Volunteer Integration Process Project

To: Region 3 ExCom
Cc: Region 3 Committee
Sb: Region 3 Volunteer Integration Process Project Report
Dt: 14 July 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 has begun testing automated sending of emails among some of the team members. We are using Google Apps to store documents, and MailChimp to send out the emails. We can use MailChimp to allow the volunteers to "opt-in", and to track when emails are opened and if links are viewed. So far, this is looking like our best option for automated emails. Google Apps is being used to store the documents that will be sent to the volunteers. Some draft documents are already stored there, but still need further refinement. Some team members are searching IEEE's website for all information available that new volunteers may find helpful, to include a full list with the documents that are emailed. Once the documents are in a good state, they will be sent out for review by appropriate R3 members. For now they are being used to test document access/editing and for automated mailing tests. Within the next 2 months we hope to test the automated mailing of draft documents to the Sections that volunteered to be our trial groups.

The VIP Project has also been asked to extend our current list of volunteer roles that we are using for the this initial phase beyond the Section, to include Area Chairs. We are happy to do that, but may need assistance in defining the responsibilities of Area Chairs.

Status on other key issues:

- training for mentors: nothing new to report at this time

- inventory list: underway

- creating a "big picture" overview of IEEE: underway

- 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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