Region 3 Areas, Effective January 2022

Area 1 Sections	Area 2 Sections	Area 3 Sections	Area 4 Sections	Area 5 Sections
Central North Carolina (CNC)	Atlanta (ATL)	Broward (BRO)	Central Tennessee (CT)	Alabama (AL)
Central Virginia (CV)	Central Georgia (CG)	Canaveral (CAN)	Chattanooga (CHA)	Gainesville (GNV)
Charlotte (CLT)	Central Savannah River (CSR)	Daytona (DAB)	East Tennessee (ET)	Huntsville (HSV)
Eastern North Carolina (ENC)	Coastal South Carolina (CSC)	Florida West Coast (FWC)	Evansville-Owensboro (EO)	Jamaica (JAM)
Hampton Roads (HR)	Columbia (COL)	Melbourne (MEL)	Lexington (LEX)	Mississippi (MS)
Richmond (RIC)	Jacksonville (JAX)	Miami (MIA)	Louisville (LOU)	Mobile (MOB)
Virginia Mountain (VM)	Piedmont (PI)	Orlando (MCO)	Memphis (MEM)	Northwest Florida (NWF)
Western North Carolina (WNC)	Savannah (SAV)	Palm Beach (PBI)	Tri Cities (TC)	Tallahassee (TLH)
Winston-Salem (WS)				

IEEE

Area Chair Responsibilities

From Operations Manual (To be released in 2022)

▸ The Area Chairs are appointed by the Region 3 Director for a one or two-year term. The Director-Elect is directly responsible for overseeing the proper functioning of each Area.

▸ The purpose of the Area Chair is to better enable and empower the Section officers so that they may serve their members and fulfill the mission and goals of the Section, the Region, and MGA. The Area Chair is responsible for

- 1) serving as a "first line of defense" for a troubled Section,
- 2) enabling the exchange of best practices between Sections,
- 3) representing the Sections to the Region, and the Region to the Sections, and
- 4) actively participating in Region meetings.

▸ The Area Chair should continually seek opportunities to engage Section volunteers and should endeavor to assist them when needed.

▸ The Area Chair is a voting member of the Region 3 ExCom and the Region 3 Committee. The area chair position is one of communication and facilitation -- there is no governance duty of Area Chairs in relation to the sections in their area.

◆ IEEE

Area Chair Responsibilities (continued)

From Operations Manual (To be released in 2022)

▸ Serve as a member of the Region 3 Committee

▸ Serve as a member of the Region 3 ExCom

▸ Serve, or with the concurrence of the Delegate/Director-Elect designate a member (of the Area) to serve, on the Region 3 Awards Committee

▸ In coordination with the Region 3 Awards Chair's preparation of the Region 3 Awards Program, run the Outstanding Section Awards program.

▸ Represent the Area at ExCom Meetings; Ensure that the interests of the Area are understood and considered by the ExCom.

▸ Maintain close contact with the Region 3 Section Support Committee

▸ Assist the area's sections in understanding the rest of IEEE

▸ Ensure that Section Officers understand their role within the Region

◆IEEE

Area Chair Responsibilities (continued)

From Operations Manual (To be released in 2022)

▸ Verify that each Section and its subunits are conducting activities on a regular basis and reporting all meetings via vTools

▸ Verify that a Section Nominating Committee is established in accordance with MGA Guidelines

▸ Inform Region leadership if a Section seems to be floundering, assist or identify resources for the Section, as needed

▸ Coordinate Area meetings or telecons to share best practices among Section leadership; if funding is available, travel to Section meetings

▸ Stay informed about IEEE and its business, mission, services, policies, and programs

▸ Be familiar with matters affecting the Area

◆IEEE

Area Chair Responsibilities (continued)

From Operations Manual (To be released in 2022)

‣ Review IEEE documents as they relate to the position of Area Chair, including IEEE Bylaws, IEEE Policies, IEEE Financial Operations Manual and the MGA Operations Manual.

‣ Become familiar with IEEE Policies regarding funding sources for Geographic Units, the appropriate use of IEEE Funds, establishing bank accounts, contract administration, annual reporting requirements, and insurance coverage. Assist Sections with identifying appropriate funding sources, as needed

‣ Act as a mentor to your successor

Area Chair Duties & Tools

Will be located on the Region 3 Web Site

▸ Meet with your Sections quarterly (at a minimum).

▸ Meet with Director-Elect quarterly (at a minimum).

▸ Collect contact information for officers in your Sections.
- Share Section officer contact information with the Region 3 Secretary.
- Ensure your Sections to update officer information in vtools.

▸ Check to see if your Sections have a web page
- Is it current?
- Does it include a calendar?
- Does it list subunits (chapters/affinity groups) and provide contact information?

IEEE

Area Chair Duties & Tools (continued)

Section Elections

▸ Check when your Sections last held an election.
https://voting.vtools.ieee.org/tego_/ballot_admin/index

- All Sections in Region 3 should use vtools for their elections.

- Elections should be held at a minimum every two years in accordance with MGA rules and Section Bylaws/Operations Manual.

- Check to see if they have more than one candidate for each officer position; if not, they will need Region Director approval to proceed.

- See how long any officer has held a position.

  • They should get Region approval for more than 4 years of service continuous or 6 years total in a position.

Section Meetings & Communications

▶ Check the number of meetings listed in vtools.

▶ All meetings should be listed in vtools and reported. https://events.vtools.ieee.org/

▶ Review scheduled and reported meetings quarterly.
- We want to see 5 to 8 meetings each year.
- Check to see how often the Sections communicate with their members. https://enotice.vtools.ieee.org/tego_/enotices
- Should be a minimum of six times per year.

◆IEEE

Area Chair Reporting

▸ Track membership numbers over the previous year using OU Analytics: https://mga.ieee.org/resources-operations/volunteer-tools/samieee

▸ Share information with Director-Elect

▸ Submit monthly Area report to Region 3 ExCom and Committee, identifying significant accomplishments of Sections and any issues they are facing

▸ Encourage Section officers to participate in training events and to use the Center for Leadership Excellence

▸ Remind Treasurers and Chairs to submit compliance forms by the middle of February.

Helping Struggling Sections

▸ Use Area Chair travel funds to visit Sections in your Area

▸ Point them to Action Plans (things to do in first 30 days, key administrative items, and annual requirements), recommended training, and Position Descriptions on the Center for Leadership Excellence: https://www.ieee.org/cle

▸ Point them to training on vtools: https://kb.ieee.org/mga/vtools/

▸ Point them to videos and other documentation provided by the Section Support Committee. https://www.youtube.com/channel/UC4YWXCAjhdgIAKegz4zsHlQ

▸ Point them to Steps for Organizing Activities: https://r3.ieee.org/volunteer-tools/region-3-tools-for-sections-processes-steps-for-organizing-activities/

Helping Struggling Sections (Continued)

▸ Identify members of their Section that have volunteered in the past using OU Analytics: https://mga.ieee.org/resources-operations/volunteer-tools/samieee

▸ Work with them to set up a Webex meeting (perhaps joint with another Section). https://vtools.ieee.org/webex-registration/

▸ Help them find volunteers https://volunteer.ieee.org/

▸ Help them set up Chapters (or Joint Chapters) if they have enough members in a specific Society. https://mga.ieee.org/resources-operations/formations-petitions

▸ Help them work with other Sections in your Area to bring in Distinguished Lecturers for their Chapters. https://ta.ieee.org/operations/society-and-council-operations/ieee-distinguished-lecturer-program

Motion

From Strategic Operations and Support Committee (SOSC)

▸ Update the organization and responsibilities of the Area Chairs in the Region 3 Operations Manual as presented.