum of twelve years.

Meetings:

Formal meetings of the Committee are not considered essential to effective functioning.

B.12. TELLERS

Objective

Supervise the processing of ballots received and the tallying of votes on questions required by the Region 3 Bylaws to be submitted to the Region 3 membership.

Responsibilities

Provide tally on Region questions to the Region 3 Delegate/Director, with copy to the Region 3 N & A Committee Chair no later than seven days following the question deadline.

Announce tally and provide written report to the Region 3 Executive Committee at the winter meeting of the election year (odd numbered year).

Membership

The Chair of the Tellers Committee shall be the Region 3 Secretary unless otherwise designated by the Region 3 Delegate/Director. Should the Secretary be a candidate for office, the Region 3 Delegate/Director will appoint a past Delegate/Director to chair the Tellers Committee.

Two members will be appointed by the Region 3 Delegate/Director to support the Committee Chair.

At least one member of the Committee shall be a past Region 3 Delegate/Director.

No member of the Tellers Committee shall be a current member of the Region 3 N & A Committee.

Meetings

Meetings will be held as required to support the balloting and tallying process.

B.13. WEB SUPPORT

Objective

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To support the creation and maintenance of web content for Region 3 and its entities. The purpose of the Region 3 Web site is, a) to inform the leadership of Region 3 and appropriate Institute staff of events in Region 3, b) to carry news of Region 3 personalities, appointments, and awards, and c) to support the various Standing and Ad Hoc Committees in Region 3. The Region 3 Web Support function administratively reports to the Region 3 Communications Committee

Responsibilities

Maintenance of the IEEE Region 3 web site.

Insure all Region 3 manuals are kept up to date on the web site.

Assist Region 3 Sections and Councils in the establishment of their organizational units Web sites.

Advise and suggest content of organizational units web sites. Periodic review of the organizational units web site will be conducted to insure the sites comply with IEEE guidelines for IEEE web site content as outlined in the EWH guidelines.

Publish and maintain a "Best Practices Guide" for web sites on the Region 3 web site.

The Web Support Coordinator is expected to attend Region 3 Executive Committee Meetings as an observer.

All budgeting, funding, acquisition of hardware and software and associated license agreements shall be administered in accordance with the policies and procedures in Section III. Finance.

Membership

The Region 3 Web Support Coordinator will act as Region 3 Webmaster and the Appointment/Term of Service is defined in Section I. Organization. <http://www.ewh.ieee.org/reg/3/opsman/section1.htm>

The Region 3 Webmaster may engage volunteers to help accomplish the above responsibilities. The Webmaster should ensure that these volunteers get appropriate recognition for their efforts.

The Region 3 Webmaster will work with the Electronic Communications Coordinator to insure the Region 3 web site is kept up to date with changes in the web hosting environment at IEEE Headquarters.

The Region 3 Webmaster shall work with all Standing and Ad Hoc Committee Chairs to insure that information on the Committees activities are timely and up to date on the Region 3 or a committee web site.

All Section, Area/Area-Council, and Committee webmasters are invited to participate in Region 3 Web Support, to share information, and their expertise in achieving the responsibilities stated above.

Meetings

Electronic Communications should be used to carry out most of the efforts of this committee. The Web Support Coordinator should take advantage of other forums to facilitate face-to-face meetings as appropriate.

VI. CONFERENCES

Policy

For guidance in scheduling and conducting Technical Conferences, Symposia, and Expositions, reference should be made to the IEEE Policy and Procedures Manual, Section 10 and Region 3 Bylaws, Article VI.

Approval

In accordance with ~~Institute~~ *IEEE* Policy and Procedures Manual Section ~~10.2~~ *10.1.4*, approval must be obtained from the IEEE Executive Committee for all conferences in which (a) exhibits are planned or (b) there is the intention of drawing substantial attendance from outside the geographical area of a single Section or (c) a cooperating organization is sponsoring a meeting coinciding with the IEEE conference and requiring a security clearance for admission.

In accordance with Region 3 Bylaws Article VI, schedules for all such meeting should be coordinated with the Chair of the Region 3 Conference Committee.

Meetings

Sections, Area/Area-Councils are encouraged to hold technical conferences, symposia, workshops, etc., for the benefit of their members. Schedules for all such meetings should be coordinated with the Region 3 Conference Committee.

SoutheastCon

SoutheastCon Technical Conference & Exhibition is held for the technical and professional development of Region 3 members. The Region 3 Student Conference may be held concurrently. SoutheastCon will be moved around the Region to provide the opportunity for all Region 3 entities to serve as hosts or co-hosts.

Sections wishing to host the conference should submit a bid in writing to the Region 3 Delegate/Director, Delegate/Director-Elect, and Conference Committee Chair at least two months prior to a Region 3 Committee Meeting at which action on the invitation is to take place. At each SoutheastCon, the location of the SoutheastCon for at least the third subsequent conference will be determined. Region 3 Bylaw provisions exist for allowing bids beyond the third subsequent conference.

The hosting Section SoutheastCon committee must prepare and submit an acceptable budget by the date specified in the Region 3 Bylaws, i.e., preliminary budget at least 15 months before the meeting date.

Southcon

The purpose of Southcon are the advancement of electo-technology, demonstration of new electronics products and systems, and introduction of new electronics applications through an annual convention of technical sessions and an exhibition of products.

Southcon is sponsored jointly by the Florida Council and Region 3 of IEEE, and corresponding geographical units of the *Florida Sunshine Chapter of the* Electronics Representatives Association (ERA).

The Region 3 Southcon Board of Directors Representatives are appointed by the Region 3 Delegate/Director and shall *should be a past Region 3 Delegate/Director whenever possible. The Region 3 Southcon Board Representative appointments are staggered four-year terms and, historically, the outgoing Region 3 Delegate/Director fills the Region 3 Southcon Board vacancy.*

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APPENDICES

B.   Region 3 Strategic Plan
(not included herewith)

Appendix C.1.

REGION 3 TRAVEL POLICY

FOR TRAVEL PLANNING AND REIMBURSEMENT

Necessary and authorized travel expenses associated with Regional Activities will be reimbursed in accordance with policy and limitations specified herein.

Necessary and authorized includes travel which is required in support of regional activities and objectives and which has been authorized by the Regional Director and/or the Regional Executive Committee. This is generally limited to attendance at Regional Committee meetings, Regional Executive Committee meetings, Area/Council Chairs and Regional Committee Chairs in carrying out their responsibilities.

Reimbursement as covered below will be made upon submission of appropriate IEEE travel expense voucher (Form A-95) to the Region 3 Delegate/Director within 30 days of the incurred expenses, accompanied by evidence of payment, such as hotel statements, travel ticket stubs, etc. on the following basis: (original copies of receipts are required unless expenses are being shared by others, in which case copies of receipts accompanied by an explanation of expense sharing will be accepted.)

a) Mileage rate the same as authorized by the IEEE Controller, round trip, for personal auto use or tourist airfare, round trip, whichever is less.

b) One night's lodging, IEEE single rate, as required for attendance at meeting.

c) Actual cost of meals including tax and tips, not to exceed $37.50. Where meals are provided by IEEE, this amount will be reduced by $7.50 for breakfast, $10.00 for lunch and $20.00 for dinner.

d) Necessary taxi or ground transportation including airport parking (use long-term parking) at cost.

e) Telephone calls and incidental tips not to exceed $15.00 per trip.

Spouse expenses are not reimbursable. Rental cars are reimbursable when the cost is justifiable and with the Region 3 Delegate/Director's prior approval.

Under extenuating circumstances the Region 3 Delegate/Director is authorized to approve expenses which vary from the above provided a written request showing justification for such variance is submitted in advance of incurring the expense.

All members authorized to travel on any IEEE activity are asked to seek the support of their employer for travel expenses and to request reimbursement from IEEE only when such support cannot be obtained.

STUDENT TRAVEL POLICY

REGION 3 POLICY FOR TRAVEL AND REIMBURSEMENT FOR STUDENT ACTIVITIES

Necessary and authorized travel expenses associated with student activities incurred in conjunction with SoutheastCon will be reimbursed in accordance with the policy and limitations specified herein. Reimbursement as covered below will be made upon submission of the appropriate Region 3 Student Expense Voucher, Revision: A-10/89 to the Regional Student Activities Chair (RSAC).

Mileage:

a) Per Branch: 1 vehicle allowance at mileage rate equal to that authorized by the IEEE Controller.

b) Expense voucher to be submitted by vehicle owner or Branch Chair, and approved by the Branch Counselor.

c) No air travel for Branches in the continental United States will be reimbursed.

d) Air travel for students from student Branches where ground travel is not possible may be reimbursed but only with prior approval of the RSAC and Region 3 Delegate/Director.

Per Diem: (food/lodging/incidentals)

a) Branch Chair at $35.00 per day, 2.5 days maximum, contingent on attendance at the Branch Chair Workshop.

b) Branch Counselor at $35.00 per day, 2.5 days maximum, contingent on attendance at the Branch Counselor's Workshop.

c) Prize Paper participant (one per branch) at $35.00 per day, 2.5 days maximum.

d) Branch Chair and Prize Paper participant vouchers are to be approved by the Branch Counselor prior to submission to the RSAC.

All expense vouchers are to be submitted to the Region 3 RSAC, with proper approvals, no later than 30 days after the last day of the Student Conference. The RSAC must submit all expense vouchers to the Region 3 Treasurer within 45 days after the last day of the Student Conference.

The Region 3 travel policy is structured to provide support, rather than 100 percent funding to the Branch attendees. Branch attendees are encouraged to seek support from their local Section or other IEEE entities, their Universities, Engineering Departments and if appropriate Engineering Councils, and local industry. Branches that have exhausted additional funding sources may request additional Region 3 support by providing written justification, including a budget, to the Region 3 Delegate/Director prior to the Region 3 Student Conference.