

## **Volunteer Integration Process Project**

To: Region 3 ExCom  
Cc: Region 3 Committee  
Sb: Region 3 Volunteer Integration Process Project Report  
Dt: 12 May 2014

The Volunteer Integration Process (VIP) project is a Region 3 initiative to provide training and support to volunteers stepping into a new role.

The VIP Technical Team had a meeting on May 9 to discuss where to place documents, how to allow editing of documents, how to provide calendar capabilities and how to automate the process of sending out the information to those that need it. Some draft documents have been created for Chair, Treasurer, PACE Chair and MD Chair. When they are a little further along they will be sent out for review by appropriate R3 members. For now they are being used to test document access and will be used to begin attempting automated mailings. Currently, the plan is to make use of IEEE's free access to Google Apps (mostly Google Drive). The meeting ended with everyone being tasked to investigate methods of automating the process of sending out the information.

Status on other key issues:

- training for mentors: nothing new to report at this time
- inventory list: begun, found a volunteer to help
- creating a "big picture" overview of IEEE: nothing new to report
- making sure the repository is scalable to a larger group than currently anticipated: the Tech team always keeps this in mind
- seeing if MGA could send us a monthly list of new volunteers for each section we are working with: nothing new to report.

Respectfully submitted,

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