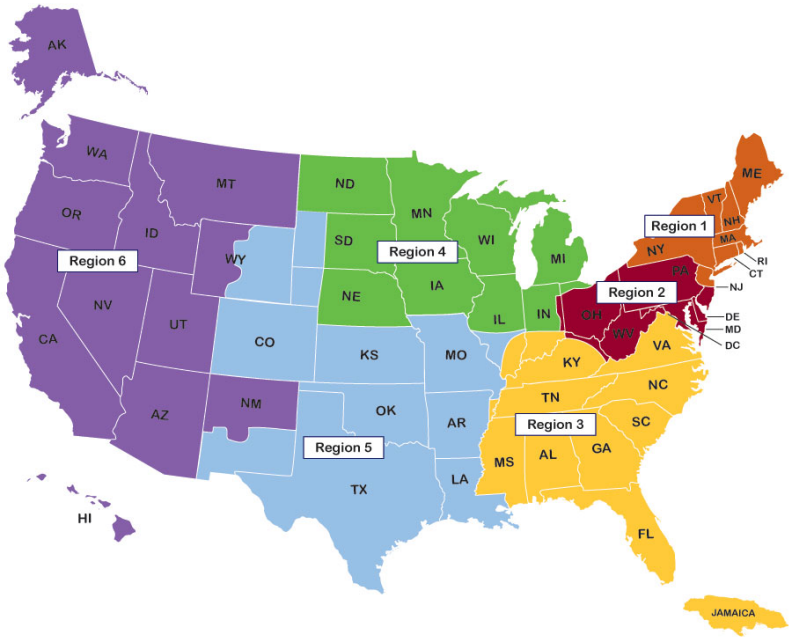
IEEE Region 3
Student Branch Leadership Training Workshop
Fall 2015



Introductions

Workshop Leaders

- Pat Donohoe (R3 Student Activities Chair)
- Victor Basantes (IEEE-USA SPAC Region 3 Coordinator)
- Ayaz Hamani

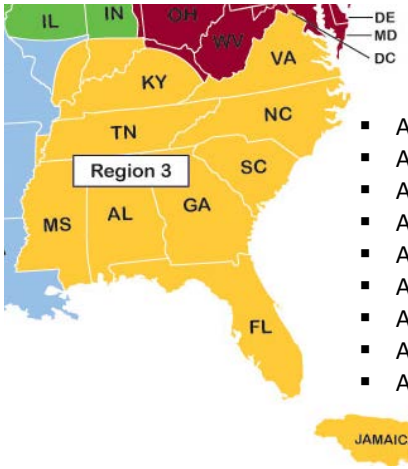
Workshop Participants

- Name
- Student Branch and/or Section
- IEEE Position
- Why did you join IEEE?

Workshop Goals

- Each Student Branch will leave the workshop knowing what is necessary to operate a successful IEEE Student Branch.
- Each Student Branch will develop a focused set of goals, a realistic budget, and the overall branch plan for the year.

IEEE Organization



Region 3

- Area 1 – Virginia Council
- Area 2 – North Carolina Council
- Area 3 – Georgia
- Area 4 – Florida Council
- Area 5 – Tennessee Council, (AR)
- Area 6 – Alabama, Mississippi
- Area 7 – South Carolina Council
- Area 8 – Kentucky, (IN), (IL)
- Area 9 – Jamaica

Tallahassee Section
- FAMU/FSU
- Florida A&M University

Northwest Florida Section
- University of West Florida
- UWF – Ft. Walton Beach

Jacksonville Section
- University of North Florida

Gainesville Section
- University of Florida

Daytona Section
- Bethune-Cookman University
- Embry-Riddle University

Orlando Section
- University of Central Florida
- Devry University - Orlando
- Valencia College

Melbourne Section
- Florida Institute of Technology

Florida West Coast Section
- University of South Florida

Palm Beach Section
- Florida Atlantic University

Miami Section
- University of Miami
- Florida International University
- Miami Dade College

Broward Section
- Nova Southeastern University
- Devry University – South Florida
- Broward College

Student Branch Administration

- Student Branch Officers
  - Chair
  - Vice-Chair
  - Secretary
  - Treasurer
- Branch Counselor
- Branch Mentor
- Other Student Volunteers
  (Committees - Program, Membership, Publicity, Finance, other)

Student Branch Chair

- Serves as the Executive Officer of the Student Branch.
- Manages the general operations of the Branch.
- Presides at all meetings of the Branch.
- Appoints committee chairs.
- Involved in “forward planning” for the Branch.
- Prepares necessary reports for IEEE Student Services.
- Arranges for election of new Officers before leaving office.
- Communicates frequently with other Officers.
- Works with Branch Counselor in dealings with the Department and Faculty and local IEEE Section.

Student Branch Vice-Chair

- Serves as the junior Executive Officer of the Student Branch.
- Chairs the Program or Membership Committee.
- Monitors the progress of Branch programs.
- Fills in for the Student Branch Chair as required.
- At some Branches, automatically becomes Chair next year.

Student Branch Secretary

- Keeps detailed records of all Branch meetings and activities.
- Carries out all necessary communications of the Branch, including the filing of reports with IEEE Headquarters.
- Posts a calendar of events to keep all members informed of Branch activities.
- Ensures that all Branch activities are conducted under the provisions of the current Branch Constitution and IEEE Bylaws.
- Arranges for orderly transfer of all Branch records to incoming Secretary.

Student Branch Treasurer

- Responsible for ensuring the Branch's finances are in order.
- Deposits all monies received promptly in the Student Branch account.
- Prepares a budget at the start of the school (or fiscal) year.
- Prepares end-of-year Financial Statements.
- Chairs the Fundraising Committee.
- Co-signing Officer (jointly with the Student Branch Chair).
- Arranges for orderly transfer of all accounts and records to incoming Treasurer.

Student Branch Counselor

- Faculty member, active in the IEEE, who serves as an advisor to the Branch and its Officers.
- Appointed by the local Section Chair, upon the recommendation of the Student members and the Regional Student Activities Chair (RSAC).
- Normal term of appointment (or re-appointment) is two years.
- Provides a sense of continuity to the Branch.
- Informs other faculty members of Branch activities.
- Promotes student awareness of awards, contests and membership benefits.
- Helps the Branch establish Industrial contacts and works closely with the Branch Officers and the Branch Mentor.

Branch Mentor

- Designed to maximize the interaction between the Student Branch and the local Section.
- Branch Mentor must be from Industry.
- Appointed by the local Section Chair, in consultation with the Branch.
- A recent graduate with firsthand experience in Student Branch operations is an ideal candidate.
- Meets regularly with the Branch members and the Branch Counselor.
- Assists the Branch to develop effective programs.
- Provides a bridge between the Branch and the local Section.
- Position is optional but can help Branches stay connected.

IEEE Volunteerism

Most if not all the people you will work with on IEEE activities are volunteers.

- Be respectful of them and their time
- Make them feel their contributions are important
- Make sure they get recognition
- Thank them for their participation
- Give them titles related to activities
- Seek and get commitments
- Make sure they feel they have input to the process

Games

Student Branch Goals?

- Fewer meetings; better meetings
- Prepare members for internships/jobs
- Social/mixer events for members
- Recruitment of freshman/sophomore students
- Technical/non-technical skills for students
- Do well at SoutheastCon (Hardware/Ethics)
- Engage students with continuing IEEE involvement after graduation
- Cater to all students, not only SoutheastCon
- Organize common-interest meetings with other technical/engineering societies
- Keep members up-to-date with current technology
- Community service and STEM outreach
- Inter-disciplinary activities on campus
- Provide students with all options after graduation: industry, graduate school, etc

Student Branch Operations

Design a varied and interesting schedule of events/activities to engage current student members and recruit new student members.

Events and Activities (Examples)

- Faculty member presentations on research topics (labs, research centers)
- Plant tours
- Presentations by a companies recruiting on campus
- IEEEXtreme
- Attending a local IEEE Section meeting
- SPAx (Student Professional Awareness activities)
- Local community service activity (speaking at local schools, host students on campus, Habitat for Humanity, etc.)
- SoutheastCon student competitions
- Joint meetings with other organizations (ASME, AIChE, WIE, EWB, etc.)
- Social events (welcome back/end-of-year picnic, game night, etc.)
- Other (be innovative)

Student Branch Operations

Design a varied and interesting schedule of events/activities to engage current student members and recruit new student members.

Events and Activities (Other)

- Joint organization meeting for recruiting Hardware team
- Talent show
- Legoland team building
- Ropes course on campus
- Engineering week: competitions
- Banquet
-

Student Branch Operations – IEEE Resources

General information for IEEE Student Members
http://www.ieee.org/students
(Benefits of membership, news and resources, student branch information, etc.)

Branch Leader News
http://www.ieee.org/membership_services/membership/students/leaders.html
(Leadership training info, SAMIEEE, contacts, etc.)

Student Awards and Other Opportunities
http://www.ieee.org/membership_services/membership/students/awards/index.html
(Student awards and competitions, scholarships, grants, fellowships, etc.)

IEEE Region 3 (Student Activities)
http://ewh.ieee.org/reg/3/student.html
(Student activities specific to Region 3)

Student Branch Reporting Requirements

Only two reports are required by IEEE each year (both are submitted online)

Student Branch Officer Reporting (https://officers.vtools.ieee.org/)

- Submitted in a timely fashion after officer elections.
- Includes reporting of Branch Counselor.
- Must be submitted each year or offices will be listed as vacant at IEEE.

Student Branch Activity Report (https://sbr.vtools.ieee.org/)

- Due 1 May each year or two months after the academic year ends.
- Report of Branch activities for past year.
- Submission of the Student Branch Activity Report qualifies the branch for a rebate of $2.00 per Branch member.
- Student Branches will receive a combined payment of the Student Branch rebate/allotment. The allotment is $50 for Branches with 49 or fewer members or $100 for Student Branches with 50 or more members (based on membership statistics as of 31 December).

Student Branch Communications/Visibility

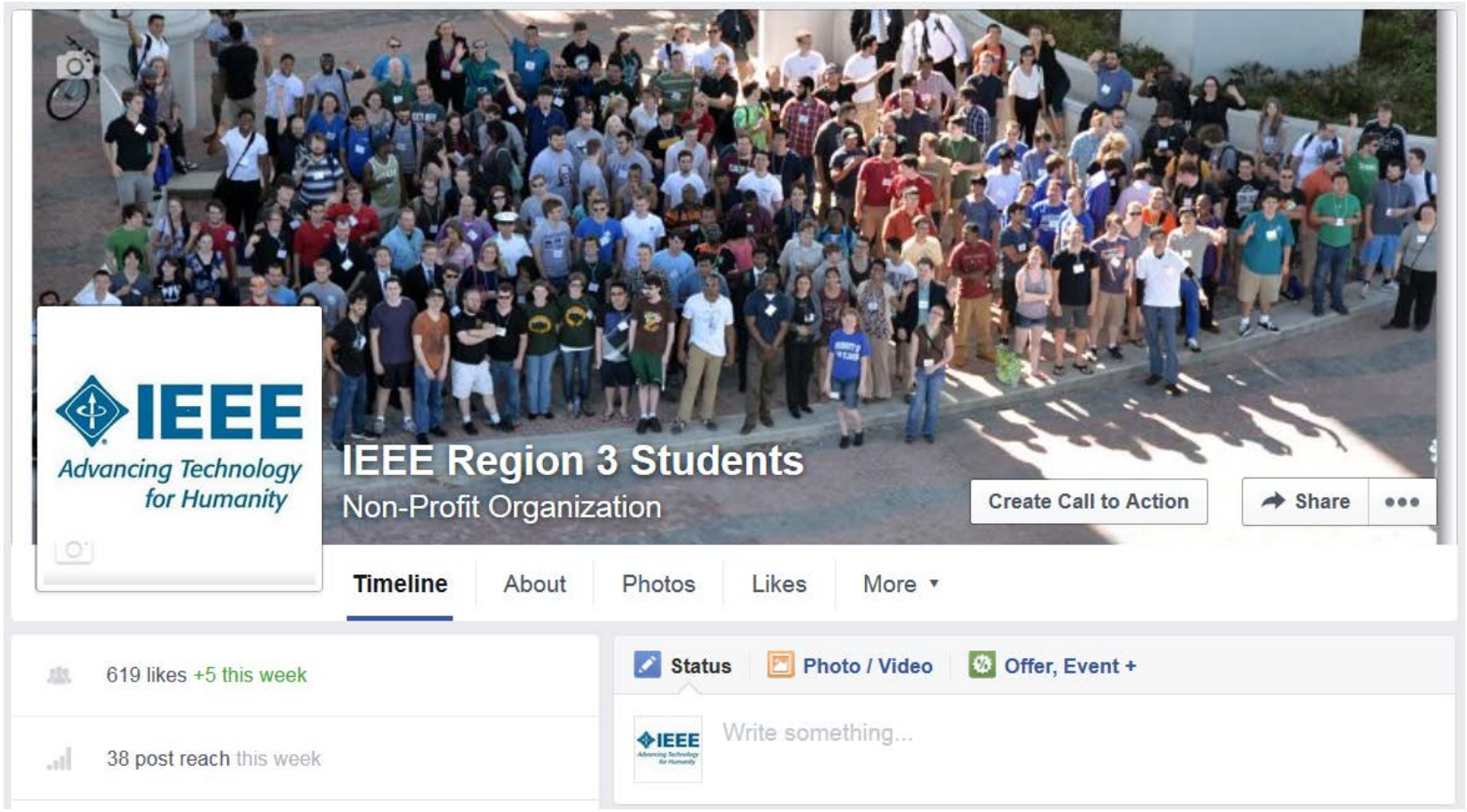
Student Branch Website

- There should be an IEEE presence on the University website
- A well-designed website can be (1) an effective resource tool [announcements, event info, links, contact info, etc.] (2) an effective repository of information [meeting minutes, reports, history of student branch, officers, award winners, etc.]
- Not everyone uses Facebook!

Student Branch Facebook Page

- Preferred mode of communication for most students
- Not everyone uses Facebook!

Facebook Page – IEEE Region 3 Students



https://www.facebook.com/IEEEStudentsRegion3

Student Branch Fundraising

There are 4 different kinds of money you may need to raise:

- *Operating money* - for continual expenses.
- *Seed money* - an “advance” for an event.
- *Subsidy money* - to reduce the cost for members.
- *Capital money* - to buy things.

Most fundraising ideas center on selling stuff (coffee, t-shirts, lab parts, etc.), providing services (car wash, parking cars, etc.), or soliciting donations (student government, industry, IEEE Section, etc.).

- Brainstorming is a good way to think of ideas.
- Need to be aware of University fundraising constraints
- Need to be careful not to tarnish the image of engineering.

Student Branch Fundraising

Money Sources ($$ and/or in-kind contributions):

- Branch bank account
- Money from rebate/allotment
- Fundraising events or activities
- School
  - Department Head, Dean, Student's Association, Engineering Student's Association
- IEEE
  - Local Section, Region
  - For S-PAx: IEEE USA SPAx and MGA/SAC/SPAA
- Local Industry

Student Branch Fundraising

When asking for money….

- Donor must have money to give (not everyone does!)
- Put the request in writing and include a brief budget
- Convince them of the merits of your cause and how their involvement will help both you and them
- Show them that your proposal is well-thought out and that you are soliciting from others as well
- Give them time to make a decision and then follow-up

IEEE SoutheastCon Events

- Student Paper Competition
- Hardware Competition
- Software Competition
- Ethics Competition
- Student Branch Website Competition
- Student Branch T-Shirt Competition
- Student Branch Leadership Meeting
- Student Branch Counselors Meeting
- Awards Banquet

IEEEXtreme

IEEEXTREME PROGRAMMING COMPETITION 9.0

On this Page:

- IEEEXtreme Facebook
- Presentation and pictures
- Sponsors and partners

IEEEXtreme is a global challenge in which teams of IEEE Student members —advised and proctored by an IEEE member, and often supported by an IEEE Student Branch—compete in a 24-hour time span against each other to solve a set of programming problems.

IEEEXtreme 9.0 will be held 24 October 2015 00:00:00 UTC.

- Eligibility
- Prizes

Registration will be open through 12 October 2015.

Register your team today

www.ieee.org/xtreme

Student Branch Member Recruitment

Student Professional Awareness Activities

SPAx

- SPAx is the new framework available to help your student branch plan ***professional awareness*** events
  - SPAx events can be conferences (aka traditional SPAC) or any other projects (short or long term) that raise professional awareness.
    - Focus areas: *Career Development, Professional Integrity, Personal Skills, Engineers and Public Policy, Leadership in Professional Organizations, The Practice of Innovation, The Art of Communication, Humanitarian Grand Challenges*
  - Funding: $200 for a project that has been approved by your region coordinator

SPAx

- SPACs are still being supported under the SPAx umbrella
  - Funding: $500 will be reimbursed (hotel+airfare) to one of our nationally approved speakers that is invited to your SPAC

- See examples and get started at:
  http://ieeeusa.org/volunteers/committees/spax/

- Point of contact:
  Victor Basantes
  IEEE-USA SPAC Region 3 Coordinator
  victor.basantes@ieee.org

IEEE Young Professionals Program (formerly GOLD)

IEEE Young Professionals is an international community of enthusiastic, dynamic, and innovative members and volunteers. IEEE is committed to helping young professionals evaluate their career goals, polish their professional image, and create the building blocks of a lifelong and diverse professional network.

Visit the IEEE Young Professionals Facebook Page

Lunch

Branch Planning

- Assess the state of your Branch (resources, people, money).
- Identify the major objectives for your Branch for this year (e.g., membership increase, some big event, retain existing members, seek new equipment).
- Identify the specific goals that will help you meet your objectives and identify the events that will make up your Branch Program to achieve these goals.

Example Branch Activities

- Invite speakers on technical or professional subjects.
- Enter design competitions (e.g., Regional Hardware, Software and Ethics Competitions).
- Plan and host a Student Professional Awareness Activity (SPAx)
- Organize field trips to Industry.
- Mentor junior students.
- Organize sales of lab kits, lab manuals, resume books, solved past exams.
- Raise funds for charity or Student Branch projects.
- Develop/enhance a Student Branch website. (IEEE provides free hosting web space at http://ewh.ieee.org).

Example Branch Activities

- Use SAMIEEE to access current Branch membership data http://www.ieee.org/samieee
- Participate in engineering awareness programs.
- Visit and organize joint activities with other Student Branches.
- Volunteer at a conference and help staff a membership booth.
- Host an annual “Welcome Back” or “End of School” picnic.
- Work with the local IEEE Section and Region.

Branch Plans