


From: Cathy Freeman c.freeman@ieee.org 
Subject: [IEEE R3] WIE Liaison Report
Date: March 3, 2014 at 12:55 PM
To: r3-excom2014@IEEE.ORG
Cc: sec-r03@IEEE.ORG, g.vaughn@IEEE.ORG

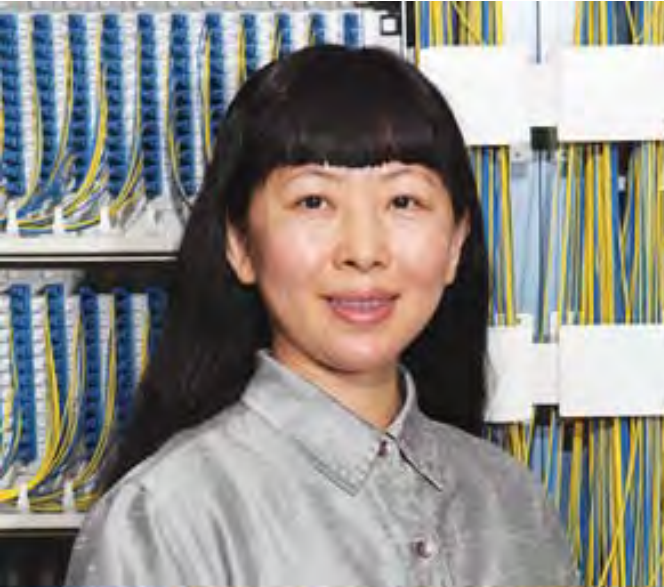
To: R3 Excom
From: Cathy Freeman, Region 3 WIE Liaison 2014
c.freeman@ieee.org
Subject: Region 3 WIE Liaison Report for Meeting March 3

Items:

1. The DiscoverE Global Marathon for Women in Engineering and Technology 2014 is March 5-7, 2014 online. Find registration links (and a host of other information) at <http://www.discovere.org/>
2. WIE is holding a International Leadership Conference 1-3 May, 2014, <http://ieee-wie-ilc.org/about/>
20% off discounted registration will be available one day only 12am-11:59pm Pacific Time on March 8 with the code WOMENLEAD. WIE members from Region 3 are encouraged to attend, and Sections are encouraged to support WIE Affinity Group officer attendance. Other discounts may be available for them.
3. WIEC held their beginning of the year orientation and training on Feb. 28 online. The slides are attached. Please distribute them to your Section WIE Affinity Group Officers and others interested in WIE.
4. There are 553 paid members in about 27 different sections in Region 3.
5. 2014 is WIE's 20th anniversary and they will be hosting numerous special events throughout the year.
6. I will be attending SouthEastCon this month and the ILC in May. The WIEC in-person meeting immediately follows the ILC. If you have any questions or concerns for me to take to the WIEC, please contact me as soon as possible.
7. WIE-Atlanta led their 4th "Introduce a Girl to Engineering Day" STEM outreach at Ivy Preparatory Academy all-girls' charter middle school in Norcross, GA on Feb. 20 during National Engineering Week. <http://www.discovere.org/>
They provided dance pad kits containing buzzers, batteries/holders, wire, cardboard and other materials and taught about 300 girls some basic circuit theory and design-build-test processes. It was a noisy, but fun, day!
8. Please forward news of your local Region 3 WIE activities to me. Remind officers to update their information in the IEEE database.

Sincerely,
Cathy Freeman
c.freeman@ieee.org





IEEE Women in Engineering (WIE)

Nita Patel, WIE Chair

Keyana Tennant, WIE Program Manager

Paola Bringas, WIE Administrative Assistant

February 2014

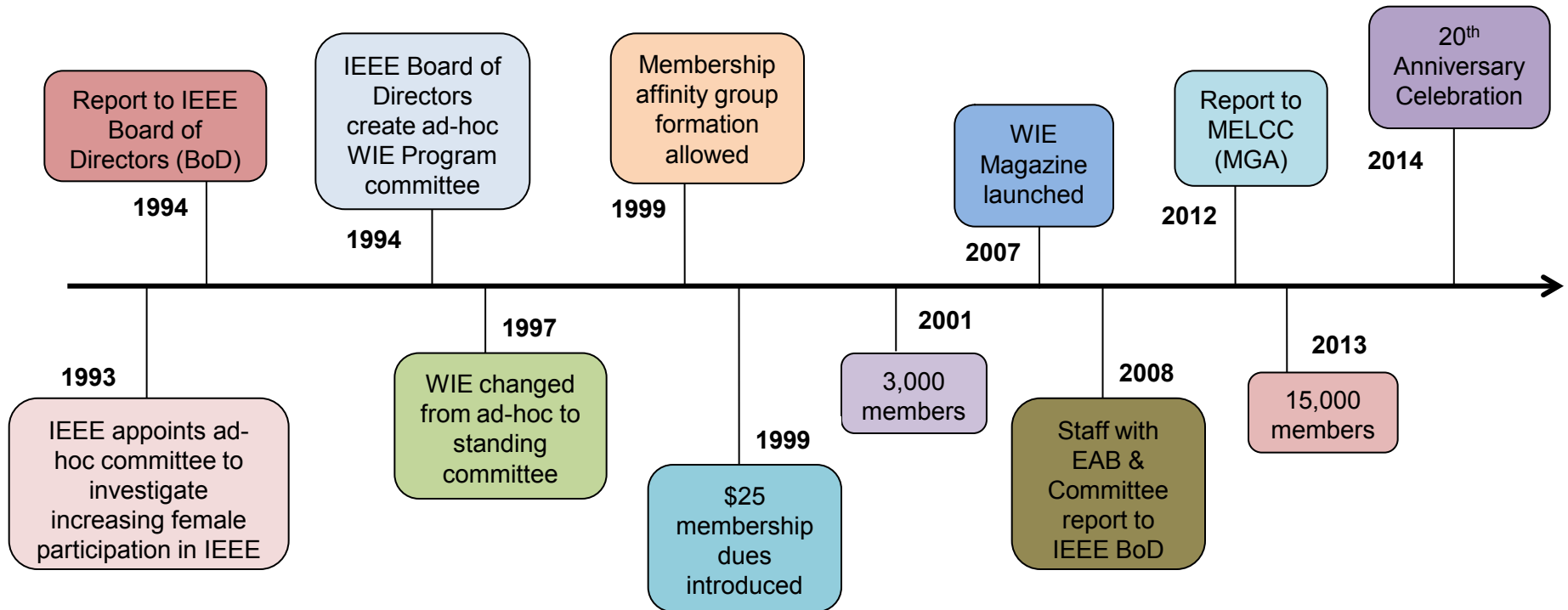
Mission

- ▶ The mission of IEEE WIE is to facilitate the global **inspiration, engagement** and **advancement** of women in technical disciplines. IEEE WIE envisions a vibrant community of IEEE women and men **collectively** using their diverse talents to innovate **for the benefit of humanity**

Objectives

- **RECOGNIZES** women's outstanding achievements in electrical and electronics engineering,
- **ORGANIZES** receptions at major technical conferences to enhance networking and to promote membership in WIE
- **ADVOCATES** women in leadership roles in IEEE governance
- **PROVIDES** assistance with the formation of new WIE Affinity Groups and supports ongoing activities
- **ADMINISTERS** the IEEE (STAR) Program- Pre-University Outreach
- **PROMOTES** member grade advancement
- **FACILITATES** the development of programs and activities that promote the entry into and retention of women in engineering programs

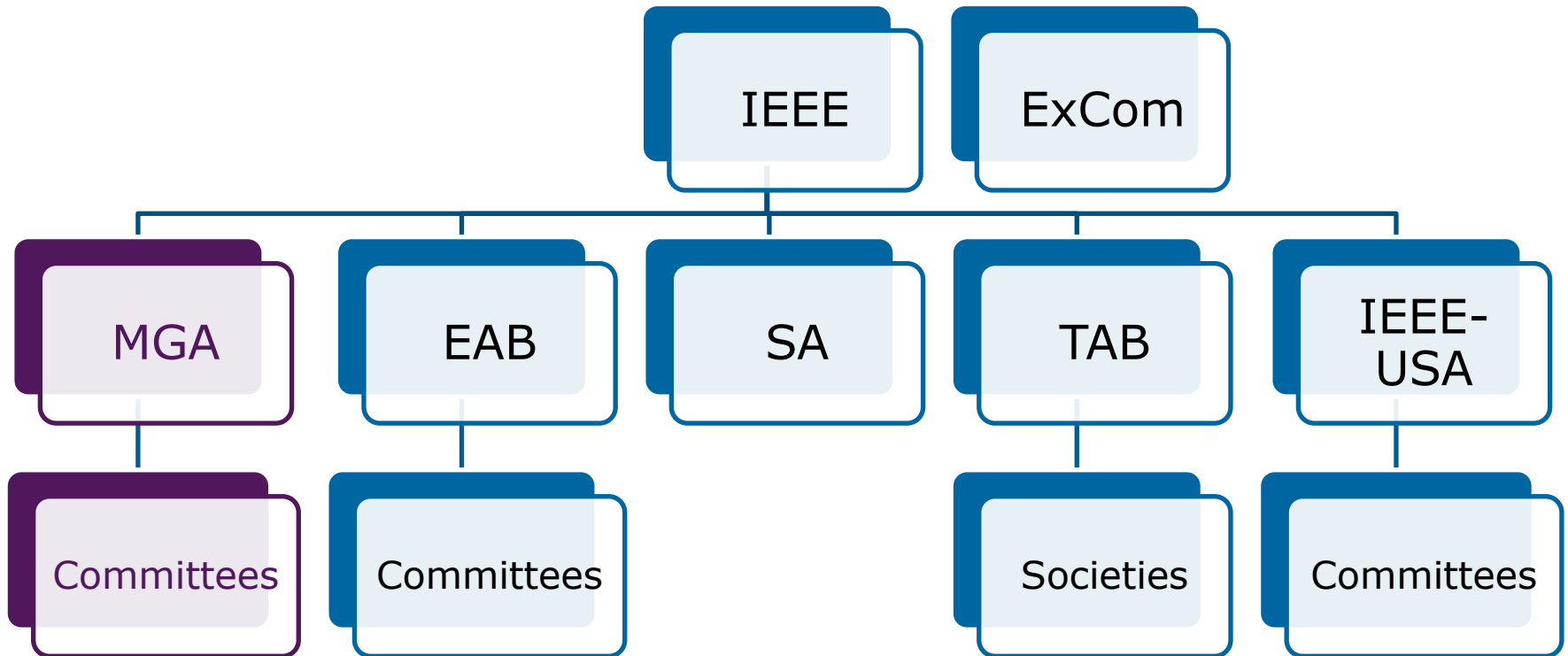
WIE History



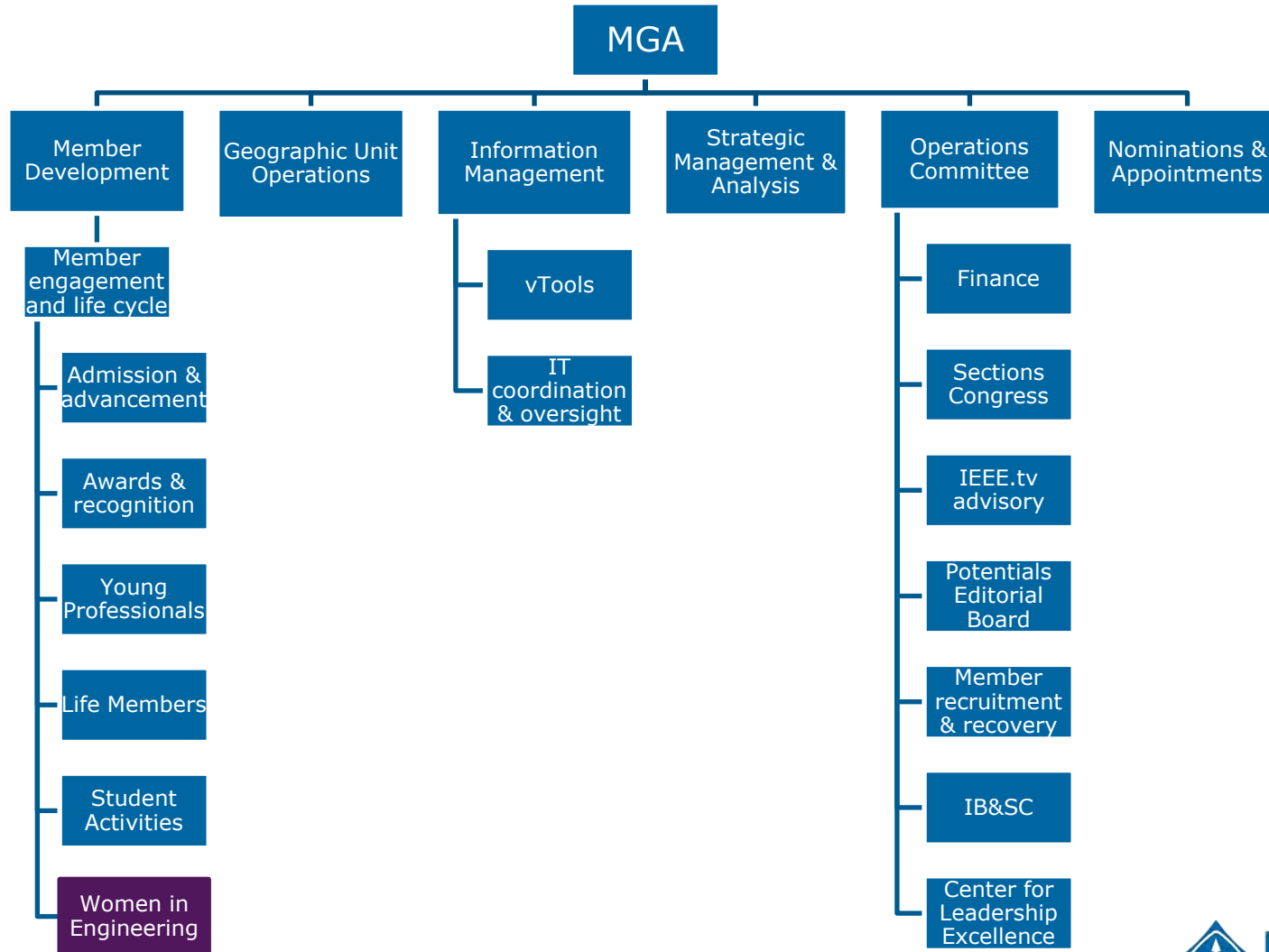


IEEE Organizational Structure

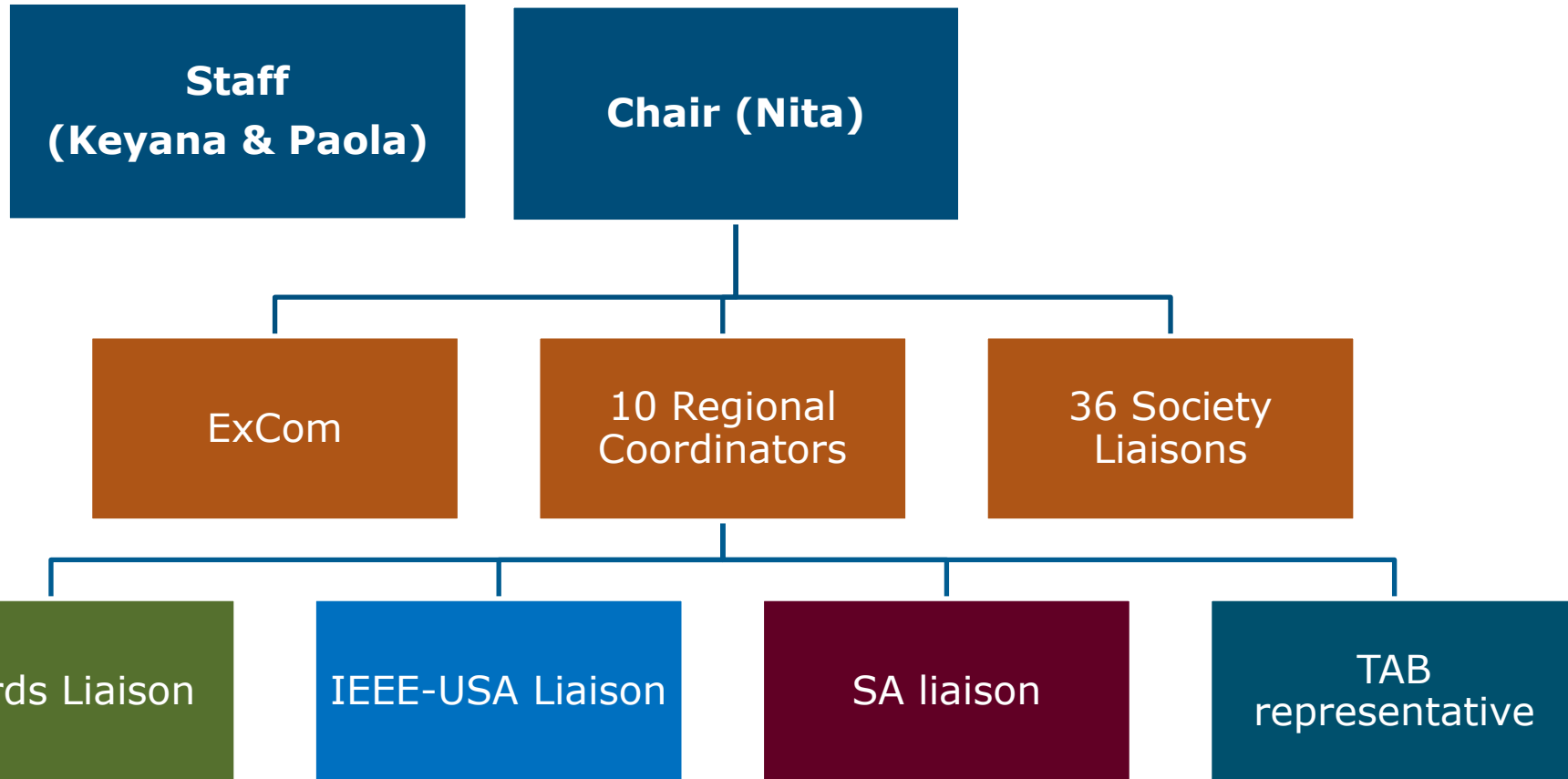
IEEE Organization



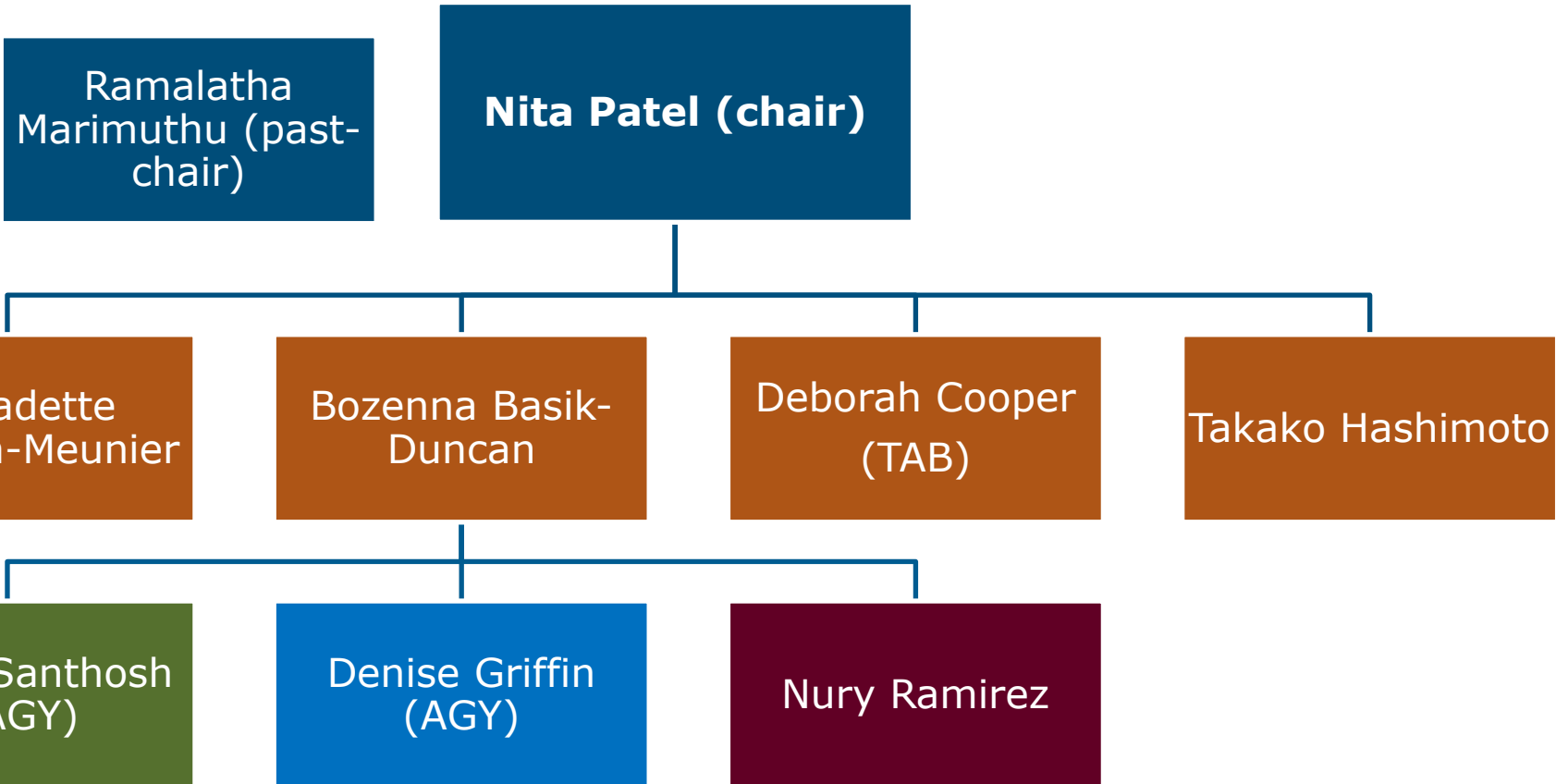
MGA Organization



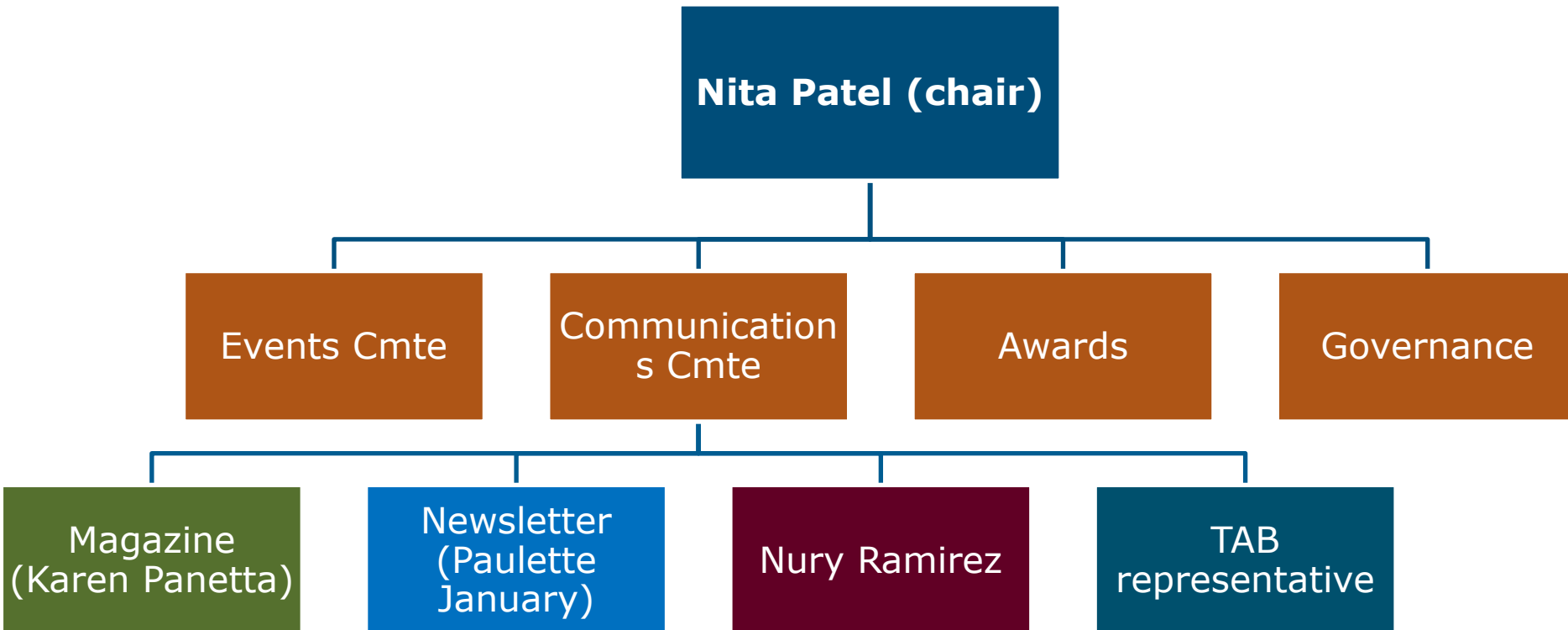
WIE Organization



WIE Organization



WIE Organization



Communications committee



► Chair:

Support communications between WIEC, members and affinity groups

- Bi-annual WIE Magazine (Karen Panetta)
- Monthly Newsletter (Paulette January)
- Facebook, Twitter & LinkedIn posts
- On-line chat coordination
- Membership communications
- Publicize WIE affinity group events
- Membership surveys

Events committee



- ▶ Chairs: Ramalatha Marimuthu & Bernadette Bouchon-Meunier

Provide support and encouragement for the technical research carried out by WIE members worldwide. In addition, this sub-committee will work on collaborating with Societies, Educational Activities, and external organizations to host WIE events

- WIE International Leadership Conference (e.g., San Francisco in 2014)
- Society Conference Partnerships (e.g., Antennas & Propagation)
- Regional Conference Partnerships (e.g., R10 2009 Tencon)
- Sections Congress 20th Anniversary

Partnerships Committee



► Chair:

Support the strategic direction of the established WIE Foundation Fund and development of WIE Sponsorship plan

- WIE Sponsorship/Partnership Plan
 - Working with Mark David
 - Solicit Industry Sponsors
- Create marketing materials
- Identify industry partners
- Conference exhibits

Membership/AG committee



▶ Chair: Takako Hashimoto

Continue to support the growth and activities of WIE affinity groups. Proactively find ways to increase WIE's membership and support the advancement of women within IEEE.

- Conduct MD campaigns
- Membership grade advancement drive
- Contact in-active Affinity Groups (AG)
- Support existing groups
- Locate/identify new potential affinity groups
- Promote AGs/student AG of the year

Outreach/Advancement



▶ Chair: Bozenna Pasik-Duncan

Outreach programs will also include the scholarship programs. STAR Programs that include pre-university programs, career guidance, educational activities, humanitarian projects for societal benefits, professional outreach and university level activities.

- Support women in leadership roles
- STAR programs
- Support IEEE WIE nominations & appointments
- Review special funding requests & provide recommendations for WIE teleconferences

Awards committee



▶ Chair: Parveen Wahid

Outreach programs will also include the scholarship programs. STAR Programs which include pre-university programs, career guidance, educational activities, humanitarian projects for societal benefits, professional outreach, and university level activities.

- Frances Hugle Scholarship Fund
- Edith Hannagan Scholarship
- Member/student inspiring member award
- Support women in leadership roles
- STAR programs
- Instituto de Empresa which offers Fellowships to Region 8 WIE Members

Governance committee



▶ Chair: Nita Patel

Support the strategic direction of WIE's future which includes reporting structure, governing documents, mission and vision, and maintenance of WIE Charter

- Charter
- Operations manual
- Strategic planning

Regional Coordinators

- ▶ Region 1: Denise Griffin
- ▶ Region 2: Kate Duncan
- ▶ Region 3: Cathy Freeman
- ▶ Region 4: Ayhan Sakarya
- ▶ Region 5: Maura Schreier-Fleming
- ▶ Region 6: Shirin Tabatabai
- ▶ Region 7: Zahra Ahmadian
- ▶ Region 8: Joyce Mwangama
- ▶ Region 9: Elena Duran
- ▶ Region 10: Takako Hashimoto

Society Coordinators

- Antennas & Propagation: Parveen Wahid
- Broadcast Technology Society: Christine DiLapi
- Circuits & Systems: Elena Blokhina
- Communications: Marie-Jose Montpetit
- Components, Packaging, Manufacturing Technology Society: Beth Keser
- Computational Intelligence Society: Julia Chung
- Computer Society: Jane Prey
- Control Systems Society: Linda Bushnell
- Council on Electronic Design Automation: Ayse Coskun
- Council on Superconductivity: Cathy Foley
- Dielectrics & Electrical Insulation Society: Azam Nekahi

Society Coordinators

- Education Society: Lynne Slivovsky
- Electron Devices Society: Thuy Dao
- Engineering in Medicine & Biology Society: Lisa Lazareck
- Geoscience & Remote Sensing Society: Gail Jackson
- Industrial Electronics Society: Leila Parsa
- Industrial Applications Society: Janet Flores
- Instrument & Measurement Society: Ferdinanda Ponci
- Intelligent Transportation Society: Emily Sopensky
- Microwave Theory & Techniques Society: Rashaunda Henderson and Sherry Hess
- Nanotechnology Council: Carmen Lilley
- Nuclear & Plasma Sciences Society: Alan Johnston

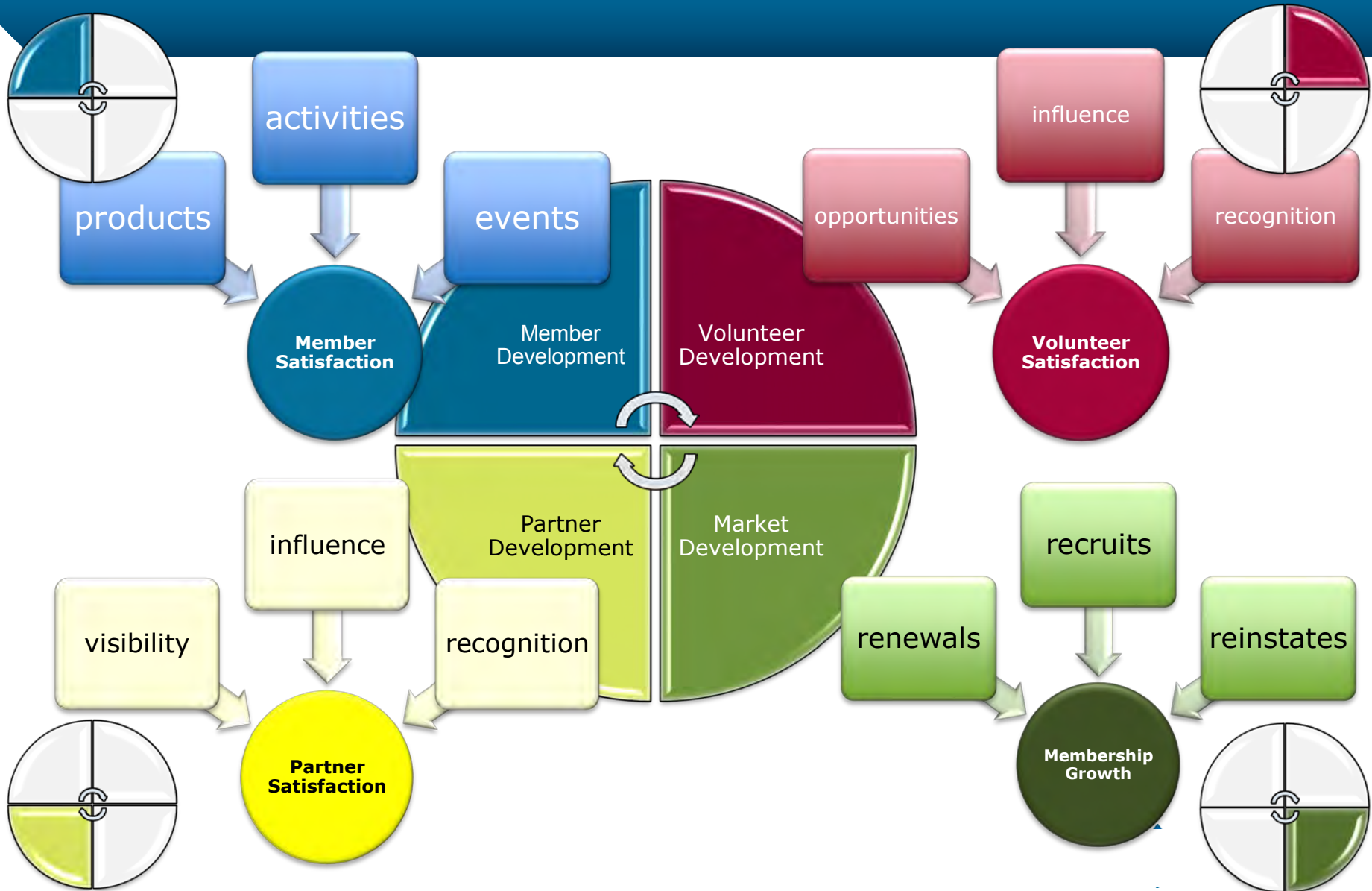
Society Coordinators

- Oceanic Engineering Society: Marinna Martini
- Photonics Society: Hatice Altug
- Power Electronics Society: Maryam Saeedifard
- Power & Energy Society: Shay Bahramirad
- Product Safety Engineering Society: Silvia Diaz Monnier
- Reliability Society: Marsha Abramo
- Robotics & Automation Society: Xiaouri Zhu
- Signal Processing Society: Sally Wood

Society Coordinators

- ▶ Solid State Circuit Society: Wanda Gass
- ▶ Systems, Man & Cybernetics Society: Maria Pia Fanti
- ▶ Technology Management Council: Tuna Tarim
- ▶ Ultrasonics, Ferroelectronics and Frequency Control Society: Lori Bridal
- ▶ Vehicular Technology Society: Carmela Cozzo

Strategic Drivers



Strategic Goals (5-10 year)

X	X
X	X

- **L Goal 1.** IEEE WIE will strive to be the largest IEEE operating unit through aggressive growth via internal/external partnerships and acquisition.

X	X

- **L Goal 2.** IEEE WIE will **generate revenue.**

X	X
X	

- **L Goal 3.** IEEE WIE will create a **brand identity to position WIE as the premier technical women organization worldwide.**

X	X
X	X

- **L Goal 4.** IEEE WIE will establish a professional community that facilitates innovation through collaboration utilizing 'cutting-edge' technologies.

X	X
	X

- **L Goal 5.** IEEE WIE will inspire and enable WIE members to surpass/realize their full potential for the benefit of humanity.

Strategic Goals (3-5 year)



- **S Goal 1.** Conduct programs and activities to attract and retain women to technical careers.



- **S Goal 2.** WIE will create activities, products, or services that grow and develop members throughout their life cycle.



- **S Goal 3.** IEEE WIE will provide a global forum for women technical professionals



- **S Goal 4.** IEEE WIE will identify and foster internal/external collaboration to advance women's excellence in technical disciplines globally.



- **S Goal 5.** IEEE WIE will focus on controlled planning and internal restructuring; it will make measurable improvements so as to advance the WIE and position it for growth and renewal

Strategy + Tactic = SUCCESS

➤ Member Satisfaction

- Product/event engagement
- Product/event satisfaction
- Affinity group satisfaction

➤ Volunteer Satisfaction

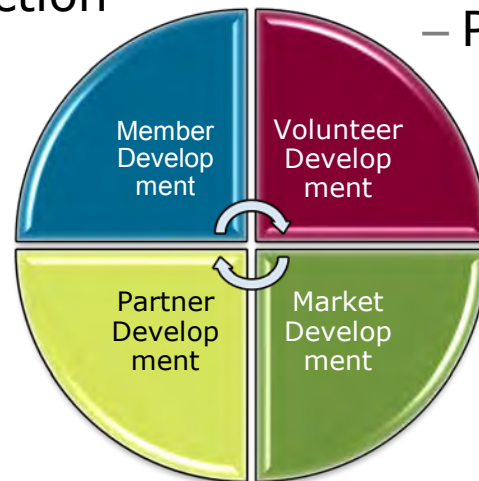
- Affinity group counts/growth
- Volunteer engagement
- Volunteer satisfaction

➤ Membership Growth

- Member retention rate / trending
- Member recruitment / trending
- Conversion of students to HG membership

➤ Partner Satisfaction

- Sponsor underwriting / trends
- Partner satisfaction



WIE Measures of Success

▶ **RECOGNIZING**

- Publicity initiatives
- # of Facebook likes
- Awards (number of awards given and award winners)

▶ **ORGANIZING**

- # partnerships with industry partners
- # WIE events at conferences
- On-line chats participation
- Conference attendance and satisfaction

▶ **PROMOTING**

- # of senior member elevations
- # of fellows

▶ **ADVOCATING**

- # of board appointments

▶ **PROVIDING**

- Growth of membership
- Growth of affinity groups
- Retention rates

▶ **FACILITATING**

- # of events/activities
- # special funding requests

WIE Measures of Success

▶ **Member Satisfaction**

- Product/event engagement
- Product/event satisfaction
- Affinity group satisfaction

▶ **Volunteer Satisfaction**

- Affinity group counts/growth
- Volunteer engagement
- Volunteer satisfaction

▶ **Membership Growth**

- Member retention rate / trending
- Member recruitment / trending
- Conversion of students to HG membership

▶ **Partner Satisfaction**

- Sponsor underwriting / trends
- Partner satisfaction



2013 Highlights

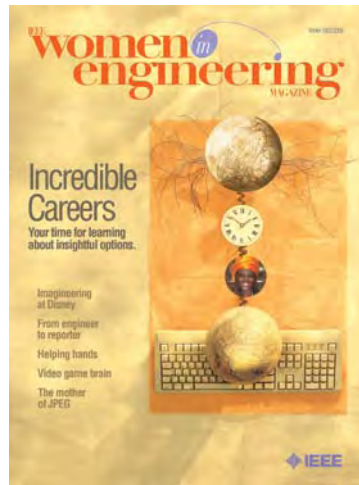
2013 Highlights

- ▶ 12 issues of WIE Newsletter published each year since 2008
- ▶ The growth of Affinity Groups continued increase, as of January 2014, there are **468 WIE Affinity Groups**
- ▶ The 2012 IEEE Student WIE Student Branch Affinity Group of the Year Award went to the **IEEE WIE Jeppiaar Engineering College**
- ▶ The 2012 Affinity Group of the Year went to the **IEEE WIE Madras (R10)**
- ▶ The IEEE WIE Edith Hannigan McHale Scholarship was awarded to **Shaquane Smith (High School)**

2013 Highlights

- ▶ **15,400+ Members** as of December 2013
- ▶ IEEE Societies appointed **36 Society Coordinators to the WIE Committee**
- ▶ WIE Facebook page reached **75,000+ “likes”**
www.facebook.com/ieeewomeninengineering
- ▶ Engaged **100,000+** professionals and students
- ▶ **140+ WIE events in 2013*** including professional, regional, and student activities
 - *indicates only the activities made known to WIE Staff
- ▶ IEEE WIE Frances Hugle Scholarship approved \$100,000 endowment

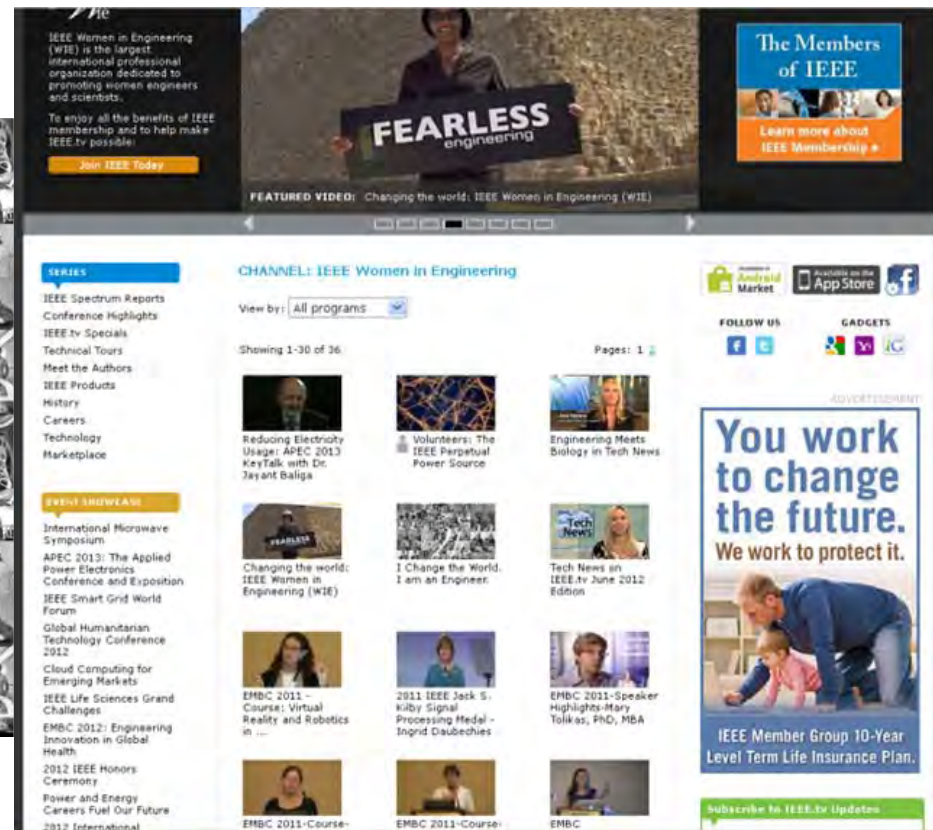
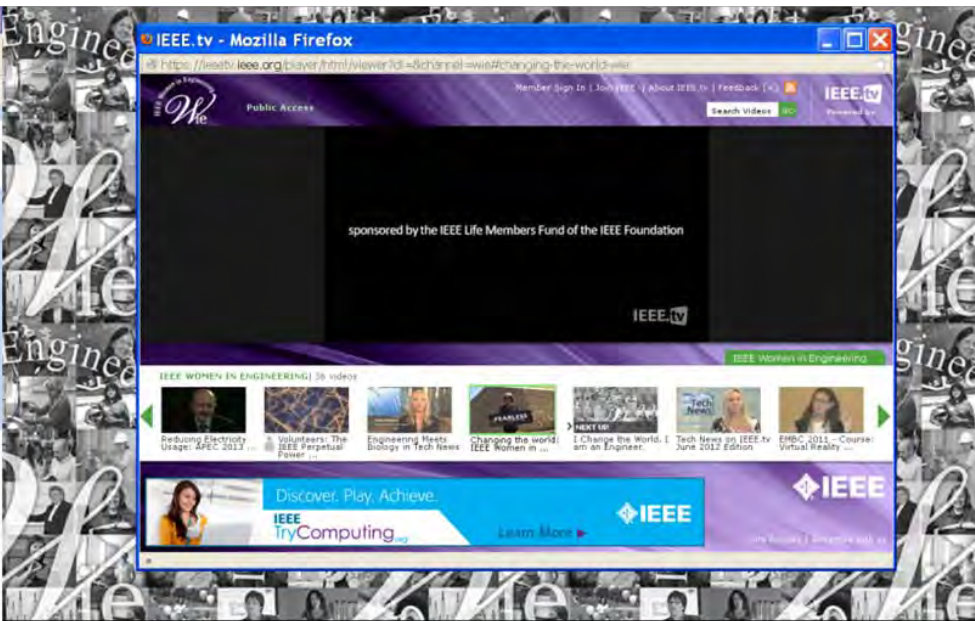
WIE Magazine: winner of the 2008, 2010, 2011, 2012 APEX Awards



IEEE WIE Videos

<https://ieeetv.ieee.org/player/html/viewer?dl=&channel=wie#i-change-the-world-i-am-an-engineer>

<https://ieeetv.ieee.org/player/html/viewer?dl=&channel=wie#changing-the-world-wie>



IEEE WIE Posters



I am versatile.

As an engineer, I have been able to use my expertise in a variety of applications—some are defense-related, some agricultural, some environmental.

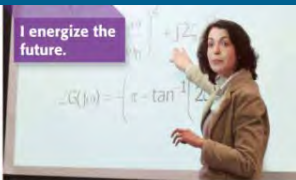
Advice to girls interested in technology:
"Work hard—there's a great payoff in the end."
 Kim Linder | Electrical Mechanical Engineer



I (really) use my imagination.

"I love creating, animating, simulating, robotics, prosthetics, music, and driving. Computer engineering lets me use all these interests to create really cool inventions that help people, entertain, and, and entertain."

Advice to girls interested in technology:
"Be who you are on the inside, so you'll be happy on the outside."
 Renee Proffitt | Computer Engineer



I energize the future.

Energy is an early need for every human being. Working on the betterment of energy means working on the number of a sustainable, good future for all."

Advice to girls interested in technology:
"You'll be amazed how engineering brings out the best in you!"
 Prof. Barbara Patel | Electrical Engineer



I work with friction stir processing.

"My work includes non-destructive evaluation of weld quality using artificial intelligence and signal processing techniques at the Center for Friction Stir Processing."

Advice to girls interested in technology:
"Embrace the difficulties."
 Dr. Annette Lopez | Computer Science



I nourish young minds.

Professors of technical papers and sessions in the field of control systems, behavioral contributions to flight tests, and the solutions to complex technical problems have generated many awards.

Advice to girls interested in technology:
"Do what you love to do, follow your passion."
 Dr. Rosemary Hahn | Behavioral Robotics, Control Systems Engineer



I live IT.

Kathy is currently Deputy Program Manager for Missile Defense Agency Command, Control, Battle Management & Communications Support & 2 Product Development.

Advice to girls interested in technology:
"Stand out and highlight your intelligence."
 Kathy Reed | Aerospace Engineer

I Change the World. I am an Engineer.



I strive for less.

They work involves reducing energy use by researching data centers and the technologies enabling energy consumption.

Advice to girls interested in technology:
"Discover and develop your talents and don't be afraid to use them."
 Benji Harkler | Electrical Engineer



I work with power.

"I have an interest in the ability to power a nation, to define resources, and provide the best utilities to all. Earth requires power—and so will the new planets that we populate in the future."

Advice to girls interested in technology:
"In my 20s, I lost my leg and continued my career. Don't give up."
 Amber Mathews | Electrical Engineer



I help humans and robots get along.

"My research is a field of study called humanoid robots, which deals with the study of ethical and social implications of robotics...for safer and more positive human-robot interaction."

Advice to girls interested in technology:
"Be truly yourself."
 Tracy Reed | Mechanical Engineering Ph.D. student



I design faster fibers.

"I am a research engineer who designs new optical fibers, evaluates their performance, and gives technical advice to support new standards."

Advice to girls interested in technology:
"Engineering jobs are interesting, rewarding, and helpful to humanity."
 Dr. Lisa Cunningham | Engineer



I know nano.

"One of my first undergraduate research projects was to grow zinc oxide nanowires using a low-temperature solution method. My sense these would later be degraded around the work."

Advice to girls interested in technology:
"Ask as many questions as possible."
 Ashley Bennett | Nuclear Engineering Student



I love collaboration.

"Every day I get to see how our students and graduates are tackling the world's most pressing problems."

Advice to girls interested in technology:
"If you love engineering, you'll be great."
 Kelly Bennett | Computer Science and Electrical Engineer



I help heal others.

Enrich career abilities for people in technology and helping others. As an electrical design engineer, she applies her expertise to design medical and additional facilities that improve, test, and save lives.

Advice to girls interested in technology:
"Embrace being feminine and unique."
 Britt Gammon | Electrical Design Engineer



I power the grid.

"I am currently upgrading components to the power grid structure to reduce blackouts, thereby benefiting thousands of thousands of residents."

Advice to girls interested in technology:
"Celebrate your difference and let your passion shine."
 May | Electrical Engineer



I explore tombs.

Prof. Zhu developed a mobile robotic system, the first of its kind in the world, that was used for archaeological (Chinese ancient tomb) explorations.

Advice to girls interested in technology:
"Identify a role model to follow."
 Professor Xianhui Zhu | Electrical Engineering



I work smart.

Heather is a director of smart grid technologies and strategy. She leads research into technologies that improve electric systems and integrate renewable resources.

Advice to girls interested in technology:
"A degree in engineering is a great foundation."
 Heather Sankler | Electrical Engineer



I partner with robots.

"I wanted a career where I could merge my concern for people with my strong interest in technology. Here I learned about human-robot interaction research."

Advice to girls interested in technology:
"Have confidence in yourself!"
 Emily Hester | Computer Science and Engineering



I chose not to be a lawyer.

Franck's work supporting the operation and maintenance of electrical infrastructure makes an explosion more reliable, which can help provide a better quality of life for her native Brazil.

Advice to girls interested in technology:
"Be flexible enough to accept change, and get involved."
 Franck Lise | Electrical and Mechanical Engineer

I Change the World. I am an Engineer.



I train combat pilots.

Produce complex systems, safety, constrained avoid warnings, or combat situations, and flight training equipment for commercial and military applications.

Advice to girls interested in technology:
"Your talents and skills are much needed, and will be greatly appreciated."
 Heather Johnson | Electrical Quality Engineer



I am in control.

Laura, a university professor and prolific author, researches the modeling and control of mechanical, aeromedical, neural, and electrical systems, and rescue and recovery robotics.

Advice to girls interested in technology:
"Believe in the power of ideas and their technical application."
 Laura Coleman | Computer Science Engineer



I engineer aircraft.

"I became an engineer to connect civilization, people in general, and mainly myself that work is enjoyable."

Advice to girls interested in technology:
"Trust in your brain."
 David Al-Hamed | Avionics Engineer



I test cold light.

"I became an engineer to help engineer for the lighting program at Regional Rapid Climate Solutions, evaluating LED products specifically designed for retrofits."

Advice to girls interested in technology:
"Don't allow stereotypes to determine the course of your life."
 Sarah Hester | Software Engineer



I lead.

Parola is not only a Lead Software Engineer, she enjoys leading roles with the IEEE Computer Society, the Technical Council for Software Engineering, and in her science, technology, engineering, and mathematics community.

Advice to girls interested in technology:
"Don't allow stereotypes to determine the course of your life."
 Parola Hester | Software Engineer



I connect people.

"In my work with an Internet service provider in Turkey, I provide people internet, data, and voice services, which helps give the edge in our lives."

Advice to girls interested in technology:
"Believe and have self-confidence about engineering."
 Olga Gora | Electrical and Communications Engineer

Read more about women in engineering at www.ieee.org/women

Poster Series sponsored by the IEEE Life Members Fund and the IEEE Foundation



IEEE Women in Engineering
 IEEE WIE is the largest international professional organization dedicated to promoting women engineers and scientists.
 Write to us at women@ieee.org



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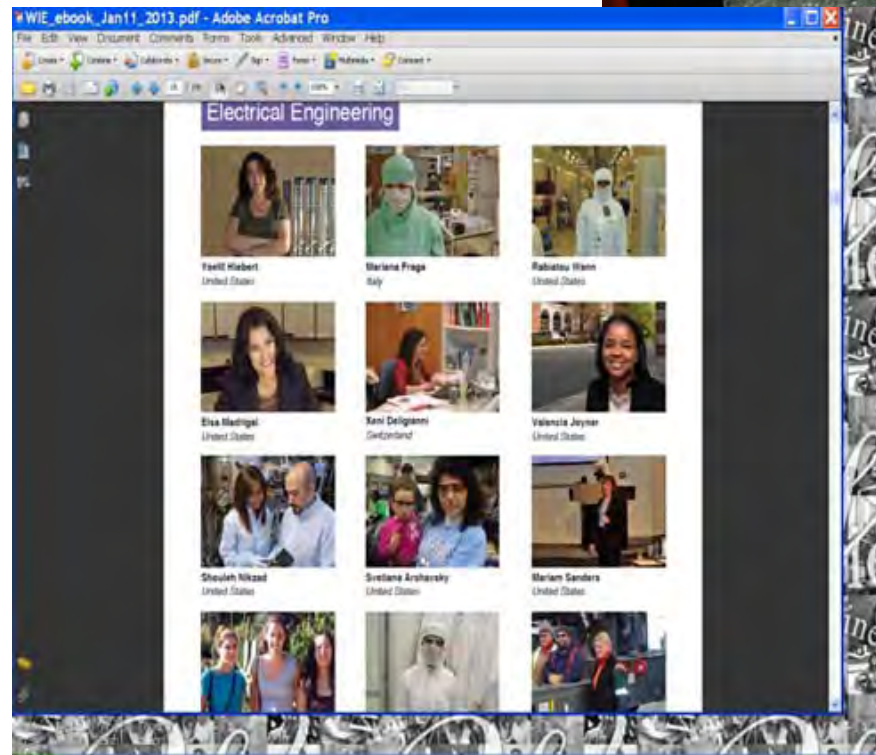
IEEE WIE eBook App



I Change the World.

I am an Engineer.

Sponsored by the IEEE Life Members Fund of the IEEE Foundation, MARSH, and the members of IEEE.



IEEE WIE



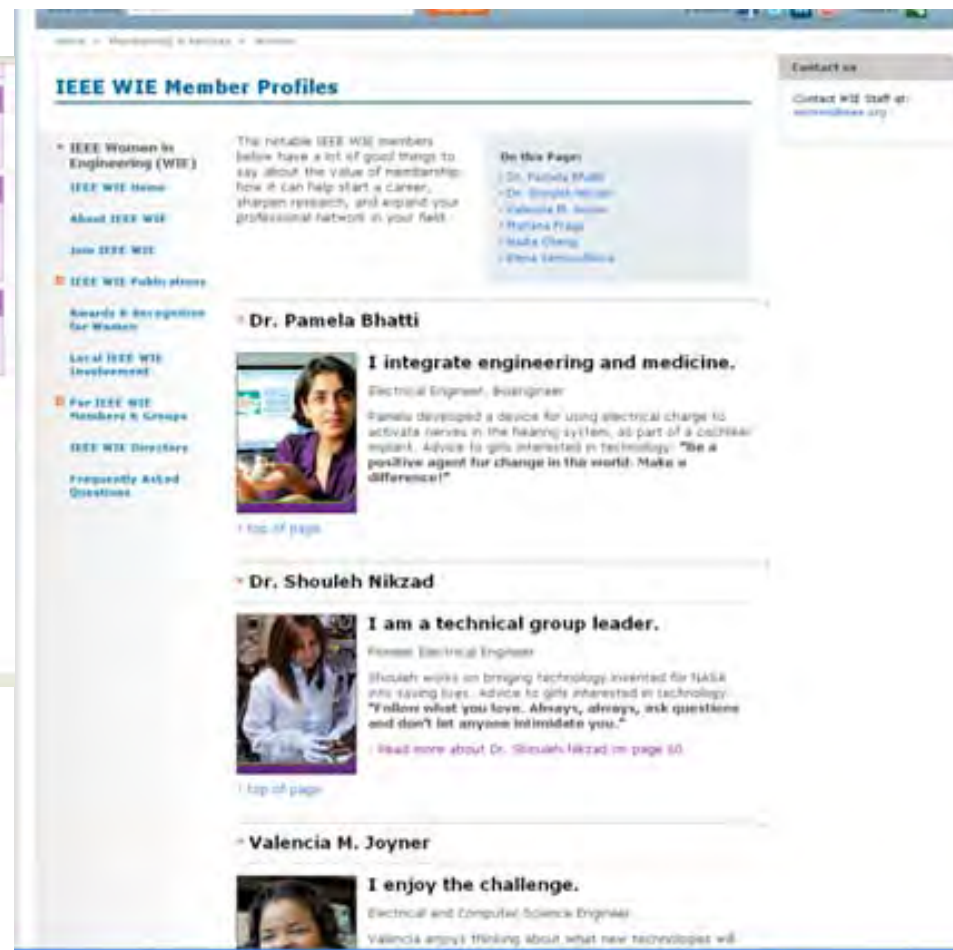
IEEE WIE Webpage

http://www.ieee.org/membership_services/membership/women/women_profiles.html

http://www.ieee.org/membership_services/membership/women/index.html



The screenshot shows the IEEE WIE homepage with a navigation menu on the left and a main content area. The navigation menu includes links for IEEE WIE Publications, Awards & Recognition for Women, Local IEEE WIE Involvement, For IEEE WIE Members & Groups, IEEE WIE Directory, and Frequently Asked Questions. The main content area features a 'Who we are' section with a mission statement, a 'Meet us in our interactive e-Book' section, a 'Hang our event posters' section, and an 'IEEE WIE award-winning magazine' section. There are also buttons for 'Write to us', 'Contact IEEE WIE at women@ieee.org', 'Donate', and 'Read the latest news, sign the newsletter'.



The screenshot shows the IEEE WIE Member Profiles page. The page title is 'IEEE WIE Member Profiles'. The main content area features a list of member profiles, each with a photo and a short bio. The profiles shown are:

- Dr. Pamela Bhatti**: Electrical Engineer, Biomedical Engineer. Bio: "I integrate engineering and medicine. Pamela developed a device for using electrical charge to activate nerves in the hearing system, as part of a cochlear implant. Advice to girls interested in technology: 'Be a positive agent for change in the world. Make a difference!'"
- Dr. Shouleh Nikzad**: Power Electrical Engineer. Bio: "Shouleh works on bringing technology invented for NASA into saving lives. Advice to girls interested in technology: 'Follow what you love. Always, always, ask questions and don't let anyone intimidate you.'" Read more about Dr. Shouleh Nikzad on page 60.
- Valencia M. Joyner**: Electrical and Computer Science Engineer. Bio: "Valencia enjoys thinking about what new technologies will..."

The page also includes a 'Contact us' section with a 'Contact WIE Staff at: women@ieee.org' link and a 'Frequently Asked Questions' section.



PRESENT

Celebrate IEEE WIE 20th Year Anniversary (1994-2014) - cakes designed by IEEE WIE Ecuador Section Affinity Groups



IEEE

Membership:

increased from 15,387 (Jan 2013) to 16,031 (Jan 2014)

Grade	Jan-13	Jan-14
Honorary		5
Fellow	90	91
Senior Member	475	531
Member	3667	3640
Associate Member	184	85
Graduate Student	2226	2114
Student	8745	9565
Total	15,387	16,031

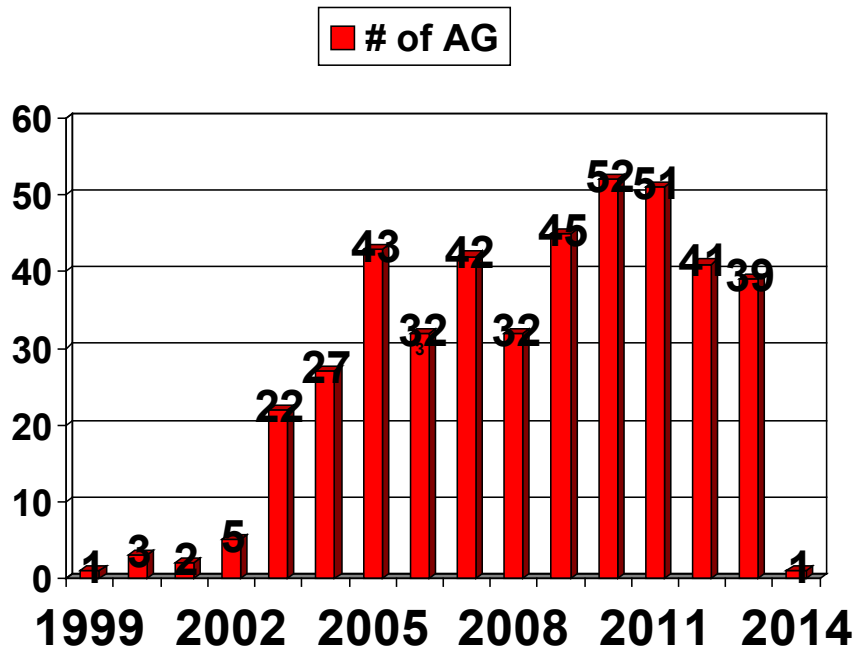
Region	Jan-13	Jan-14
US	3300	3394
Canada	344	349
Europe, Africa & Middle East	2628	2590
Latin America	2743	2183
Asia & Pacific	6372	7515
Total	15,387	16,031

Gender	Jan-13	Jan-14
Female	7298	5267
Male	3715	2157
Not Provided	4374	8607
Total	15,387	16,031

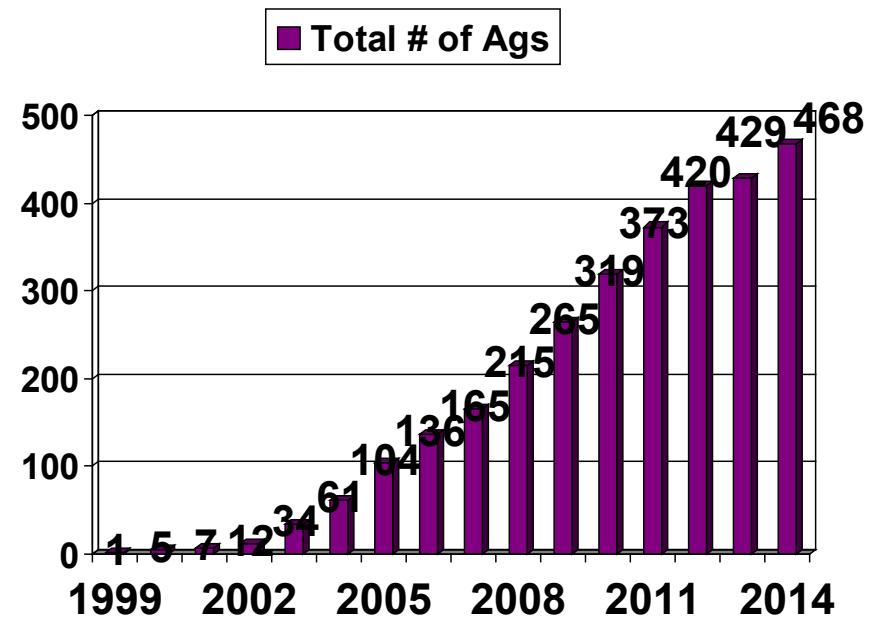
WIE Affinity Groups

- ▶ Currently have **468 Affinity Groups**

AGs formed by Year



Year to date # of AGs



WIE Initiative #1: Industry Partnership Plan

➤ Objective

- Highlight benefits of WIE
- Establish talking points with industry
- Identify tiers of support/partnership

➤ Customizable plan complete

➤ Next steps

- Identify industry contacts
- Discussions with industry contacts

WIE Initiative #2: 2014 International Conference

- ▶ **2012 Survey: Please rate the importance of pursuing the following priorities**
 - Promoting engineering as a career option for women **91%**
 - Helping women stay in engineering long-term **91%**
 - Helping women find job opportunities in engineering **90%**
 - Providing news and information on successful career strategies for women **87%**
 - Promoting women in IEEE leadership positions **83%**

**An International WIE Leadership Conference
will meet these priority objectives**

2014 IEEE Women in Engineering International Leadership Conference (WIE-ILC)

LEAD BEYOND

Developing Inspirational Women Who
Change the World

1 May 2014: Opening Reception

2-3 May 2014: Conference

San Francisco, California US

www.ieee-wie-ilc.org

Join Us
Registration now open!



Objective:

To **elevate**, **educate** and **inspire** technology professionals, by providing leadership development opportunities necessary for elevation in their careers

Location: Westin Market Street, San Francisco, CA, USA

Date: May 1-3, 2014 (pre-reception May 1)



WIE Initiative #3: On-Line Chats

- ▶ **Chair:** Keyana Tennant/Nita Patel
- ▶ **Supporting Committee:** Membership/Affinity Group
- ▶ **Objective:** The WIE chats will (a) demonstrate to students from all backgrounds that engineering is an exciting career path, (b) promote diversity within the engineering profession, (c) document activities conducted globally that are benefiting humanity and (d) increase public awareness about the importance of engineering in everyday life.
- ▶ **Execution:** 2 per month scheduled for 5 months during the year. 5-10 additional online chats based on volunteer interests.

2014 WIE Live Chats

► Online Chats

- Feb, Mar, Jun, Aug, Sep, Oct & Nov
- Feb reserved for special series with IEEE-USA & eWeek
- May reserved for conference career fair chats
- Diversity across regions
- Society Presentations
- Affinity Group and/or Student Branch Affinity Group
- Corporate presentations

Interested in being a presenter contact women@ieee.org for more information

WIE Initiative #4: 20th Anniversary Celebration

- ▶ **Chair:**
- ▶ **Supporting Committee:** Conferences
- ▶ **Objective:** IEEE WIE will host a networking session for IEEE WIE affinity group chairs at Sections Congress 2014 to provide a forum to share ideas and lessons learned. Sections Congress is a perfect opportunity to celebrate the successes of WIE with the larger IEEE volunteer community.
- ▶ **Timeline**
 - **March 2013** – Submit IEEE Foundation Fund Grant Request (complete)
 - **March/April 2013** - Contact SC2014 committee about hosting 20-year WIE celebration
 - **May-Oct 2013** - Work with SC2014 planning committee; secure sponsorships
 - **Jan/Feb 2014** - Publicize 20-year celebration

20th Anniversary



I Change the World. I am an Engineer.

www.ieee.org/women



Roles & Responsibilities

WIEC Chair's Role & Responsibility

- ▶ Member of the IEEE MGA Member and Life Cycle Committee
- ▶ Collaborate with staff to develop the annual plan
- ▶ Articulate strategic direction
- ▶ Work within the framework of the Committee's plan, budget and calendar of events
- ▶ Monitor the progress
- ▶ Provide leadership to meet goals
- ▶ Call and preside at meetings of the committee
- ▶ Facilitate committee discussions
- ▶ Prepare reports

Committee Member Role & Responsibility

- ▶ Participate in committee orientation
- ▶ Help achieve planned goals within time and fiscal parameters
- ▶ Actively participate in all committee meetings and discussions
- ▶ Contribute ideas and/or articles for potential distribution within WIE's news medium
- ▶ Maintain [confidentiality per IEEE Policies](#) and as may be further outlined in Committee charter and or/Operations Manuals

Role of WIE Regional Coordinator

- ▶ Act as a liaison between the Region and the WIE Committee
- ▶ Participate in WIE Committee meetings and report to the Region Director at regional meetings on WIE status and activities
- ▶ Inform WIE Committee of local activities that might be of interest to the WIE membership.
- ▶ Facilitate the establishment of local IEEE WIE Affinity Groups within a Section and/or Society, including student branches, in the regional area.
- ▶ Provide support and guarantee that the WIE Groups in the Region maintain a good level of activity.

Role of WIE Society Liaisons

- ▶ Act as a liaison between the Society and the WIE Committee.
- ▶ Participate in WIE Committee meetings and report to the Society on WIE status and activities.
- ▶ Inform WIE Committee of Society activities that might be of interest to the WIE membership.
- ▶ Foster an awareness of IEEE WIE within the Society.
- ▶ Provide information for inclusion in the WIE Magazine and/or Newsletter
- ▶ Host events/booth at Society conferences



Committee Operations

WIEC Meetings

- 1 in-person meeting per year
- Bi-monthly teleconferences

Teleconferences

- Typically one hour.
- International members will have a toll free dial in number. If a number is not available, you will be called directly and will assume no cost related to call.
- US Members will receive a toll free number to dial in to the teleconference.

WIEC Agenda Distribution

- ▶ Will be distributed prior to a teleconference.
- ▶ Will be distributed by email prior to an in-person meeting.
- ▶ The WIE agenda at in-person meetings will be distributed on a Flash Drive only.

Quorum

- In order for the WIE Committee to vote on an item on the agenda there has to be a quorum.
- Quorum is 6 voting WIE Committee Members.
- No proxy voting.
- If a vote is taken by an on-line email ballot, there has to be a unanimous vote from all voting Committee Members. (no exceptions)
- If you will not be in attendance at a meeting, please send an email to keyana.tennant@ieee.org
- [Robert's Rules of Order](#)

Email Ballot Voting

- ▶ On some occasions the WIE Committee may have to conduct email voting. If this occurs, in accordance with IEEE Bylaw I-300.3, for approval of this request, 100% unanimous consent must be reached by all voting members of the WIEC.
- ▶ Therefore everyone's participation is needed.

Expense Coverage for Appointed WIE Committee Members

- ▶ WIEC covers expenses for the Board Appointed Committee Members.
- ▶ EAB, and TAB expenses are covered by their respective Organizational Units. You will cover your cost in advance and submit the expenses after travel. Please obtain approval from your Vice President prior to traveling.

Expenses Covered

- ▶ The list below is not all inclusive of expenses that are covered. For travel guidelines on expense reporting review the IEEE Finance Operations Manual (FOM) Section 6.A Travel Budgeting and Reimbursement visit <http://www.ieee.org/about/volunteers/index.html>
 - Mileage
 - Transportation
 - Air fare
 - Meals
 - Cost associated with obtaining visas, passports, etc.
 - Tips
 - Receipts must be provided for all purchases over \$25.00 US

Expense Coverage for Appointed WIE Coordinators/Liaisons

- ▶ The budget for these positions are provided by their appointed Organizational Units.
- ▶ Please contact your Region Directors or Society Presidents to obtain approval to the attend in-person meeting and travel expenses.
- ▶ You will cover your cost in advance and submit expenses after traveling to your OUs.
- ▶ The Coordinators/Liaisons should attend the WIE face to face meeting if possible.
- ▶ The WIE Coordinators/Liaisons are invited to join all the monthly WIEC teleconferences at no additional charge to the Organizational Units.

Expense Report Form

- ▶ After every in-person meeting you are encouraged to complete your expense report within a month.
- ▶ Completing your expense report on a timely basis helps to effectively track and maintain the budget.
- ▶ The 2012 expense report form can be found at <http://www.ieee.org/about/volunteers/index.html>
- ▶ If you have questions regarding completing the Expense Report form, contact [WIE Staff](#) at any time.



Communications & Reports

WIE Committee Email Communication

- ▶ The email alias for the WIE Committee (WIEC) is wie@ieee.org
- ▶ All communication intended for the WIEC will be done through the use of the above email alias.
- ▶ This email is moderated by Staff.
- ▶ WIE email alias includes:
 - All Committee Members including Liaisons and Coordinators
 - WIE Staff

WIE Committee Email Communication- continued

- ▶ The email alias for only the voting members of the WIEC is wiec@ieee.org.
- ▶ All communication intended for the voting members of the WIEC will be done through the use of the above email alias.
- ▶ WIEC email alias includes:
 - Voting committee members

WIE Affinity Group Chair Email

- ▶ The email alias for WIE AG Chairs is wie-officers@ieee.org
- ▶ All communication intended for WIE AG Chairs will be done through the use of the above email alias.
- ▶ List includes
 - WIE AG Chairs
 - WIE Chair
 - WIE Staff
 - WIE Regional Coordinators

Resources for Reports to Organizational Units

- ▶ Coordinators/Liaisons who will provide reports to their Organizational Units are welcome and encouraged to use information generated by the WIEC such as:
 - WIE Activity Report to the Board (request report from WIE Staff)
 - WIE Newsletter
 - WIEC Agendas
 - Monthly Statistics Special request for Statistics or information not published should be requested **three weeks** in advance by contacting WIE Staff. Also, your local SAMIEEE representative should be utilized.

Use of WIE Statistics and Membership Data

- ▶ Staff will provide monthly Statistics that can be found in the monthly WIE Newsletter, Agendas, and Reports to the Board
- ▶ Regional Coordinators are requested to contact their SAMIEEE Representative.
- ▶ Society Liaisons are requested to contact their Society Membership Development Chair.
- ▶ AG Chairs should contact your local SAMIEEE Representatives for Statistics and Membership Data information.
- ▶ If additional statistics are needed please contact WIE Staff at least 3 weeks in advance.



Affinity Groups (AG) & WIE Student Branch Affinity Groups (SBAG)

Forming a WIE Affinity Group

- ▶ Please send petitions to petition@ieee.org and copy women@ieee.org
- ▶ Group formation may take from 6 to 8 weeks

http://www.ieee.org/societies_communities/geo_activities/forms_petitions/index.html

Funding Available to WIE Affinity Groups by WIE

- ▶ Newly established WIE AGs and SBAGs are eligible to request up to \$200 US in start up funding.
- ▶ Established WIE Affinity Groups are eligible to request up to \$300 US for special projects.
 - Must be submitted at least 3 months prior to the activity.
 - WIEEC will review the request at their next scheduled meeting.
 - The WIE Affinity Group will be advised if the request has been approved.
 - The WIEEC may consider funding beyond \$300US if a project is considered especially valuable to the WIE mission.
 - If a report is not received for special funding, future funding will not be approved.

Funding forms can be found at www.ieee.org/women under resources for Affinity Groups.

IEEE Required Reporting

- ▶ Reports can be submitted Electronically
- ▶ Affinity Groups should report all meetings including social events and administrative meetings to their Section and Student Branches.
- ▶ WIE Regional Coordinators are encouraged to ensure all requirements are submitted to the IEEE MGA Department annually.
- ▶ For Reporting Requirements visit http://www.ieee.org/societies_communities/geo_activities/required_reporting/index.html

Additional Funding Resources

- For additional resources for both Affinity Groups visit
http://www.ieee.org/membership_services/membership/women/Affinity/resources.html

- IEEE MGAB also offers funding to both Affinity Groups.

http://www.ieee.org/societies_communities/geo_activities/required_reporting/rebate_schedule.html

Change in AG and SBAG Officers

- ▶ Affinity Groups must report names & members numbers of the Affinity Group Chair and Affinity Group Treasurer
- ▶ Use online Officer Confirmation form
<http://www.ieee.org/scsreports>
- ▶ Remember to do so after elections
- ▶ Regional Coordinators should follow up with Affinity Group Chairs to ensure the information has been updated yearly.
- ▶ WIE AG and SBAG Chairs must send an email to women@ieee.org with update email and contact information yearly.
- ▶ Regional Coordinators should provide this information to WIE Staff.

Affinity Group Email Address

- ▶ WIE is requesting all WIE Affinity Groups to develop a generic email address for their group. This will be the official contact year to year. This will allow continuous communication once a new chair is appointed.
- ▶ Example: wie-UAE@gmail.com or wie-utahstate@gmail.com*

Once the address has been created please inform [staff](#).

*not actually email addresses

Request of Promotional Items

- Promotional materials may be requested at http://www.ieee.org/membership_services/membership/women/Affinity/affinity_promo.html
- If promotional items are requested for an event, a report must be submitted to women@ieee.org.
- If a report is not received, future promotional items request will not be approved.
- Promotional items must be requested at least 3 weeks prior to an event.

WIE Contact Information

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IEEE MGA

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Piscataway, NJ 08854

Tel: +1 732-981-3423 Fax: +1 732-981-1686

E-mail: keyana.tennant@ieee.org or women@ieee.org

Paola Bringas

Administrative Assistant, Women in Engineering

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E-mail: p.bringas@ieee.org or women@ieee.org



Women in Engineering

Thank you!

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