

	Code	Description / Status	Update
	DIR	Director	
	DIRE	Director-Elect	
	SEC	Secretary	
	SEC_1	Submit the Region 3 Roster to the IEEE Operations Center Facilitate ExCom operation by working with the Director to provide timely meeting notices and agendas prior to the meeting and minutes within a week after the meeting.	
	SEC_1a	Winter Meeting	
	SEC_1b	Spring Meeting (Both ExCom and Region)	
	SEC_1c	Early Fall Meeting	
	SEC_1d	End of Year Meeting	
	SEC_2	Participate as appropriate in Region 3 meetings.	
	SEC_3	Improve the meeting planning and tracking functions both for more service to the participant and to reduce the workload to maintain the information.	
	TRE	Treasurer	
		See Fincom	
	PD	Past Director	
		see N&A	
	ARC	Awards and Recognition Committee	
	ARC_1	Hold at least one econference with the Area/Council Chairs Revise and update the ARC Manual Update the website, and bring it current Review the potential for an Outstanding Chapter Award, and make a recommendation to the EXCOM	
	COM	Communications Committee	
		Increase Concentration on Web Sites Expand the production of Newsletters (electronic and hardcopy) Remote Meetings, Presentations, Training Enhance PR / Public Information Get Moving on Archive Management Expand the use of e-Conferencing	
	ARCH	Archive (COM)	
	ECC	Electronic Communications Coordinator (COM)	
	ECC_1	Keeping the aliases current.	
	ECC_2	Keeping the services functioning including a) update to operating system on ie3col and b) newsgroup revitalization	
	ECC_3	Decommissioning the ETI database towards middle or end of year (assuming a hardware failure does not move us to earlier action and assuming the PAOC is satisfied with their new replacement approach.)	
	ECC_4	Be active members on the Communications Committee	
	NWS	Newsletter (COM)	
	PI	Public Information (COM)	
	Web	Webmaster (COM)	

	Code	Description / Status	Update
	CNF	Conference Committee	
	CNF_1	Develop Region 3 training program specifically for conference treasurers.	
	CNF_2	Provide assistance to Southeastcon 2003 conference committee.	
	CNF_3	Review and improve horizontal conferences in Region 3.	
	CNF_4	Consider possible new areas, sites, and CEU credits for tutorials.	
	CNF_5	Review and improve vertical conferences in Region 3.	
	CNF_6	Provide Sections information on how to formally solicit Technical Society Conferences.	
	CNF_7	Examine professional management for conferences.	
	CNF_8	Seek bidders for SEC05, SEC06.	
	SE02	SoutheastCon 2002	
	SE03	SoutheastCon 2003	
	SE04	SoutheastCon 2004	
	SE05	SoutheastCon 2005	
	SCN	SouthCon	
	RDR	RADARCON	
	SECS	SoutheastCon Support Committee (CNF)	
	SPT	Special Project -- Training (CNF)	
	EAC	Educational Activities Committee	
	EAC_1	Complete the overhaul of the Region 3 Educational Activities website information and continually update the website throughout the year.	
	EAC_2	Contact all Sections in Region 3 to solicit Section representation on the Region 3 Educational Activities Committee.	
	EAC_3	Ensure that companies in Region 3 are nominated for the Employer Professional Development Award in 2003.	
	FIN	Finances Committee	
	FIN_1	Develop short and long range financial projections and plans.	
	FIN_2	Formulate policies and procedures related to Region 3 financial matters for consideration by the Region 3 Executive Committee.	
	FIN_3	Assist the Region 3 Treasurer in the preparation of the annual budget.	
	FIN_4	Monitor Region 3 financial performance against the budget.	
	FIN_5	Support the Region 3 Audit Committee, as required.	

	Code	Description / Status	Update
	MDC	Membership Development Committee	
	MDC_1	Develop Student Transition Program	
	MDC_2	Promote Senior Membership Upgrades	
	MDC_3	Communicate to the R3 MD team with regular e-conf's	
	MDC_4	Membership Development Representative in every Section / Council	
	MDC_5	Work with Section Representatives to contact members in arrears	
	MDC_6	Develop Membership "Values" Kit	
	MDC_7	Work with the Public Information Committee to increase R3 awareness of IEEE	
	PAOC	Professional Activities Organization Committee	
	PAOC_O1	Objective - Revitalize R3 PACE Network	
	PAOC_O1_1	Identify PACE Contact in each area, council, section, and chapter.	
	PAOC_O1_2	Update Region 3 PACE Website.	
	PAOC_O1_3	Hold monthly R3 E-Conference starting in January.	
	PAOC_O2	Support R3 PACE Training	
	PAOC_O2_1	Have attendance at the IEEE-USA Leadership Workshop by at least 1/3 of Region 3 sections.	
	PAOC_O2_2	Hold Region 3 PACE Training at SoutheastCon.	
	PAOC_O2_3	Hold a "make-up" Training session in the 3rd Quarter for those not attending the Leadership Workshop or SoutheastCON, if necessary.	
	PAOC_O3	Support Region 3 Employment Assistance	
	PAOC_O3_1	Identify an Employment Assistance Coordinator in each area, council, and section.	
	PAOC_O3_2	Develop a Region 3 Employment Assistance Website.	
	PAOC_O3_3	Purchase the Harris Database (Lee Stogner).	
	PAOC_O3_4	Develop Employment Assistance Package.	

	Code	Description / Status	Update
	PACE	Professional Activities Organization (PAOC)	
	PACE_01	Objective – Revitalize the Reg. 3 PACE Network	
	PACE_01_1	Identify current PACE contacts in each area/council/section/chapter (per SC'02 recommendation #1)	
	PACE_01_2	Put the contact list on the Reg. 3 Web site	
	PACE_01_3	Forward the list to RAB and IEEE-USA for inclusion in their volunteer directories	
	PACE_01_4	Conduct monthly e-conferences with the network	
	PACE_02	Objective – Provide PACE Training for Region 3	
	PACE_02_1	Expand attendance planned for Seattle workshop, to include a third of sections attending	
	PACE_02_2	Conduct a (Fall 2003?) PACE training session in Atlanta for those who did not attend the Seattle workshop	
	PACE_02_3	Objective - Employment Assistance to Sections	
	PACE_03	Objective - Employment Assistance to Sections (assigned to PACE)	
	PACE_03_1	Through areas/councils, identify a section contact to monitor the employment picture and interface with the Employment & Career Enhancement Committee (as a sounding board and data source)	
	PACE_03_2	Aid areas/councils to develop a list of localized job link Web sites (one per area/council) for employment assistance	
	PACE_03_3	License the Harris Infosource Industry database (2 seats) for employer information (aids section employment initiative and corporate relations)	
	PACE_03_4	In conjunction with IEEE-USA Career Services, develop Employment Assistance Package and presentations keyed to chapters of Engineer's Guide to Lifelong Employability.	
	PACE_03_5	Encourage and assist in preparation and production of M-PACs in Region 3 sections, as PACE projects	
	PACE_03_6	Aid Reg. 3 PACE chairs in logging L-31s for PACE programs, for information of other PACE chairs in Reg. 3, per Recommendation #28 at SC'02.	
	EMP	Employment Assistance (PAOC)	
	NA	Nominations and Appointments	
	NA_1	Provide a list of possible candidates for Region Committees	
	NA_2	Identify key members within the Region for future Regional Committees.	
	NA_3	Assist Committees with selection of Vice-Chairs	
	NA_4	Work with Director-Elect to begin to form his Excom.	
	NA_5	Recommend candidates for Regional Director-Elect.	

	Code	Description / Status	Update
	SPC	Strategic Planning Committee	
	SPC_1	Update Reg 3 Strategic Plan 2004+ by 12-1-03, revising Reg 3 goals and objectives as appropriate.	
	SPC_2	Post the Reg 3 Strategic Plan 2004+ to the Web by 12-15-03.	
	SPC_3	Assign mentors to each Reg. 3 Committee by 1-18-03.	
	SPC_4	Review Reg 3 structure and recommend combining or elimination of committees where appropriate by 12-1-03.	
	SPC_5	Update the Reg 3 History by 10-1-03.	
	SPC_6	Review and next update Reg 3 Bylaws by 10-1-03.	
	SPC_7	Review and next update Reg 3 Operations Manual by 10-1-03.	
	SPC_8	Assist the Director in making sure all G&O's are being addressed.	
	SPC_9	Insure all Region 3 Committee G&O's are in support of the Region 3 Strategic Plan.	
	SPC_10	Hold at least one SPC e-conference.	

	Code	Description / Status	Update
	SAC	Student Activities Committee	
	SAC_O1	Goal – Complete the 2002 RSAC goal of "maximizing" Southeastcon 2003 participation while "minimizing" the logistical problems of student travel	
	SAC_O1_1	Decide on a funding model IMMEDIATELY	
	SAC_O1_2	Get accurate head count of students attending to Halden Morris	
	SAC_O1_3	Send Mailer to Students about Benefits to Going to Southeastcon	
	SAC_O1_4	Check with technical program chair about session for paper contest overflow	
	SAC_O1_5	Check on Issue Statement of Safety and Concern and check on Travel Advisory	
	SAC_O1_6	Request that Region Director write letter to Section Chairs	
	SAC_O1_7	Investigate I-20 Visa Issue	
	SAC_O1_8	Paper Contest --- travel support and request that authors make passport applications	
	SAC_O1_9	Passport Issue	
	SAC_O1_10	Device Security Delta/Air Jamaica and American Airlines, keep batteries separate	
	SAC_O1_11	Cost of travel to Jamaica Grande = \$30	
	SAC_O1_12	Health Insurance Issue	
	SAC_O1_13	\$250 Roundtrip with \$30 roundtrip from Atlant	
	SAC_O2	Goal – Increase Branch Reporting from current rate of 20% to 25% by end of 2003 and address other issues of branch continuity and Post-Southeastcon MIA Syndrome	
	SAC_O2_1	Get list of 18 from Laura	
	SAC_O2_2	Remove Inactive Branches	
	SAC_O2_3	Increase Reporting Incentive \$2 (SAC Issue)	
	SAC_O2_4	\$2 Section Rebate per Student	
	SAC_O2_5	Sections should be reporting Branch	
	SAC_O2_6	Strongly recommend that officers be staggered (vice chair be junior) etc., in STLWs, Operations Manual	
	SAC_O2_7	Identify Region 3 "catalysts" to help with PSMIAS	
	SAC_O3_1	In concert with upcoming RSAC review, assess effectiveness of current "traditional" student activities as well as new initiatives discussed in the planning meeting:	
	SAC_O4_1	Work with Gold on mutually interesting/beneficial subjects/projects	
	RSR	Regional Student Representative	
	AC1	Area 1 / Virginia Council	
	AC1_1	Have at least 2 usages of the electricity demonstrator.	
	AC1_2	Hold at least 2 meetings face-to-face and hold atleast 2 e-conf meetings.	
	AC1_3	Make sure all VA Council sections and the council itselfs files all necessary IEEE reports on time.	
	AC1_4	Revitalize the PACE Network (more information to come).	
	AC1_5	Fill all vacant VA Council positions, including PACE, Education Activities, GOLD, etc.	
	AC1_6	Review Council Bylaws and update if necessary.	

Code	Description / Status	Update
AC2	Area 2 / North Carolina Council	
AC2_1	Hold at least 2 meetings face-to-face and hold at least 2 e-conf meetings.	
AC2_2	Make sure all NC Council sections and the council itself files all necessary IEEE reports on time.	
AC2_3	Insure all section have representatives in SoutheastCon 2003	
AC2_4	Move the NC Council Banking account to IEEE Concentrated banking	
AC2_5	Catch up on past due L50 Reports	
AC2_6	Review Council Bylaws and update if necessary.	
AC3	Area 3	
AC4	Area 4 / Florida Council	
AC4_1	Hold at least 3 face-to-face FC Meetings.	
AC4_2	Have at least 1 Econ for the FC.	
AC4_3	Have all Sections represented at SoutheastCon 2003.	
AC4_4	Ensure all Sections have a Headquarters Signatures on all their accounts	
AC4_5	Ensure all Sections file their reports in time to receive the 10% additional rebate (Feb 21st, 2003)	
AC4_6	Represent the Florida Sections at all Region Executive Meetings.	
AC4_7	Ensure that the FC Awards Chair is working closely with the Region Awards Chair.	
AC4_8	Ensure that the FC Membership Chair is working closely with the Region Membership Chair.	
AC4_9	Ensure that all of the information on the FC website is up-to-date	
AC4_10	Encourage all sections to use the calendar feature in the FC website.	
AC5	Area 5 / Tennessee Council	
AC6	Area 6	
AC6_1	Establish Area 6 Email List for fast and efficient email communications with section officers.	
AC6_2	Hold at least 1 face-to-face meeting of sections in Area 6. Region 3 assistance for travel will be needed. Birmingham appears to be the most central location.	
AC6_3	Establish Area 6 Web Page. Keep it updated, especially regarding section meeting information.	
AC6_4	Encourage all sections to send a representative to SoutheastCon '03 and to the Professional Activities Conference.	
AC6_5	Have all sections complete and turn in all paperwork (meetings, officers, financial) on-time to IEEE global to receive 10% bonus rebate.	
AC6_6	Represent Area 6 at all Region 3 Executive Committee Meetings.	
AC7	Area 7 / South Carolina Council	
AC7_1	Submit revised bylaws to HQ for approval.	
AC7_2	Begin a state-wide technical chapter for Computers and Power Societies.	
AC7_3	Upgrade qualified members to higher membership levels.	
AC7_4	Provide assistance to members through employment information posted on our website.	
AC7_5	Continue to work on recruiting new volunteers and members.	
AC7_6	Support other R3 and IEEE USA efforts that will benefit our membership at large.	

	Code	Description / Status	Update
	AC8	Area 8	
	AC8_1	Establish more frequent and consistent communication with the three sections in Area 8.	
	AC8_2	Make sure all sections have their reports in on time (Meetings, Officers and Financial)	
	AC8_3	Make contact with all section chairs within Area 8 at least four times this year.	
	AC8_4	Ensure that all sections are aware of, and encourage them to send a representative to SoutheastCon.	
	AC9	Area 9	
	AC9_1	Stage a most successful SoutheastCon in April	
	AC9_2	Establish a Power Society Chapter	
	AC9_3	Establish better communication with student chapters.	
	AC9_4	Continued emphasis membership growth - both regular and senior.	
	AC9_5	De-centralize section meetings to encourage engineers in rural	
	CC	Corporate Communications	
	ECF	E-Conferencing committee	
	GLD	Gold	
	GLD_1	Establish and develop the R3 GOLD committee roster (all other G&Os are predicated on this! <g>). Begin with willing EXCOM volunteers and R3 section GOLD Chairs.	
	GLD_2	Work with various R3 committes to determine the most effective direction for the committee to take, specifically strategic, tactical, and operational plans. An important component of note is a methodology to effectively increase and improve communication among volunteers (beginning with 2a; I've inquired about this, but have not received confirmation either way from RAB/GOLD).	
	GLD_2a	Establish R3 GOLD e-mail alias (gold-r03@ieee.org).	
	GLD_2b	Conduct a minimum of 1 e-conf meeting during the year. Depending on the success of this, may decide to increase frequency.	
	GLD_3	Work with the R3 Web Coordinator and Electronic Communications Chair to establish R3 GOLD page.	
		Develop a GOLD training "package" for use at SoutheastCon. The goal is to have something useful that volunteers may take back to their section for utilization in local activities.	
		Promote and assist with new Affinity Chapter formation. Although this is an extremely-important goal, I feel we would be best served by concentrating efforts on developing the existing Chapters and formulating a more effective 'infrastructure,' rather than propagating the "uncertainty."	
	HST	History	

	Code	Description / Status	Update
	LDC	Leadership Development Committee	
		Encourage and assist in preparation and production of M-PACs in Region 3 sections, as PACE projects all Area/Councils	
		Recruit a Vice Chair for the Leadership Development Committee	
		Recruit trainers in most (if not all) Areas/Councils	
		Develop and hold a train-the-trainer workshop for the trainers	
		Work with RAB and other resources to develop and post resources to the R3 web	
		Plan and carry out at least two leadership development workshops / retreats in R3 Councils	
		Work with the other R3 committees to develop and carry out specialized training as needed.	
	RLM	Regional Life Member Coordinator	
	SCC	Section Chapter/Coordinator	
	SCC_O1	Goal – Have all active sections in Region 3 send at least one delegate to Sections Congress and provide financial support to Sections Congress 2005 in Tampa, FL.	
	SCC_O1_1	Encourage Sections to budget section funds every year for sending a primary delegate to Sections Congress.	
	SCC_O1_2	Develop a preliminary distribution formula for Region 3 Sections Congress funds by the 2000 Region 3 Committee meeting two years prior to Sections Congress, with a final formula by the Region 3 Committee meeting one year prior to Sections Congress.	
	SCC_O1_3	Communicate regularly with all Sections to provide information about Sections Congress and its value to the individual, the Section, and the Institute.	
	SCC_O1_4	Encourage and support active Region 3 leadership at Sections Congress.	
	SCC_O1_5	Consult the Region 3 ExCom regarding proposed names for leading sessions at Sections Congress and send names to the appropriate individuals when requested.	
	SCC_O1_6	Develop a plan to encourage each active Section to contribute a minimum of \$2.00 per member above Associate grade to support Sections Congress 2005. Establish a challenge goal of a greater amount.	
	SC	Sections Congress Coordination	
	SP	Special Projects	
	SRVW	Special Review	
	SRVW_1	Finish the SAC review.	
	SRVW_2	SPC review.	