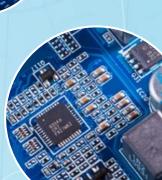# Micro Volunteering

Jim Conrad

◆IEEE

Solving a problem

- We have overloaded volunteers
- We have volunteers who could do a little work . . . if it is easy and quick
- Your Sections (and local Society Chapters) need to hold frequent technical meetings to remain viable
- We always seem to be "recreating the wheel" for planning meetings

Solution?

Micro Volunteering

Whaaaaat? Volunteering a microprocessor?

It is:
- Exercising Systems Engineering practices
- Deconstructing the Section activities into the smallest possible, doable tasks
- Try to not overwhelm/scare away volunteers

Click to add text

Keep it Simple, Sections! (KISS)

- EVERYBODY can follow a recipe to cook, right?
- Let's make a Section Planning Cookbook!
- This will change a bit from Sections-to-Section, but we can provide a template that others can modify quickly.

- But wait – we ALREADY have this cookbook
  - https://r3.ieee.org/volunteer-tools/region-3-tools-for-sections-processes-steps-for-organizing-activities/

Lots of step-by-step processes (checklists)

Steps_for_Awards_Dinner-V1.0.docx

Steps_for_Conducting_a_Half-day_Technical_Workshop-V1.0.docx

Steps_for_Engaging_Members-V1.0.docx

Steps_for_Excom_Meeting_at_a_Company-V1.0.docx

Steps_for_Excom_Meeting_at_a_Restaurant-V1.0.docx

Steps_for_Full-Day_Tech_Family_Activity-V1.0.docx

Steps_for_Full-Day_Workshop-V1.0.docx

Steps_for_Full-Day_Social_Event-V1.0.docx

Steps_for_Half-Day_Social-V1.0.docx

Steps_for_IEEE_Tour-V1.0.docx

Steps_for_Providing_Members_for_a_Judging_Activity-V1.0.docx

Steps_for_Technical_Meeting_at_a_Restaurant-V1.0.docx

Steps_for_Technical_Meeting_Company-V1.0.docx

IEEE
Region 3

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Steps for Holding an IEEE Technical Meeting at a Company
Version 1.0, 2014-03-14

In preparation:

- Identify a contact at a company, to check availability for hosting.
- Identify, date, time, topic.
- Work with the contact to make arrangements with the company speaker.
- Delegate on-site meeting planning duties such as security clearances through the company contact.
- Workout a meeting agenda, announcement flier and assign meeting facilitator with the company contact.
- Program chair enter meeting into IEEE vTools at least two weeks before the meeting (attach the announcement in pdf format).
- Gather RSVPs.
- Program chair sends the attendees list to the on-site company contact (Time could be agreed upon with the on-site contact).
- Company contact handles the on-site meeting planning duties such as reserving the meeting room, security clearances, parking, etc...
- Program chair and on-site contact arrange for food, beverage and supplies.
- Work with the section treasurer and/or chair to arrange payment with the IEEE commercial credit card (if possible).

On day of event:

- 24 hours before: Confirm menu, food quantity and delivery time. Confirm with company contact that on-site arrangements are good to go.
- 30 minutes before: Program chair arrives early to discuss with speaker how the talk will progress (timing and logistics).
- Welcome attendees as they arrive.
- At meeting time: Facilitator will greet the attendees and introduce the speaker(s).
- After talk: Thank the speaker
- After talk: Move to section meeting and introduce the section chair.
- At section meeting: Follow agenda.
- After Section meeting: Program chair announce upcoming events, and make sure that everything is cleaned up.

Later – after talk (within two weeks):

- Send a thank you note to speaker, share comments from attendees.
- Secretary reports attendance in vTools (Follow section vTools document).
- Treasurer reports financial activities in NetSuite (Follow section NetSuite document).

IEEE Region 3

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History

- These "recipes" were written by volunteers during the Region Meeting at 2014 SoutheastCon (thanks Mary Ellen!)

- They were edited by a few volunteers, then zipped and made available to Region Volunteers.

- Later they were added to the Region 3 Website.
  - Volunteer Tools -> Region 3 Tools for Sections – Processes/Steps for Organizing Activities

IEEE Region 3

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But, some are missing . . .

Organizing a WebEx Technical Meeting

Organizing a WebEx Professional Development Meeting

Organizing a WebEx Technical Panel Session

Form and Mentor a FIRST team

Holding a Technical Meeting with an IEEE Society Distinguished Speaker

Touring a Remote Company – Transportation

Organizing a "display booth" at a Local Mall

How to examine your Sections database (OU Analytics) for new members and past officers.

Bigger problem . . .

- These are old – they were written in 2014 and many need updating.

- They are not well known by our volunteers – but now you know!

Discussion/request:

- Who can help organize updating these?

- Who can help update any these?

- Who can help us create new ones?

The cookbook is so . . . "old-school":
- ▸ Paper-centric (download a zip file)
- ▸ Vague (needs more detail?)
- ▸ Does not link to tools
- ▸ But if we link to tools, will need to be trained

Think outside the box . . . Brainstorm:
- ▸ Tool?
- ▸ Google sheets?
- ▸ Other?