



# Region 3 Volunteer Integration Process (VIP) Project

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# The Elevator Pitch

- ▶ For **IEEE Volunteers**
- ▶ who just assumed a new responsibility, the
- ▶ **Volunteer Integration Process (VIP)**
- ▶ Is a **Region 3** developed process
- ▶ that provides training and support for the new responsibility.
- ▶ Unlike the **CLE** training modules,
- ▶ our project will develop a start-to-end process to help the volunteer feel comfortable with performing their new responsibilities.

# Integration Process

- **Identification of new volunteers**
- **On-boarding email**
  - **Job Description (based on Section size)**
  - **Mentor Assignment**
  - **Annual Calendar**
  - **Online Resource Links**
- **Opt-in for monthly calendar reminders**
- **Feedback loop**

# Initial Testing

- **Three Sections, initially**
- **Positions:**
  - **Chair, Vice Chair, Treasurer, Secretary**
  - **MD Chair**
  - **PACE Chair**
  - **Area Chairs**

# Status (1 of 2)

- Building repository of position descriptions and calendar
  - Initial Survey complete
  - Feedback from SEC2014 incorporated
  - **Need your input**
- Testing of automated emails from MailChimp, accessing GoogleApps
  - Initial testing success

# Status (2 of 2)

- Mentor pool
  - Some mentors identified
  - Need more mentors
  - Need mentor training
- Creation of Feedback methodology

# VIP Project Team

- Project Manager – Jill Gostin
- Project Champion – Dave Green
- Repository Creation – Jill Gostin, Daniel Diaz
- Tech Team – Charles Lord, Peter Sahlstrom, Bill Marshall, Jill Gostin
- Mentor Training Advisor – Bill Ratcliff



# Contact

**Please contact me with any suggestions,  
questions or issues!**

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