

V. COMMITTEES

The Region 3 Standing Committees and Ad Hoc Committees are described in this Section. The following Standing Committees shall be established by and are responsible to the Region 3 Committee and the Region 3 Executive Committee (ExCom).

Standing Committees

1. All Standing Committee Chairs are voting members of the Region 3 ExCom and the Region 3 Committee.
2. The chairs and members of all of the Standing Committees as appropriate are appointed by the Region 3 Delegate/Director with the consent of the Region 3 Executive Committee. These appointed committee chairs and members serve for one year intervals, and they may be re-appointed as appropriate.
3. In the case of a vacancy on a committee, the Region 3 Delegate/Director may appoint a qualified member and report the appointment at the next meeting of the Region 3 Executive Committee.
4. It is the responsibility of the Chair, Past Chair, and Mentor to ensure that the committee is adequately trained for their responsibilities listed in this document.
5. All Committee members are encouraged to engage other volunteers to help accomplish their responsibilities as well as be a mentor to their replacements.
6. All Committees are encouraged to submit timely articles of interest to IEEE members to the Newsletter Editor.
7. Each Committee is encouraged to recognize the accomplishment of its own members as such accomplishments are made.
8. Face-to-face committee meetings, while very helpful, should be kept to a minimum. Meetings conducted by electronic means are encouraged.
9. Committees shall operate within the budget approved by the Region 3 ExCom. In December each committee chair shall submit a proposed budget for the expenses of committee activities to the Treasurer.

Region 3 - Standing Committees

1. Awards and Recognition
2. Member Activities
3. Conference
4. Finance
5. Section Support
6. Nominations and Appointments
7. Operational Audit
8. Professional Activities
9. Strategic Operations and Support
10. Student Activities

Ad Hoc Committees

An Ad Hoc Committee may be established to deal with or resolve a particular issue. It is formed by and is responsible to the Region 3 Delegate/Director. Unless reinstated by the incoming Delegate/Director, all Ad Hoc Committees expire with the term of the outgoing Delegate/Director. The Chairs of Ad Hoc Committees do not vote in Region 3 ExCom or Region 3 Committee matters.

V.1 AWARDS AND RECOGNITION

The Awards and Recognition Committee (ARC) shall assist the Region in formally recognizing, rewarding and promoting excellence in all facets of the professional lives of its members.

Members

1. The Awards and Recognition Committee Chair shall be a member and represent Region 3 on the IEEE-USA Awards and Recognition Committee. The ARC Chair shall be an interface with the Awards and Recognition Committees of MGA and IEEE. The ARC Chair shall also assist the Region 3 leadership in developing a culture of recognition and acknowledgment.
2. The Region 3 Professional Activities Committee Chair shall appoint, with concurrence of the Region 3 Delegate/Director, one member of the ARC so long as this member is from an Area different from the ARC Chair.
3. Then the Region Delegate/Director shall recruit five more candidates who are currently serving or have previously served as Section Chairs in Region 3. These members shall be selected such that no two members of the ARC are from the same Area. The slate of five candidates shall be brought before the Region 3 Executive Committee for approval.
4. One past Region 3 Delegate/Director shall be a Mentor.

Responsibilities

1. Develop and administer the professional award and recognition programs for sponsorship specifically by the Region. Presently available awards are:
 - 1.1. Outstanding Engineer Award,
 - 1.2. Outstanding Service Award,
 - 1.3. Joseph M. Biedenbach Outstanding Engineering Educator Award,
 - 1.4. Daniel W. Jackson Award for exemplary service as a Past Region 3 Director,
 - 1.5. Employer Professional Development Award,
 - 1.6. Professional Leadership,
 - 1.7. Director's Award, and
 - 1.8. Exemplary Section Award.
2. Publicize to the Region 3 Committee the awards available through the Region and the other IEEE entities. Encourage and, to the extent possible, support the recognition of Region 3 members for non-Region 3 IEEE awards.

3. Actively encourage the Sections to nominate members for all appropriate awards and provide such aid as may be necessary for accurate, timely and professional nominations.
4. Present to the Executive Committee for approval the proposed awards recipients at the Executive Committee at least 45 days before the Awards Ceremony.
5. Provide pertinent and timely information to the Region 3 Delegate/Director so the recipients can be notified promptly.
6. Support the Region 3 Member Activities Committee in maximizing media exposure for award recipients, including the Region 3 Newsletter. Write an article announcing the winners if needed.
7. Provide pertinent information on awards to the SoutheastCon General Chair so the awards program can be printed. In addition, recipient photos, citations, and short bio may be displayed during the Awards Ceremony.
8. Ensure that the Awards Ceremony runs smoothly.
9. Keep current documentation on Region awards and the overall management of the awards operation in the Region. Update and maintain the Region 3 Awards and Recognition Program Manual.
10. Manage the budget of the Awards and Recognition Program. Submit a preliminary committee budget to the Region 3 Treasurer prior to the fall Region 3 Executive Committee meeting. Assist the Region 3 Finance Committee in the preparation of the detailed annual budget of the ARC within the bounds of the funds of the Region as well as other funds that may be available.
11. Actively encourage Sections and Chapters to recognize the accomplishments of their members.

Funding

For recipients of Region 3 awards, the honoree's travel to and from the Region Awards Banquet and 1 night's lodging is covered by Region 3 in accordance with the Region's travel policy. Region 3 will also cover honoree's meals while traveling to, from and during the 1 night's stay for the recipient. Region 3 will also cover awards banquet expenses for 1 guest of the honoree.

V.2 MEMBER ACTIVITIES

The Member Activities Committee (MAC) shall support and facilitate the effective, seamless and interactive sharing of information and knowledge with members of Region 3 and others. This committee will also support other activities related to individual members of Region 3.

Members

1. The Member Activities Committee Chair shall be a member and serve as the Region 3 representative to the MGA Section/Chapter Support Committee's Electronic Communications Coordinator Subcommittee.
2. The Newsletter Editor shall be a member.
3. The Webmaster shall be a member.

4. The Information Coordinator (social media) shall be a member.
5. The Fellows Coordinator shall be a member.
6. One past Region 3 Delegate/Director shall be a Mentor.

Responsibilities

1. The MAC shall identify and communicate the personal and professional benefits of active engagement with fellow IEEE members.
2. The MAC shall contribute material, and if requested, present communications information and demonstrations to the Region leadership and members.
3. The MAC Chair shall assist the Region 3 Secretary in maintenance of various email lists used by the Region 3 Committee and the Region 3 Executive Committee.
4. The Newsletter Editor shall publish the IEEE Region 3 Newsletter, on a scheduled basis, in paper and electronic format via the Region 3 website. In doing so, he or she shall
 - 4.1. Develop a schedule annually, based on the Region 3 Calendar of events, listing the dates for article submission, the dates for printing/mailing, audience, and the expected date of arrival. At least one version shall be distributed to all members to include those who decline electronic communications in conjunction with SoutheastCon and the Region 3 Annual Meeting.
 - 4.2. Attend Region 3 Executive Committee Meetings as a participant without any voting rights.
 - 4.3. collect input from the Region officers, Standing Committee members, and others as appropriate (e.g., candidates for office).
 - 4.4. Edit all inputs as appropriate, for reasons of space, ease of understanding, and suitability for publication. The Editor will maintain an objective and unbiased position.
 - 4.5. Assemble the collected inputs, and other pertinent items (including, but not limited to, the agenda for the upcoming meeting and the Region 3 Officer Directory), into a printable or viewable document.
 - 4.6. Arrange for the Newsletter to be printed, labeled, and mailed.
5. The Webmaster shall support the creation and maintenance of web content for Region 3 and its entities. He or she shall have access to post this content on the Region 3 Website. The purpose of the Region 3 Website is (a) to inform the members of events in Region 3, (b) to publicize news of Region 3 personalities, appointments, and awards, (c) to display all current Region 3 manuals, and (d) to support the work of the officers and committees in Region 3.
6. Information Coordinator shall support the creation and maintenance of social media content for Region 3 and its entities. He or she shall have access to various social media vehicles in the name of Region 3 and shall work closely with the Webmaster. The purpose of the Region 3 social media communications is the same as that of the Region 3 Website.
7. The Fellows Coordinator shall encourage members to seek the membership level of Fellow.

V.3 CONFERENCE

The Conference Committee (CC) shall facilitate effective and timely conference planning and execution in the Region, especially SoutheastCon.

Membership

1. The CC Chair shall be a member.
2. The CC Vice Chair shall be a member.
3. The Delegate/Director-elect shall be a member.
4. The immediate past CC Chair shall be a member.
5. The Student Activities Chair shall be a member.
6. A past Delegate/Director shall be a member and serve as a mentor.
7. The Present, immediate Past and next two Future SoutheastCon General Chairs shall be members.
8. A member of IEEE Staff dealing with conferences may be a non-voting member.

Responsibilities

The CC shall:

1. Encourage Region 3 organizational units to develop conferences to meet the specialized interests of their members.
2. Solicit invitations from Sections in Region 3 to host SoutheastCon and make recommendations to the Executive Committee about the acceptance of these invitations.
3. Maintain a library of accumulated experience of the Region related to conferences to help ensure the success of future conferences.
4. Periodically review the effectiveness of the conferences sponsored by Region 3 organizational units and make recommendations for improvements.
5. Give assistance in the negotiation of contracts for service. Review, and approve all such contracts where Region 3 might have financial liability over \$5000.00.
6. Maintain the IEEE Region 3 SoutheastCon Manual.

V.4 FINANCE

The Finance Committee (FC) shall assist in the preparation of the Region 3 annual budget and periodically monitor the financial health of Region 3.

Membership

1. The Region 3 Treasurer is the Chair of the Finance Committee.
2. The Region 3 Delegate/Director shall be a member.
3. The immediate past Region 3 Delegate/Director shall be a member. If unable to serve, the Region 3 Delegate/Director shall appoint a past Region 3 Delegate/Director.
4. The Region 3 Delegate/Director-Elect shall be a member.
5. The Region 3 Secretary shall be a member.

6. The Chair of the Region 3 Conference Committee shall be a member.

Responsibilities

The Finance Committee shall:

1. Operate in accordance with the MGA policies and Region 3 Bylaws, Article IV: Finances.
2. Assist the Region 3 Treasurer in preparation of the annual budget.
3. Monitor Region 3 financial performance against budget.
4. Develop short and long range financial projections and plans.
5. Assist Region 3 organizational units in financial matters.
6. Assist the Region 3 Conference Committee in the evaluation of conference budgets.

V.5 SECTION SUPPORT

The Section Support Committee (SSC) shall assist the Sections in as many ways as possible (1) to stimulate the interest of IEEE members, (2) to motivate members to volunteer, (3) to encourage professional and technical growth of all members, (4) to share best practices with other Sections, and (5) to form Engineering Affinity Groups.

Members

1. The SSC Chair shall be a member and shall assist the Region in planning for IEEE Sections Congress and in Section rejuvenation.
2. The Life Member Coordinator shall be a member.
3. The Young Professional Coordinator shall be a member.
4. The Women in Engineering Coordinator shall be a member.
5. The Senior Member Elevation Coordinator shall be a member.
6. Two Sections Operations Specialists shall be members. (vTools Coordinator. IEEE Systems Support, SAMIEEE, 360 degree, cookbook, etc.)
7. The Project Coordinator shall be a member.
8. The Technical Activities Coordinator shall be a member.
9. One past Region 3 Delegate/Director shall be a Mentor.

Responsibilities

The Section Support Committee shall:

1. Assist in training section volunteers.
2. Provide assistance and support to those Sections and Chapters that are having problems in meeting the requirements to remain active and viable.
3. Assist Sections in the use of collaborative tools and other technologies that support Section and Region activities.
4. Encourage Sections to sponsor member grade elevation programs.
5. Encourage Sections to sponsor programs that support the interest and continued activity of Life Members.
6. Encourage Sections to sponsor projects to facilitate the active involvement of members in IEEE activities.

7. Initiate project experiments with one or more sections to encourage member engagement.
8. Assist sections in developing technical programs for their members and accessing other technical activities in the Institute.

V.6 NOMINATIONS AND APPOINTMENTS

The Nominations and Appointments Committee (N&A) shall solicit nominations and recommend candidates for Region 3 officers, committee chairs, committee members, and IEEE leadership positions.

Members

1. The Nominations and Appointments Committee Chair shall have been a recent Region 3 Delegate/Director. He or she shall also serve as a corresponding member of the MGA Nominations and Appointments Committee.
2. The two most recent past Region 3 Delegate/Directors (not the chair) who are willing to serve shall be members.
3. The Young Professionals Coordinator shall be a member.
4. No potential candidate for Region 3 Delegate/Director Elect can serve on the Nominating Committee.

Responsibilities:

The Nominations and Appointments Committee shall:

1. Produce a list of nominees for the office of Delegate/Director-Elect for submission to the Region 3 Committee in accordance with Article III, Section 5 of the Region 3 Bylaws.
2. Report the approved list of nominees for the office of Delegate/Director-Elect to the IEEE Operations Center by the required deadline.
3. Nominate candidates for all Region 3 Committee Chairs and Members as appropriate and supply these nominations to the Delegate/Director.
4. Solicit potential candidates to be considered by the IEEE Nominations and Appointments Committee and the MGA Nominations and Appointments Committee for service on IEEE Committees and Boards.

Nominations and Appointments Committee Schedule

The N&A Committee Schedule below is provided for committee guidance.

Even Year Schedule

January: The N&A Committee Chair sends roster, schedule, procedures, applicable bylaws and goals to N&A Committee members.

February: The N&A Committee Chair issues Call for Nominations for Region Delegate/Director-Elect candidates to Region 3 Committee Members. The description for an IEEE Director, as approved by the IEEE Board of Directors, shall be referenced in the Call for Nominations.

May: The N&A Committee Chair communicates with N&A members to confirm that the candidates conform to the minimum requirements.

June: The N&A Committee members engage potential candidates to determine their availability and willingness to serve if elected. Each candidate must submit documents as required by the IEEE Operations Center. These documents are also used by the N&A Committee.

July: The N&A Committee selects candidates to be submitted to the Region 3 ExCom.

August: The Region 3 ExCom considers the slate of candidates submitted by the N&A Committee. The ExCom may accept additional nominations from the floor provided that the required documents for each candidate are supplied at that time. The ExCom decides on the number of candidates and the names of those candidates to be submitted to the Region 3 Committee.

September: The slate of candidates from the ExCom is submitted to the Region 3 Committee for endorsement. If the slate of candidates is rejected, the slate goes back to the N&A Committee and the entire process is repeated.

December: Turn in final list of candidates to IEEE Operations Center.

Odd Year Schedule (IEEE Election Year for Region 3)

February: N&A Chair with Delegate/Director's approval submits "Call for Region Volunteers to Serve on the Region 3 ExCom and other Region 3 committees" to the Editor of the Region 3 Newsletter.

March/April: N&A Chair solicits suggestions from members of the Region 3 ExCom and the Region 3 Committee. N&A will initiate review of candidates for R3 ExCom and standing committees.

October: Complete the volunteer screening for committee & special assignments.

November: Recommend appointments to incoming Delegate/Director.

V.7 OPERATIONAL AUDIT

The Operational Audit Committee (OAC) shall determine administrative and management effectiveness by performing operational reviews of other Region 3 Committees.

Members

1. The OAC Chair shall be a member.
2. Four other individuals shall be members. It is suggested that these individuals have experience as Section Chairs, Region 3 Committee Chairs, or Region 3 Officers.
3. No member of the OAC shall be a member of the committee(s) being reviewed.

Responsibilities

The Operational Audit Committee shall:

1. Conduct an operational audit of one or two standing committees each year as designated by the Delegate/Director as described in Section II, Policies and Procedures: Periodic Review of Region Standing Committees.
 - 1.1. The period of time to be considered in the review is the past four to six years.
 - 1.2. The OAC shall delve into the effectiveness, contributions, policies, procedures, actions, composition, budget considerations, and other related aspects of the committee being reviewed.
 - 1.3. The OAC shall provide a written report to the Delegate/Director giving the results of the operational audit of each committee.
2. Conduct an operational audit of another Region 3 entity as designated by the Delegate/Director on an “as required” basis.

Schedule

January: Delegate/Director informs OAC Chair of the committee(s) to be audited.

February: OAC Chair requests information from chair of committee(s) being audited.

May: Chair of committee being audited delivers information to OAC Chair.

August: OAC Chair delivers the preliminary audit report to the chair of the committee(s) being audited.

September: OAC Chair delivers the final audit report to the Delegate/Director.

September: The chair of the committee(s) being audited may deliver a report to the Delegate/Director in response to the audit report.

Review Criteria

Sufficient review criteria flexibility is allowed during the review process to permit focusing on the Charter of the Standing Committee being reviewed. The major sources of information for this review are the Committee minutes and reports that are archived on Region 3 website (<http://ewh.ieee.org/excom/meetings/>). Therefore, it is very important that the Committee Meetings Minutes and Annual Reports list accomplishments against the Committee’s Year’s Goals & Responsibilities and other important actions. At a minimum, the following information shall be made available to the Region 3 Operational Audit Committee:

1. Committee responsibilities per the Region 3 Operations Manual.
2. Committee goals as developed on a yearly basis.
3. Committee structure/organizational chart.
4. Committee members and terms of office (with contact information).
5. Sponsorship of Region 3 members for Institute awards and recognition.
6. Special Projects and initiatives.
7. Committee budget with income and expense versus actuals.

Final Report:

The final audit report that is delivered to the Delegate/Director will contain recommendations for the committee being audited. Each recommendation will be action oriented and restricted to one issue. The committee being audited will prepare a response to the review, addressing each recommendation and indicating acceptance, modification,

rejection, or need for guidance from the Region 3 Delegate/Director. The report and response will be archived for at least ten years.

V.8 PROFESSIONAL ACTIVITIES

The Professional Activities Committee (PAC) shall assist the region in planning, organizing, implementing, and monitoring professional activities. It shall also encourage Sections to include professional activities in their programs and coordinate Region 3 professional activities with those of IEEE-USA.

Membership

1. The PAC Chair shall be a member and shall also serve as Regional PACE Coordinator in relation to IEEE-USA and serve as the Region 3 Representative to the IEEE-USA PACE Committee. In addition, this individual shall be a corresponding member of the Region 3 SSC.
2. The past PAC Chair shall be a member.
3. The Employment and Career Services Coordinator shall be a member. This individual shall also serve as the Region 3 Representative to the IEEE-USA Employment and Career Services Committee.
4. The Government Activities Coordinator shall be a member. This individual shall also serve as the Region 3 Representative to the IEEE-USA Government Activities Committee to monitor developments in state capitals within the region that could affect the careers of IEEE members and/or the public interest in areas affected by engineering.
5. The Student Professional Awareness Coordinator shall be a member. This individual shall all serve as the Region 3 Representative to the IEEE-USA Student Professional Awareness Committee (SPAC).
6. The STEM Educational Liaison shall be a member. This individual shall serve as the Region 3 Representative to the IEEE-USA K-12 STEM Literacy Committee.
7. One past Region 3 Delegate/Director shall be a Mentor.

Responsibilities

The Professional Activities Committee shall:

1. Encourage and support the sections in ensuring the professional growth of the members at all levels in Region 3.
2. Work with others in the Region 3 ExCom to encourage, develop, and nurture programs that stimulate interest in science, technology, engineering, and math of pre-college students and encourage their later participation in the IEEE.
3. Submit the Professional Development Financial Report as required by IEEE-USA (In conjunction with the Treasurer).
4. Coordinate the work to optimize the effectiveness of the professional activity interface with Region 3 federal, state and local government entities.
5. Encourage student branches to hold events to promote professional awareness.

V.9 STRATEGIC OPERATIONS AND SUPPORT

The Strategic Operations and Support Committee (SOSC) shall assist in Region 3 Activities of a strategic nature.

Membership

1. The Chair of the SOSC shall be a member and shall have been a Delegate/Director.
2. The Vice Chair of the SOSC shall be a member and shall have been a Delegate/Director.
3. The Chair of the Operational Audit Committee shall be a member.
4. All past Region 3 Delegate/Directors and/or past senior officers of the Institute who are willing to serve shall be members.
5. The Director, Director-Elect, Treasurer, and Secretary shall be ex officio members without vote.

Responsibilities

1. Define long-range Goals and Objectives for the Region.
2. Assist Director in planning, conducting, and follow-ups associated with Director's Annual Strategic Planning Retreat
3. Assist Delegate/Director in development of annual "Consolidated Goals & Objectives List".
4. Provide counsel to the Region 3 Executive Committee to minimize problems in the Region operation.
5. Maintain currency of the Region 3 Bylaws and the Region 3 Operations Manual. Process the proposed changes through the required endorsement and approval stages.
6. Assist the Past Director in updating and maintaining the Region 3 History document.
7. Support the Region 3 Mentor Program, assign past Delegate/Directors as "Mentors" (Members- At-Large) to Region 3 standing committee's.
8. Perform such Ad Hoc tasks as may be assigned by the Region 3 Delegate/Director.

Timeline for Region 3 SOSC

<u>Date</u>	<u>Task Description</u>	<u>Action</u>
Jan	New Committee Create new Mentor Assignments Consolidated Goals & Objects List Development Update Region 3 History Document	Director SOSC SOSC Past Director
Feb	Determination of strategic support for Spring Meeting SOSC Online Meeting after IEEE OU Series	Dir & SOCS SOCS
Mar/Apr	Spring Region Meeting Face-to-face meeting as part of Region Meeting	Dir & SOCS Dir & SOCS
July	SOSC Online Meeting after IEEE OU Series	
Nov	Complete and report Operational Audit results to ExCom	Op Audit Ch
Dec	Director's Annual Strategic Planning Retreat Support meeting and follow-ups	SOSC, others per Director

V.10 STUDENT ACTIVITIES

The Student Activities Committee (SAC) shall coordinate Region 3 student activities and provide advice and support for student activities to IEEE entities. <<<Section and Student Branch interaction?? What about student awards and the student program at SoutheastCon?>>>

Membership

1. The SAC Chair shall be a member.
2. The SAC Vice Chair shall be a member.
3. The immediate past SAC Chair shall be a member.
4. The Counselors of all of the IEEE Student Branches within the Region shall be members.
5. A Regional Student Representative (RSR) appointed by the SAC Chair with concurrence of the Region Delegate/Director shall be a member.
6. A Student Activities Liaison to the Region 3 Professional Activities Committee shall be appointed by the SAC Chair with concurrence of the Region 3 Delegate/Director. This person shall be a member.
7. One past Region 3 Delegate/Director shall be a Mentor.

Responsibilities

1. Conduct a Region 3 Student Conference each year in conjunction with SoutheastCon. While the majority of the effort is performed by the host Student Branch, the Region 3 Student Activities Committee (SAC) establishes policy and provides assistance for various activities normally part of the conference, including the Student Paper Contest and a Student Hardware Design Contest.
2. Interact with the IEEE MGA Student Activities Committee.
3. Monitor Student Branch activities within the Region and represent student activities concerns to the IEEE.
4. Ensure compliance to the Region's "Student Travel Policy" and provide a preliminary budget, based on the approved Student Travel Policy, to the Region 3 Finance Committee.
5. Develop and administer the student award and recognition programs for sponsorship specifically by the Region. Presently available awards are:
 - 5.1. Exemplary Student Branch Award,
 - 5.2. Outstanding Student Branch Award,
 - 5.3. Student Professional Activities Service,
 - 5.4. Student Paper awards, and
 - 5.5. All student awards at SoutheastCon.
6. Review and revise as appropriate the SoutheastCon Student Conference Manual.
7. Ensure the Annual Student Conference Hardware Design Contest Rules reflect the desired goals of the Region's contest, and are of appropriate specificity and

complexity, and are relatively free of ambiguity. Ensure that all of the rules and contest information for SoutheastCon are readily available on the Region 3 website.

Meetings

The Region 3 Student Activities Committee will meet annually at the Region 3 Student Conference held in conjunction with the Region's SoutheastCon Conference. In conjunction with the annual Region 3 Student Activities Committee meeting, there will be a Student Branch Chairs Workshop conducted by the Region 3 Regional Student Representative.