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**Subject:** [IEEE R3] Volunteer Integration Process Project  
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**To:** r3-excom2014@IEEE.ORG  
**Cc:** Region 3 Sections sec-r03@IEEE.ORG

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## **Volunteer Integration Process Project**

To: Region 3 ExCom  
Cc: Region 3 Committee  
Sb: Region 3 Volunteer Integration Process Project Report  
Dt: 13 October 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 successfully tested automated sending of emails to 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. Google Apps is being used to store the documents that will be sent to the volunteers. Draft documents describing the positions of Chair, Vice Chair, Secretary and Treasurer were reviewed at the R3 meeting in Amsterdam, and now being updated on Google Apps. Also, a draft document for Area Chairs was begun at that meeting.

VIP team members are searching IEEE’s website for all information available that new volunteers may find helpful, and will include with each job description a full list of links to available resources. Soon we will begin testing the automated mailing of draft documents to the Sections that volunteered to be our trial groups.

We are also creating a “big picture” overview of IEEE which will be distributed to all positions at the beginning of each year. Thank you, Jim Conrad, for providing good input for this.

Status on other key items:

- 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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