

Summary of Major Changes

- Addition of description of Area Chair
- Change from Member Activities Committee to Member Communications Committee
 - Define a Member Recruitment and Retention Coordinator who serves on both Member Communications Committee and Section Support Committee
 - Note that operationally, the Member Communications Committee Chair will also be considered the Member Activities Committee Chair (for purpose of the Region 3 Committee) until the ExCom recommended Bylaw is passed by the Region 3 Committee in March.
- Reflect changes in telecommunication technology for meetings, collaboration, and communication
- Incorporate changes in the Conference committee and Student Activities committee activities that have occurred over the last several years
- Update the Section Support Committee based on its first year of operation
- Update various references and policy to line up with other IEEE (higher level) Documents
- Move calendar information out of the document to web pages that can be updated separately
- Move Operational Audit Committee guidance to the “general information for all committees” section
- Add linkage to external file listing audit history and plans

Additionally, reformatting, grammar fixes, etc. were done.

Note that the committees in chapter 5 will be alphabetized after approval of the changes. They were left as they were to facilitate a change review.

Release philosophy

The Operations Manual had significant “technical debt” with many sections outdated. The catch-up philosophy adopted was to do the updates in a series of changes as they are ready. This release is a significant improvement but several sections still need significant updated. The SOSC and the responsible parties will continue to work on improvements.

The suggested changes have been reviewed and endorsed by the SOSC.