

**From:** William Ratcliff w.ratcliff@ieee.org  
**Subject:** Region 3 Operations Manual Update  
**Date:** January 26, 2015 at 12:47 PM  
**To:** r3-excom2015@IEEE.ORG  
**Cc:** R3-Spc@ieee.Org r3-spc@IEEE.ORG



To: Region 3 ExCom  
Date: 26 January 2015  
From: William B Ratcliff, R3 SPC Chair 2015

Based on recent communications as well as action taken in 2014, the Region 3 Operations Manual is in need of updating. The recommendations from the Special Review Committee are the latest and will require additional work and decisions from the ExCom to facilitate the changes to the Operations Manual. As an example work has begun on the "area chair position descriptions".

Please review your Committee's operation paying particular attention to changes in...

- scope, mission, function / process
- number of volunteers or roles and responsibilities
- relationships to other Region or IEEE Committees
- existing wording for purposes of clarification / accuracy

In order to allow for several rounds of discussion please get your suggested changes to me by 13 February 2015. The target for approval is suggested for SoutheastCon since the Region Committee may be required.

If you have any questions please contact me as soon as possible.

␣  
␣ | | |

William B. Ratcliff  
IEEE Region 3 SPC Chair 2015  
912-356-5379(H,O)  
912-210-1759(mobile)  
e-mail [w.ratcliff@ieee.org](mailto:w.ratcliff@ieee.org)