



# IEEE Region 3 Review of Area Chair Position **INTERIM REPORT**

Prepared by  
**Region 3 Special Review Committee**  
**(A Subcommittee of the Region 3 Strategic Planning Committee)**

**August 22, 2014**

# Background

## Concerns That Brought the Issue to Review

- **The Area Chair position requires 9 volunteers, which is a significant commitment of resources with a geographic focus rather than specific functions like conference, education, etc.**
- **Some Area Chairs have not been responsive (Awards, reporting, contacting sections, etc.)**
- **Is this a position that volunteers still find rewarding?**
- **Is the mapping of the Area Chair's ex officio involvement in committees correct? Currently, they have an explicit role with Awards but not Communications, Education or Conferences.**

# Background

## Concerns That Brought the Issue to Review

- **Given the ability for the Sections to participate in ExCom meetings (receive reports, ask questions, take training over the web, etc.) is the Area Chair providing value to there sections? Is that value unique to the Area Chair model? Is the Area Chair model the best way to deliver that value?**
- **At a 2013 Region meeting several Area Chairs said that they thought their position was obsolete or redundant.**

# Review Team Members

- **Bill Harrison**, Special Review Committee Chair
- **David Green**, Past Region 3 Director
- **Roy Harris**, Past Special Review Committee Chair & Past Region 3 Director
- **Bill Marshall**, Area 3 Chair
- **Mark Torres**, Area 6 Chair
  
- **Mary Ellen Randall**, Region 3 Director (ex officio)
- **Jim Conrad**, Region 3 Director-Elect, (ex officio)
- **Bill Ratcliff**, SPC Chair & Past Region 3 Director (ex officio)

# Review Information Sources

- **Survey of Region 3 Section Chairs regarding interactions with Area Chairs**
- **Input from other USA Region Directors**
- **Review of IEEE/Region 3 governing documents**

# Area/Council Structure (MGA Ops Manual)

- **An Area Chair represents the Region to the Sections, Chapters and Branches in the 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 in accordance with MGA Operations Manual, Section 9.2.A.1.**

# Region 3 Area and Council Structure

- **Areas belong to the Region, the Area Chair is appointed by the Region Director**
- **Councils belong to sections in an area, the Council Chair is elected by the sections**
- **The Region has made the Council chair the Area Chair as well**
- **Area Chairs and Council/Area Chairs are voting members of the Region 3 ExCom and of the Region Committee**
- **The Area Chair and the Council Chair have the same job description**

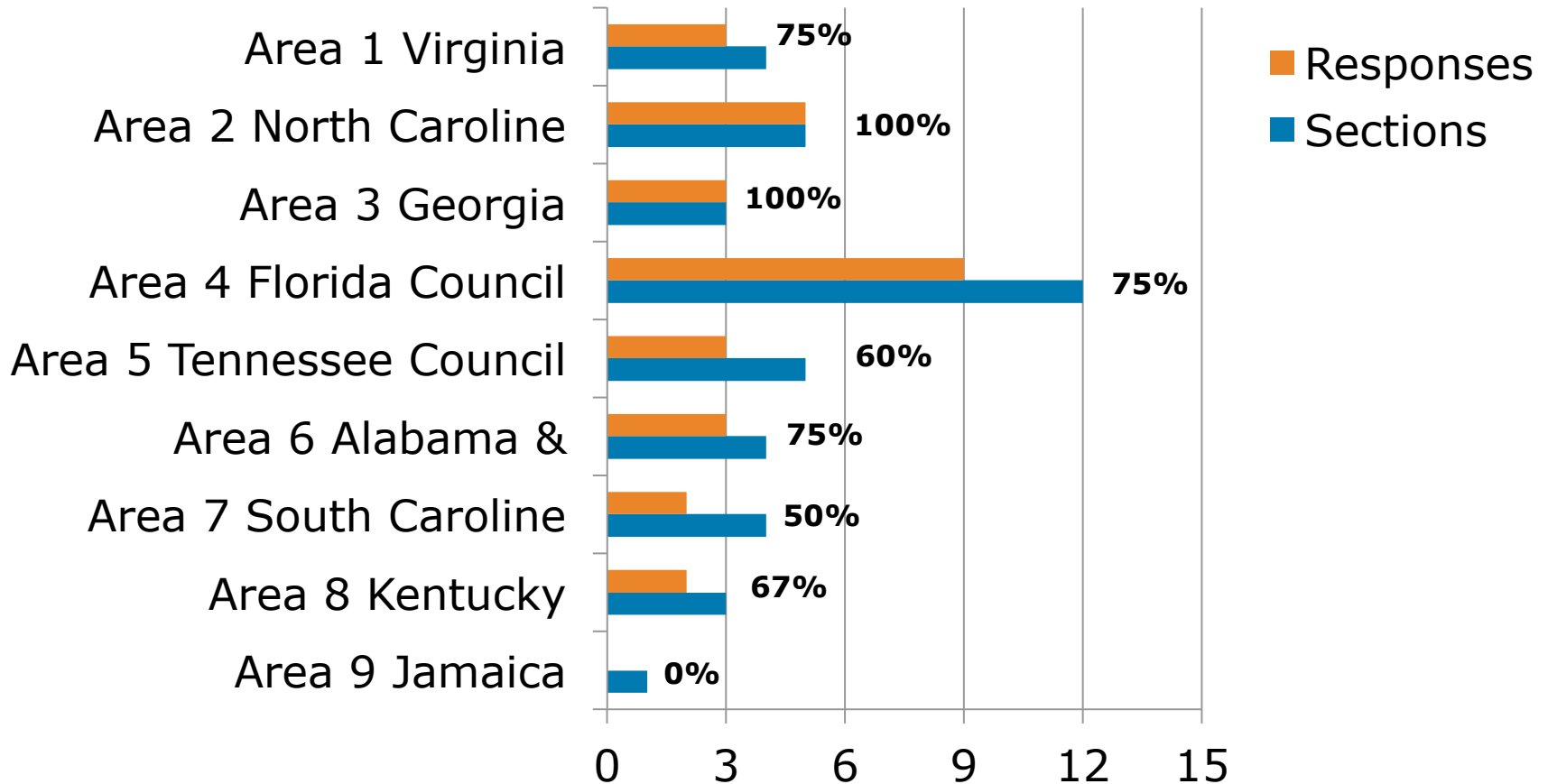
# Region 3 Areas/Councils/Sections

## Region 3 has 41 Sections

| <b>AREA</b>           | <b># SECTIONS</b> | <b>AREA/COUNCIL</b> | <b># SECTIONS</b>    |
|-----------------------|-------------------|---------------------|----------------------|
| <b>AREA 1 VA</b>      | <b>4</b>          | <b>2/NC COUNCIL</b> | <b>5</b>             |
| <b>AREA 3 GA</b>      | <b>3</b>          | <b>4/FL COUNCIL</b> | <b>12</b>            |
| <b>AREA 6 AL/MS</b>   | <b>4</b>          | <b>5/TN COUNCIL</b> | <b>5</b>             |
| <b>AREA 8 KY/IN</b>   | <b>3</b>          | <b>7/SC COUNCIL</b> | <b>4</b>             |
| <b>AREA 9 JAM</b>     | <b>1</b>          |                     |                      |
| <b>TOTAL SECTIONS</b> | <b>Areas = 15</b> |                     | <b>Councils = 26</b> |



# Section Response Results



# Section Operations Support Satisfaction

|                   | Very Satisfied | Satisfied | Neutral  | Unsatisfied | Very Unsatisfied | No Opinion | Total Responses |
|-------------------|----------------|-----------|----------|-------------|------------------|------------|-----------------|
| IEEE HQ           | 5 (17%)        | 11 (38%)  | 10 (34%) | 2 (7%)      | 0 (0%)           | 1 (3%)     | 29              |
| Region 3 officers | 7 (24%)        | 15 (52%)  | 5 (17%)  | 1 (3%)      | 0 (0%)           | 1 (3%)     | 29              |
| R3 Committees     | 11 (38%)       | 8 (28%)   | 8 (28%)  | 0 (0%)      | 0 (0%)           | 2 (7%)     | 29              |
| R3 ExCom          | 5 (17%)        | 7 (24%)   | 11 (38%) | 1 (3%)      | 0 (0%)           | 5 (17%)    | 29              |
| Area Chair        | 6 (21%)        | 7 (24%)   | 7 (24%)  | 0 (0%)      | 1 (3%)           | 8 (28%)    | 29              |

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| Region 3 officers | 7 (24%)               | 15 (52%)          | 5 (17%)  | 1 (3%)      | 0 (0%)           | 1 (3%)     | 29              |    |
| R3 Commit         | <b>Very Satisfied</b> |                   |          | 0 (0%)      | 0 (0%)           | 2 (7%)     | 29              |    |
| R3 ExCom          |                       |                   |          | 1 (3%)      | 0 (0%)           | 5 (17%)    | 29              |    |
| Area Chair        | IEEE HQ               | 5 ( <b>17%</b> )  |          |             | 0 (0%)           | 1 (3%)     | 8 (28%)         | 29 |
|                   | Region 3 officers     | 7 ( <b>24%</b> )  |          |             |                  |            |                 |    |
|                   | R3 Committees         | 11 ( <b>38%</b> ) |          |             |                  |            |                 |    |
|                   | R3 ExCom              | 5 ( <b>17%</b> )  |          |             |                  |            |                 |    |
|                   | Area Chair            | 6 ( <b>21%</b> )  |          |             |                  |            |                 |    |

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| R3 Committ        |                |                   |                 |                  |                  |            |                 |
| R3 ExCom          |                |                   |                 |                  |                  |            |                 |
| Area Chair        |                |                   |                 |                  |                  |            |                 |
|                   |                | Neutral           | Unsatisfied     | Very Unsatisfied | No Opinion       |            |                 |
| IEEE HQ           |                | 10 ( <b>34%</b> ) | 2 ( <b>7%</b> ) | 0 (0%)           | 1 ( <b>3%</b> )  |            |                 |
| Region 3 officers |                | 5 ( <b>17%</b> )  | 1 ( <b>3%</b> ) | 0 (0%)           | 1 ( <b>3%</b> )  |            |                 |
| R3 Committees     |                | 8 ( <b>28%</b> )  | 0 (0%)          | 0 (0%)           | 2 ( <b>7%</b> )  |            |                 |
| R3 ExCom          |                | 11 ( <b>38%</b> ) | 1 ( <b>3%</b> ) | 0 (0%)           | 5 ( <b>17%</b> ) |            |                 |
| Area Chair        |                | 7 ( <b>24%</b> )  | 0 (0%)          | 1 ( <b>3%</b> )  | 8 ( <b>28%</b> ) |            |                 |

# Section Operations Support Comments

## Pros

- ▶ R3 does an awesome job in assisting the Section. IEEE HQ is very accessible and available
- ▶ Our area chair has been checking on and supporting section status and forwarding useful information.
- ▶ SoutheastCon is helpful ... to share ideas for section success... to network
- ▶ As a new Section Chair, the support I have received from the Area Chair has been very valuable.
- ▶ (Our) Council's resources are truly a worthy benefit to keeping the ... Section operating in a beneficial manner to our Members!

## Cons

- ▶ The only activity ... has been a council meeting at SoutheastCon and one other meeting ... They have been minimally helpful.
- ▶ I personally am unaware of any specific support that the region or HQ has provided ...
- ▶ Regarding IEEE HQ - the web site is the worst on the entire web. It takes forever to find anything. Is not geared toward Section resources.
- ▶ Do not have much interaction with area chair. Hard to assess true value when we have not had very active area chairs in the past.

# Preliminary Findings

- The Region needs to clearly communicate the **Area Chair's Authority, Role, Responsibilities and** most importantly the **Expectations**
- Other USA Regions are having **Similar Issues with Area Chairs** (further discussion at the Region level is needed)
- Survey responses from Section Chairs emphasize a need and desire for **Communication, Assistance, Guidance, Mentoring** that the Area Chair position is intended to provide

# Next Steps

- The **Volunteer Integration Process (VIP)** project is developing materials and events to provide training and support to volunteers stepping into a new role.
- Jim Corr is leading an effort as the **Region 3 Tools Guru**. Areas of focus will be how to maximize the benefits of existing tools with training and support. How to improve or develop tools and portals that will be easier to use and better support Section officers and members.
- Thomas Bellarmine, our **Leadership Development Chair**, is working with the VIP project to plan training session focused on the various positions. These will also be used at our region meetings.

# Q & A

- ▶ The Survey was very helpful to the Committee. What feedback do you have on the Survey?
- ▶ Have you thought of other ways to enhance the support to our members and volunteers?
- ▶ If you have any suggestions / comments / rants please either give me a note, call or email [mgtorres at ieee.org](mailto:mgtorres@ieee.org)
- ▶ Again, **Thank You** to all those who responded to the Survey



# Appendix

# Survey Objective Statement

Region 3 has initiated a review of the Area Chair position. The objective of the review is to determine the administrative, managerial and cost effectiveness of this position, which currently is a member of both the Region 3 Executive and Regional Committees. Our review will evaluate the current effectiveness of the Region 3 Area Chair position and recommend any changes identified to improve the support provided to Region 3 Sections, Chapters and Branches.

The review committee will provide a status report to the Region Committee at the next face-to-face Region 3 meeting to be held at Sections Congress in Amsterdam, Netherlands.

Note that for some Areas (2, 4, 5, and 7) there is also a Council. An Area Chair and associated functions is an organization of the Region to support the Sections within the Area while the Council is an organization of Sections that wish to associate for some reason. In Region 3, we have paired Areas and Councils where there is overlap to promote synergy and eliminate redundancy. That said, this review is focused only on the Area functions and will have no impact on the Councils and their function.

This survey will gather input from Region 3 Section Chairs on the effectiveness, roles, and responsibilities of the Area Chair position.

# Area & Council Chair's Job Description (Region 3 Bylaws Section 5)

- **Area/Council Chairs will assist the Region 3 Delegate/Director and Region 3 Delegate/Director-Elect in maintaining clear and effective communications with all organizational units within their assigned area.**
- **They will assist their units in every possible way, conducting workshops; making personal visits and frequent contact with all units; monitoring progress on membership development activities; student activities, etc.; and helping to solve any problems that may develop.**
- **The geographical area assigned to each Area/Council Chair will be determined by the Region 3 Delegate/Director, utilizing State boundaries wherever possible.**

# Area/Council Structure (MGA Ops Manual & IEEE Bylaws)

- **The Council Chair is popularly elected by the members of the respective Council (IEEE Bylaw 1-402.3) as defined in the MGA Operations Manual, Section 9.3.E.4.**
- **Council organization and operation is outlined in IEEE Bylaw 1-402.3.**
- **Areas function under the direction and management of the Delegate/Director as specified in IEEE Bylaw 1-402.2, and the MGA Operations Manual, Section 9.2.A.2.**

# Delegate/Director-Elect Responsibility (R3 Bylaws Section 4)

- **The Region 3 Delegate/Director-Elect functions as the Vice Chair of the Region and assists the Region 3 Delegate/Director with the administration of the internal affairs of the Region.**
- **The Delegate/ Director-Elect is directly responsible for overseeing the proper functioning of each Area/Council and of each Standing Committee within the Region.**