

REGION 3 OPERATIONS MANUAL

Revised 13 February 2012

TABLE OF CONTENTS

	PAGE
I. ORGANIZATION	3
II. POLICIES and PROCEDURES	6
III. FINANCE	18
IV. ANNUAL COMMUNICATIONS AND REPORTS	24
V. COMMITTEES	25
V.1 AUDIT	26
V.2 AWARDS AND RECOGNITION	26
V.3 COMMUNICATIONS	30
V.3A ELECTRONIC COMMUNICATION SYSTEMS COORDINATION	31
V.3B NEWSLETTER SUPPORT	32
V.3C PUBLIC INFORMATION	34
V.3D WEB SUPPORT	35
V.4 CONFERENCE	36
V.5 EDUCATIONAL ACTIVITIES	37
V.6 FINANCE	38
V.7 LEADERSHIP DEVELOPMENT AND REGIONAL SUPPORT	39
V.7A ARCHIVE MANAGEMENT	40
V.8 MEMBER ENGAGEMENT AND LIFE CYCLE	41
V.8A MEMBER RECRUITMENT AND RECOVERY	43
V.9 NOMINATIONS AND APPOINTMENTS	44
V.10 PROFESSIONAL ACTIVITIES OPERATION	46
V.11 STRATEGIC PLANNING	50
V.11A SPECIAL REVIEW	52
V.12 STUDENT ACTIVITIES	53
V.AH.1 TELLERS	55
VI. CONFERENCES	56

I. ORGANIZATION

General

The Region 3 Operations Manual is a living document and the Region 3 Delegate/Director may approve an exception to any of the guidelines stated herein. Each exception will be reported to the Region 3 Executive Committee. In all instances, the IEEE Bylaws, Constitution, IEEE Policy and Procedure, MGA Operations Manual, and Region 3 Bylaws will prevail when there is a conflict between these documents and the Region 3 Operations Manual.

All changes to this document require the endorsement of the Region 3 Executive Committee (R3 ExCom.) The proposed changes shall be made available for R3 ExCom review at least 7 days prior to the meeting called to endorse them.

Region 3 is organized and operated in accordance with the IEEE Bylaws (Revisions through February 2009) I-402 series, Geographical Organization of Members, the IEEE Policy and Procedures Manual (Revisions through February 2009), Section 1, Regional Activities, Member and Geographic Activities (MGA) Operations Manual (Revisions through 1 March 2009) and the Region 3 Bylaws. The following provisions are unique to Region 3:

Geographical Areas (IEEE Bylaw I-402.2 Region Boundaries)

Region 3 is comprised of nine geographical Areas, eight Areas in the Southeastern U.S.A. and the island of Jamaica as part of its territory.

- Area 1, Virginia Council
- Area 2, North Carolina Council
- Area 3, Georgia
- Area 4, Florida Council
- Area 5, Tennessee Council, Arkansas (partial)
- Area 6, Alabama, Mississippi
- Area 7, South Carolina Council
- Area 8, Kentucky, Indiana (partial), Illinois (partial)
- Area 9, Jamaica

An Area Chair represents the Region in each Area. It is permissible to substitute a Council Chair in the event the Council boundaries encompass the geographic Area. There can be one or more Councils in an Area. The Area Chairs are appointed by the Region 3 Delegate/Director for a one or two year term in accordance with MGA Operations Manual, Section 9.2.A.1. The Council Chair is popularly elected by the members of the respective Council (IEEE Bylaw I-402.3) as defined in the MGA Operations Manual, Section 9.3.E.4. Council organization and operation is outlined in IEEE Bylaw I-402.3. Areas function under the direction and management of the Delegate/Director as specified in IEEE Bylaw I-402.2, and the MGA Operations Manual, Section 9.2.A.2.

Responsibilities of Region Executive Officers

The IEEE Region 3 Executive Officers are the Region Delegate/Director, the Delegate/Director-Elect, the Secretary, and the Treasurer. At the discretion of the Region 3 Delegate/Director the position of Secretary and the position of the Treasurer can be combined into a single position of Secretary/Treasurer.

The Region 3 Bylaws specifically address the responsibilities of Region executive officers, but at the discretion of the Region 3 Delegate/Director additional responsibilities may be assigned in

order to facilitate a more effective Region management and to complement the Region 3 Delegate/Director's management style.

Delegate/Director. The Region 3 Delegate/Director is the chief financial and management officer of the Region. The term "Delegate" applies to the duties the officer performs when a member of the IEEE Assembly and MGA Assembly. The term "Director" applies to the duties the officer performs when a member of the IEEE Board of Directors (BoD) and other Institute major boards. Depending on the Region 3 Delegate/Director's level of involvement in Institute affairs, the Region 3 Delegate/Director may at his/her discretion delegate specific areas of Region management to the Region 3 Delegate/Director-Elect.

Delegate/Director-Elect. At the discretion of the Region 3 Delegate/Director, the Delegate/Director-Elect may be assigned partial or total internal management responsibility for the Region. The Delegate/Director-Elect serves as a member of the Region's management team and is an ex-officio member of the Finance and Strategic Planning committees.

Secretary. The Secretary is normally Chair of the Region 3 Tellers Committee (refer to Section V.) and provides support as required to the Region 3 Nominations and Appointments (N & A) Committee. The Secretary shall send out meeting notices in sufficient time to allow attendees to make travel arrangements that take full advantage of available airline discounts. Accompanying the meeting notice should be a copy of the current Region Professional Travel Policy and, where appropriate, the Region Student Travel Policy. The Secretary shall record and publish minutes of Region 3 Committee and Region 3 Executive Committee meetings.

Treasurer. The Treasurer is Chair of the Region 3 Finance Committee (refer to Section V.6) which is responsible for formulating financial policies and procedures for the Region 3 Delegate/Director and Executive Committee. The Treasurer shall be responsible for receiving funds, keeping proper records, and making accurate reports as required and disbursing funds only as approved by the Delegate/Director or the Executive Committee.

Vacancies in Region Executive Offices

Delegate/Director. In the event of a vacancy in the office of Region 3 Delegate/Director the vacancy shall be filled in accordance with I-301.10.(6). Region 3 elects by popular vote a Delegate-Director and a vacancy in the Region Delegate/Director office results in an absence of voting representation for Region 3 on Institute Boards. If temporarily unable to fulfill his duties as Delegate/Director, the Region 3 Delegate/Director may designate the Delegate/Director-Elect to act in his/her place by notifying the Region 3 Executive Committee and the IEEE major boards in writing.

Delegate/Director-Elect. In the event of a vacancy in the position of Delegate/Director-Elect. The Region 3 Delegate/Director shall appoint a Vice Chairman from the Institute's previous Region 3 slate for Delegate /Director-Elect, normally the candidate that came in second in the Region 3 election. The Region 3 Delegate/ Director's appointment requires the approval, with simple majority vote, of the Region 3 Executive Committee.

Secretary. The Secretary is appointed by the Region 3 Delegate/Director with concurrence of the Region 3 Executive Committee. A vacancy in the office of Secretary, will be filled by the Region 3 Delegate/Director.

Treasurer. The Treasurer is appointed by the Region 3 Delegate/Director with concurrence of the Region 3 Executive Committee. A vacancy in the office of Treasurer, will be filled by the Region 3 Delegate/Director.

Region Committee and Executive Committee

Region Committee. The composition of the Region Committee is specified in MGA Operations Manual 9.1.F. The Region 3 Committee shall participate generally in the development of the IEEE through recommendations to the IEEE Board of Directors and/or the IEEE Executive Committee, and to the Sections, Areas/Area Councils within the Region. The Region 3 Delegate/Director serves as Chair of the Region Committee. The Region Committee consists of the following voting members:

Officers: Region 3 Delegate/Director, Delegate/Director-Elect, Secretary, Treasurer or Secretary/Treasurer, and immediate past Region 3 Delegate/Director.

Selected Appointments: The Section Chairs, the Area/Area-Council Chairs, the Student Activities Committee (SAC) Chair, the Professional Activities Operation (PAO) Committee Chair, the Member Engagement and Life Cycle Committee Chair, the Strategic Planning Committee Chair, and the Communications Committee Chair..

The Region Committee will meet at least once each year, at an appropriate time and place within the Region. A quorum for a Region Committee meeting shall consist of a majority of the members (or alternates) of the Committee and include representation from at least 50% of the Region's Sections. The Region 3 Delegate/Director or in the event of his/her unavailability, the Region 3 Delegate/Director-Elect shall be responsible for calling the Region 3 Committee Meetings and designating the location of the Meeting. Region 3 historically has its Annual (Committee) Meeting in conjunction with its annual Region 3 Conference, SoutheastCon.

Executive Committee. The Region 3 Committee has established an Executive Committee (ExCom) to act on its behalf between meetings of the Region 3 Committee. All actions of the Region 3 Executive Committee are subject to ratification by the Region 3 Committee. The composition of the Region 3 Executive Committee (ExCom) is determined by the Region 3 Delegate/Director and normally will include the following voting members and non-voting members:

Officers (voting): Region 3 Delegate/Director, Delegate/Director-Elect, Secretary, Treasurer or Secretary/Treasurer, and immediate past Region 3 Delegate/Director.

Selected Appointments (voting): The Area/Area Council Chairs, and the Region 3 Standing Committee Chairs. (See Section V for the composition and duties of the Region 3 Standing Committees and related Subcommittees.)

Other Selected Appointments (non-voting): Subcommittee and Ad Hoc Committee Chairs are non-voting members of the Region 3 Executive Committee. Ad Hoc Committee Chairs shall be appointed as necessary by the Region 3 Delegate/Director to address specific issues, deal with special situations as deemed appropriate and to ensure effective management of the Region. Ad Hoc Committee Chairs assignments are on a year-to-year basis.

The Region Executive Committee will meet at the pleasure of the Region 3 Delegate/Director, generally three times per year. A quorum for a Region 3 Executive Committee meeting shall consist of a majority of the Committee members.

II. POLICIES and PROCEDURES

Relationship of Region 3 to the Institute and to the Sections

For guidance in activities relating to IEEE organizational units, refer to the IEEE Policy and Procedures (P & P) Manual Section 9, and to the Member and Geographic Activities (MGA) Operations Manual Section 9.0. Activities of particular importance to Region 3 are addressed in the following paragraphs:

Participation in Region and Institute Activities

Executive Committee members are encouraged to:

- Regularly attend IEEE Region, Area/Area Council, Section, and Chapter meetings as well as Region conferences such as SoutheastCon and Southcon, represent the Region at these meetings, address these meetings on behalf of the Region Delegate/Director and the Region Executive Committee, assure attending members that these meetings have the support of the Region, and seek comments and advice from these organizational units.
- Participate in social events with IEEE Region 3 Area/Area Council, Section, Chapter and Conference leaders and members, and utilize such events and contacts to cement relationships between the Region and members of these major organizational units.

Region 3 Officers and Executive Committee members should encourage their spouses to participate in IEEE activities at all levels without reimbursement from the IEEE, and should encourage officers at all levels to have their spouses participate similarly. All members' spouses are encouraged to join and participate in the social events.

Conflict of Interest

The policy of the Region shall be consistent with that of the Institute. It is the responsibility of all members to be familiar with the IEEE Policy and Procedures Manual, Section 9.9 that states "... conflict of interest is defined as any situation in which a member's decisions or votes could substantially and directly affect the member's professional, personal, financial or business interests". This policy shall also apply to any non-members who are serving the IEEE in some capacity.

Region Executive Committee and Committee Meeting Minutes

The minutes of the Region 3 Executive Committee Meetings shall be distributed to all Region Executive Committee members as specified in the Region 3 Bylaws and the Region 3 Operations Manual, the Region 3 Archive Management Coordinator, and the MGA Department, attention: Manager, MGA Administration.

The minutes of the Region Committee Meeting shall be distributed to Region 3 Committee members (as specified by the Region 3 Bylaws), the Region 3 Historian and the Member and Geographic Activities Department, attention: MGA Secretary/Managing Director..

The minutes of any individual meeting of the Region Committee or Executive Committee shall be made available to any IEEE member in good standing on written request to the Region 3 Delegate/Director at a charge to be determined by the Region 3 Secretary. The charge shall cover the cost of reproduction, materials, and distribution.

Asynchronous Voting Policy and Procedures

As authorized by IEEE Bylaw I-300.4 (4) sometimes referred to as the e-mail vote bylaw, Region 3 has adopted the following procedure to be used when action is required on time sensitive issues and a face-to-face or synchronous meeting is not practical.

Prior Discussion

Discussion of the issue may occur either by synchronous or asynchronous means but an opportunity for discussion must have existed. This requirement may be satisfied by many means including but not limited to:

- * Face-to-face discussion at an announced meeting
- * IRC at an announced meeting
- * Teleconference at an announced meeting
- * Asynchronous discussion: e-mail, newsgroup, etc.

where the opportunity to be discussed has been announced by e-mail and, if the discussion is asynchronous, the opportunity for discussion lasts at least one week and one day. The ongoing discussion shall be available to all voters of the group.

The purpose of the prior discussion is to expose all relevant sides of an issue and to have informed voters. The discussion should lead to something that can be voted upon that appears to have a good chance of passing.

Voting

The voting materials will include a note as to how prior discussion occurred. At this time, the voting members will be asked to cast their votes. They may vote YES, NO, ABSTAIN for the motion within seven days. They may also add additional commentary as to why they vote the way they do. During this time, any member may change their vote by sending a new vote and disavowing their old vote. This would allow someone to be swayed by an argument by a 'later' voter. It is not possible to offer an amendment during the voting cycle.

Periodic Review of Region Standing Committees

Each of the Region 3 Standing Committees shall be reviewed at a minimum once every six years; Region 3 Standing Committees are as follows. The Standing Committee Reviews is at the discretion of the Region 3 Director. The tentative Committee Review year is shown in Parenthesis. Future Reviews will be on a six year interval.

- Audit (2010)
- Awards & Recognition (2011)
- Communications (2012)
- Conference (2014)
- Educational Activities (2014)
- Finance (2011)
- Leadership Development and Regional Support (2012)
- Member Engagement and Life Cycle (2013)
- Nominations and Appointments (2011)
- Professional Activities Operation (2013)
- Strategic Planning (2009)
- Student Activities (2010)

One or more members shall be appointed as a reviewer by the Region 3 Delegate/Director. The Chair of the Special Review Committee (SRC) shall be a past Delegate/Director of the Region whenever possible. No member of the Special Review Committee may be a present member of the Committee being reviewed.

The Special Review Committee will delve into the effectiveness, continued need, policies, procedures, action, composition, budget considerations, and any other aspects of the committee being reviewed as appropriate. The committee review will normally be based on Standing Committee documentation for the previous four years and it is imperative that all Standing Committee Chairs maintain sufficient documentation and records to facilitate an effective committee review. A primary source for committee documentation is the Region 3 Archive Management System that is maintained for Region archival purposes only and the Region 3 World Wide Web site. All Standing Committee Chairs will transfer Committee documentation to the incoming Committee Chairs and the Archive Management Coordinator at the completion of their committee term.

The Special Review Committee will provide a written final report with recommendations to the Region 3 Delegate/Director with copy to the chair of the reviewed committee, ten (10) days prior to the fall Executive Committee Meeting. The Committee Chair will prepare a response to the review, addressing each recommendation and indicating acceptance, suggested modification, rejection, or need for guidance from the Region 3 Delegate/Director.

The Chair of the Special Review Committee will periodically monitor reviewed committees to ensure implementation of final recommendations is occurring in a timely manner. Refer to Section V.11A Special Review.

Audit of Region 3 and its Organizational Units

The Region 3 Audit Committee (Refer to Section V.. Audit) will perform administrative and financial management audits of Region 3 Standing Committees, Area/Area Councils, Sections and Subsections on an "as required" basis. The Region 3 Delegate/Director shall be responsible for identifying those Region entities to be audited. Primary consideration shall be given to delinquent Sections that repeatedly fail to demonstrate sound financial management and Region conferences that pose financial risk to the sponsoring Region entities and Region 3.

The Audit Committee can be charged by the Region 3 Delegate/Director to review policies and procedures which impact the finances of the Region. The Audit Committee shall conduct a review of the Region financial records annually. Refer to Section V.1 Audit.

Region 3 Master Schedule

The Region 3 Delegate/Director is responsible for establishing an annual Calendar of Events for Region 3 activities. These activities are scheduled wherever possible not to conflict with Institute major board meetings and other Member and Geographic Board activities. Shown is the "Region 3 Master Schedule". The Master Schedule is based on typical Region 3 activities and should be used for reference only. Seasonal notation for Calendar Year (CY) meetings (i.e., winter, Quarter 1(January, February, March); spring, Quarter 2 (April, May, June) etc.) are at the discretion of the Region 3 Delegate /Director. Region 3 scheduled activities are not shown for the Delegate/Director-Elect. The Delegate/Director-Elect is the "Executive Assistant" to the Region 3 Delegate/Director in the internal management of the Region; therefore, the Delegate/Director-Elect's responsibilities vary. The first column in the R 3 Master Schedule identifies the person (officer or committee Chair) or committee responsible for performing the activities provided in column two arranged month by month in even and odd years. In the first column sometimes just the name of the committee is provided without the word committee added. In these instances it is

assumed that all members of the committee are responsible (with the committee chair providing leadership) for the activities indicated.

Region 3 Master Schedule

<u>ODD YEAR:</u> (election year)	<u>DECEMBER</u>
Outgoing Delegate/Director	- Notify all committee & officers appointments of term completion - Region 3 Southcon BoD Representative appointment - All committee./officer records transferred to incoming chairs/officers - All committee/officer records copied to Archive Management - Approve expense vouchers, send approved vouchers to Treasurer
Outgoing Treasurer	- Prepare Annual Report for outgoing Del/Director's signature - Transfer financial records to incoming Treasurer - Process expense vouchers per Region travel policy
Incoming Delegate/Director	- Work with N&A to develop list of appointments for next year
Awards & Recognition	- Professional member ARC nominations deadline
<u>EVEN YEAR:</u>	<u>JANUARY</u>
Outgoing Treasurer	- Forward Annual Geo. Unit Financial Rpt. to outgoing Del/Director - Prepare the IEEE-USA Professional Development Funds Rpt. - Send Professional Development Funds Rpt. to outgoing PAOC Chair for signature
Outgoing Delegate/Director	- Sign Annual Rpt., send to the IEEE Operational Ctr. by Feb. 1st - Sign Professional Development Funds Rpt., send to Washington Office by Jan. 15th
Outgoing PAOC Chair	- Forward signed Professional Development Funds Rpt. to outgoing Del/Director
Delegate/Director	- Confirm Region appointments as defined in the Region 3 Bylaws - Audit financial records - Define annual Calendar of Events - Schedule Winter ExCom mtg. & send agenda to Secretary - Schedule ExCom & Annual Region Committee meetings
Secretary	- Submit Region 3 Roster to the IEEE Operations Center - Mail winter ExCom meeting notice & agenda
Treasurer	- Request total annual Institute Allocation from the Operations Ctr.
ExCom Members	- Submit photograph to Newsletter Editor
Audit	- Perform audit of Region 3 financial records
Communications .	- Provide e-mail alias to ExCom and ad hoc committee. members

Finance Committee	- Prepare preliminary Region budget (see Nov. Odd Year)
Member Engagement and Life Cycle	- Facilitate Region upgrade initiatives
Newsletter Editor	- Publish Newsletter (4-6 weeks prior to winter ExCom mtg.)
Nominations & Appointment	- Draft "Call for Nominations"
Student Activities	- Deadline for Larry K. Wilson Regional Student Activities award
Area/Area-Councils	- Verify Sections have satisfied Institute reporting requirements
	<u>FEBRUARY</u>
Delegate/Director	- Winter ExCom mtg. - Identify Standing Committees to be reviewed by SRC - Approve expense vouchers, send approved vouchers to Treasurer - Notify award recipients
Secretary	- ExCom minutes to Member and Geographic Activities Dept. & Region Archive - Issue N & A "Call for Nominations" - Issue March/April ExCom & R-3 Committee. mtg. notice and agenda
Treasurer	- Receipt of first half of IEEE-USA Professional Development Funds allotment - Process expense vouchers per Region travel policy - Meeting in conjunction with winter ExCom meeting
ExCom Members	- Submit expense vouchers in accordance with travel policy - Standing committee staffing complete - Submit newsletter articles for spring (SoutheastCon) edition
Awards & Recognition	- Submit years award recipients to ExCom for approval - Meeting in conjunction with winter ExCom meeting - Have award recipients plaques made
Communications Committee	- Meeting in conjunction with winter ExCom meeting
Conference Committee	- Meeting in conjunction with winter ExCom meeting
Finance Committee	- Submit preliminary budget to ExCom for approval
Leadership Dev. Training	- Standing committee chair & vice chair training session
Professional Act. Operation	- Meeting in conjunction with winter ExCom meeting
Special Review Committee	- Notify Chairs of Region Standing Committees to be reviewed
Strategic Planning	- Meeting in conjunction with winter ExCom meeting

Committee.	
Student Act. Committee	- Nom. deadline for Outstanding Counselor & Advisor award - Deadline for Student Paper Contest entries
	<u>MARCH</u>
Treasurer	- Receive Institute Allocation
ExCom	- Support Southcon
Newsletter Editor	- Publish Newsletter (3-4 weeks prior to SoutheastCon)
Student Activities	- Nominations deadline for Exemplary Student Branch Award
	<u>MARCH OR APRIL BASED ON SOUTHEASTCON DATE</u>
Delegate/Director	- ExCom & Region Committee meetings - Awards presentation at SoutheastCon - Approve expense vouchers, send approved vouchers to Treasurer
Secretary	- Mail ExCom & Region Committee meeting minutes
Treasurer	- Process expense vouchers per Region travel policy
ExCom Members	- Submit expense vouchers in accordance with Region travel policy
Awards & Recognition	- Meeting in conjunction with Annual meeting - Awards presentation at SoutheastCon
Communications Committee	- Meeting in conjunction with Region Committee Meeting
Conference	- Solicit invitations from sections for Annual Conference (SoutheastCon) - Meeting in conjunction with Region Committee Meeting - Information available for next SoutheastCon at current SoutheastCon
Educational Activities	- Meeting in conjunction with Region Committee Meeting
Finance Committee	- Meeting in conjunction with ExCom meeting
Leadership Dev. Training	- Region officers training workshop at SoutheastCon
Member Engagement and Life Cycle	- Meeting in conjunction with Region Committee Meeting - Institute member retention and recovery initiatives
Professional Act. Operation	- Committee meeting and PACE Workshop
Strategic Planning Committee.	- Meeting in conjunction with ExCom meeting
Student Activities	- Annual Student Conference

	- Draft next year's rules for student Hardware Contest
	- SAC meeting in conjunction with Annual meeting
	- Branch Chair Workshop at Annual meeting
	- Branch Counselor's Workshop
Area/Area-Council	- Meetings in conjunction with Region Committee Meeting
Region Committee members	- Submit expense forms in accordance with Region travel policy
<u>Audit Committee</u>	- <u>Conduct a Financial Audit of the Region 3 Financial Records and prepare a report for the Director.</u>
	<u>MAY</u>
Student Activities	- Annual Report on Activities to Operations Center
	<u>JUNE</u>
	<u>JULY</u>
Professional Act. Operation	- Letter of invitation to PACE Rep's for PACE Workshop
	- Submit PACE Workshop budget to Delegate/Director
	<u>AUGUST</u>
Delegate/Director	- PAOC budget approval (or earlier) for PACE Workshop
	<u>SEPTEMBER</u>
Delegate/Director	- Schedule fall ExCom meeting
Secretary	- Mail ExCom meeting notice & agenda
ExCom Members	- Submit articles to Newsletter Editor
Awards & Recognition	- Issue "Call for awards nomination"
Member Engagement and Life Cycle	- Communicate recruitment programs to membership
Professional Act. Operation	- Support IEEE-USA PACE Workshop
	<u>OCTOBER</u>
	<u>NOVEMBER</u>
Delegate/Director	- ExCom meeting
	- Schedule (tentative date & location) winter ExCom meeting
	- Approve expense vouchers, send approved vouchers to Treasurer
Secretary	- Mail ExCom meeting minutes
Treasurer	- Preliminary budget (next calendar year) to Finance Committee.
ExCom Members	- Submit expense vouchers in accordance with travel policy
	- Meeting in conjunction with fall ExCom meeting

Communications	- Meeting in conjunction with fall ExCom meeting
Conference	- Meeting in conjunction with fall ExCom meeting
Finance Committee	- Meeting in conjunction with fall ExCom meeting - Submit Preliminary budget to ExCom
Newsletter Editor	- Publish Newsletter prior to fall ExCom meeting
Nominations & Appointments	- Region officer slate to ExCom
PAOC	- Meeting in conjunction with fall ExCom meeting
Special Review	- Final Report on reviewed committee(s) to Del/Director & ExCom Standing Committee - If reviewed by SRC, respond to Final Report at ExCom
Strategic Planning	- Meeting in conjunction with fall ExCom meeting
<u>DECEMBER</u>	
Delegate/Director	- Notify all committee & officers appointments of term completion - All committee./officer records transferred to incoming chairs/officers - Committee & officers appointments - Finalize winter ExCom mtg. & send agenda to Secretary - Appoint Tellers Committee to support N & A process
Secretary	- Poll Region 3 Committee. For endorsement of approved N & A slate
Treasurer	- Process expense vouchers per Region travel policy - Prepare the IEEE-USA Professional Development Funds Report
ExCom Members	- Submit articles to Newsletter Editor (third edition is typically. Optional)
Awards & Recognition	- Professional member ARC nominations deadline
<u>ODD YEAR: (election year)</u>	
<u>JANUARY</u>	
Delegate/Director	- Sign Annual Geographic Unit Financial Report, forward to the IEEE Operational Center by Feb. 1st - Sign IEEE-USA Professional Development Funds Report, send to Washington Office by January 15th - Region appointments as defined in the Region 3 Bylaws - Define Annual Calendar of Events - Identify Standing Committees to be reviewed by SRC - Schedule ExCom & Annual Region Committee meetings
Secretary	- Submit Region 3 Roster to the IEEE Operations Center - Mail winter ExCom meeting notice & agenda
Treasurer	- Prepare Annual Geo. Unit Fin. Rpt. for Delegate/Director signature - Send IEEE-USA Professional Development Funds Rpt. to PAOC

	Chair for signature
Member Engagement and Life Cycle	- Facilitate Region upgrade initiatives
Newsletter Editor	- Publish Newsletter (third edition is typically optional)
Professional Act. Operations	- Forward signed IEEE-USA Professional Development Funds Rpt. to Del/Director
Student Activities Committee	- Deadline for Larry K. Wilson Regional Student Activities award
Area/Area-Councils	- Verify Sections have satisfied Institute reporting requirements
	<u>FEBRUARY</u>
Delegate/Director	- Winter ExCom meeting - Approve expense vouchers, send approved vouchers to Treasurer - Notify award recipients - Submit Region 3 slate of officer candidates to IEEE Headquarters
Secretary	- ExCom minutes to Member and Geographic Activities Dept. & Archive Mgmt. - Issue March/April ExCom & R-3 Committee. mtg. notice and agenda
Treasurer	- Receipt of IEEE-USA Professional Development Funds allotment - Process expense vouchers per Region travel policy
ExCom Members	- Submit expense vouchers in accordance with travel policy - Submit newsletter articles for spring (SoutheastCon) edition
Awards & Recognition	- Submit years award recipients to ExCom for approval - Meeting in conjunction with winter ExCom meeting - Have award recipients plaques made
Communications Committee	- Meeting in conjunction with winter ExCom meeting
Conference Committee	- Meeting in conjunction with winter ExCom meeting
Finance Committee	- Meeting in conjunction with winter ExCom meeting
Leadership Dev. Training	- Standing committee chair & vice chair training session
Professional Act. Operation	- Meeting in conjunction with winter ExCom meeting
Special Review Committee	- Notify Chairs of Region Standing Committees to be reviewed
Strategic Planning Committee	- Meeting in conjunction with winter ExCom meeting
Student Activities	- Nom. deadline for Outstanding Counselor & Advisor awards - Deadline for Student Paper Contest entries
	<u>FEBRUARY</u>

Delegate/Director	- Region Election deadline (IEEE Bylaws)
Treasurer	- Receive Institute Allocation
ExCom Members	- Support Southcon
Newsletter Editor	- Publish Newsletter (3-4 weeks prior to SoutheastCon)
Student Activities	- Nominations deadline for Exemplary Student Branch Award
	<u>MARCH OR APRIL BASED ON SOUTHEASTCON DATE</u>
Delegate/Director	- ExCom & Region 3 Committee meetings - Approve expense vouchers, send approved vouchers to Treasurer - Awards presentation at SoutheastCon
Secretary	- Mail ExCom & Region Committee meeting minutes
Treasurer	- Process expense vouchers per Region travel policy
ExCom Members	- Submit expense vouchers in accordance with Region travel policy
Awards & Recognition	- Meeting in conjunction with Annual meeting - Awards presentation at SoutheastCon
Communications Committee	- Meeting in conjunction with Region 3 Committee Meeting
Conference	- Solicit invitations from sections for Annual Conference (SoutheastCon) - Meeting in conjunction with Region 3 Committee Meeting - Information available for next SoutheastCon at current SoutheastCon
Educational Activities	- Meeting in conjunction with Region 3 Committee Meeting
Finance Committee	- Meeting in conjunction with ExCom meeting
Leadership Dev. Training	- Region officers training workshop at SoutheastCon
Member Engagement and Life Cycle	- Meeting in conjunction with Region 3 Committee Meeting - Institute member retention and recovery initiatives
Professional Act. Operation	- Committee meeting and PACE Workshop
Strategic Planning	- Meeting in conjunction with ExCom meeting
Student Activities	- Annual student conference - Draft next year's rules for student Hardware Contest - SAC meeting in conjunction with Annual meeting - Branch Chair Workshop at Annual meeting
Student Activities (Cont.)	- Branch Counselor's Workshop

Area/Area-Council	- Meetings in conjunction with Region 3 Committee meeting
Region 3 Committee members	- Submit expense vouchers in accordance with Region travel policy
<u>Audit Committee</u>	- Conduct a Financial Audit of the Region 3 Financial Records and prepare a report for the Director
	<u>MAY</u>
Student Activities	- Annual Report on Activities to Operations Center
	<u>JUNE</u>
	<u>JULY</u>
PAOC	- Letter of invitation to PACE Rep's for Professional Activities Conf.
	<u>AUGUST</u>
Delegate/Director	- PAOC budget approval (or earlier) for PACE Workshop
	<u>SEPTEMBER</u>
Delegate/Director	- Schedule fall ExCom meeting
Secretary	- Mail fall ExCom meeting notice & agenda
ExCom Members	- Submit articles to Newsletter Editor
Awards & Recognition	- Issue "Call for awards nomination"
Professional Act. Operation	- Support IEEE-USA PACE Workshop
Member Engagement and Life Cycle	- Communicate recruitment programs to membership
	<u>OCTOBER</u>
	<u>NOVEMBER</u>
Delegate/Director	- ExCom meeting - Recognize ExCom & ad hoc committee chairs for service rendered - Approve expense vouchers, send approved vouchers to Treasurer
Secretary	- Mail ExCom meeting minutes
Treasurer	- Preliminary budget (next calendar year) to Finance Committee.
ExCom members	- Submit expense vouchers in accordance with travel policy
Awards & Recognition	- Meeting in conjunction with fall ExCom meeting
Communications Committee	- Meeting in conjunction with fall ExCom meeting
Conference	- Meeting in conjunction with fall ExCom meeting

Finance Committee	- Meeting in conjunction with fall ExCom meeting - Submit Preliminary budget to ExCom
Newsletter Editor	- Publish Newsletter prior to fall ExCom meeting
Nominations & Appointments	- Region officer slate to ExCom
Professional Act. Operation	- Meeting in conjunction with fall ExCom meeting
Special Review	- Final Report on reviewed committee(s) to Del/Director & ExCom
Standing Committee	- If reviewed by SRC, respond to Final Report at ExCom
Strategic Planning	- Meeting in conjunction with fall ExCom meeting
	<u>DECEMBER</u>
Outgoing Delegate/Director	- Notify all committee & officers appointments of term completion - Region 3 Southcon BoD Representative appointment - All committee./officer records transferred to incoming chairs/officers
Outgoing Treasurer	- Prepare Annual Report for outgoing Del/Director's signature - Process expense vouchers per Region travel policy - Transfer financial records to incoming Treasurer
Incoming Delegate/Director	- Work with N & A to develop list of appointments for next year
Awards & Recognition	- Professional member ARC nominations deadline

III. FINANCE

Responsibility

Region 3 finances are primarily under the management of the Treasurer. The responsibilities of the Treasurer are outlined in the Region 3 Bylaws, Article IV: Finances. The Region 3 Treasurer shall prepare the budget with the assistance of the Finance Committee (see Article IV: Section 2) and shall be responsible for the receipt, deposition and recording of all monies in the name of the Region. The Treasurer shall make only such disbursements as approved by the Region 3 Delegate/Director or the Region 3 Executive Committee. The Treasurer shall make such financial reports as may be required by IEEE Bylaws and/or Federal and State laws.

An indispensable reference for the Treasurer is the "Financial Operations Guide for Geographical Units", published by the Institute. The Treasurer should obtain a current copy for use.

Additional duties are acquired by custom and by delegation from the Region 3 Delegate/Director. The defined and additional duties are elaborated in the following paragraphs:

The Region Budget

Prudent financial management requires a carefully prepared budget and control of financial operations within the approved budget. The Executive Committee will publish an explicit written statement of the disbursement authority of the Treasurer so that clear guidelines are understood by the entire leadership of the Region.

The Region 3 Treasurer, as Chair of the Region 3 Finance Committee, (see Section V Finance Committee) should prepare a budget proposal for the forthcoming year, and present it at the last Region 3 Executive Committee meeting of the year for adoption and "recommendation to the next year's Region 3 Executive Committee". Since there is normally a substantial change in composition of the Region 3 Executive Committee each year, it is appropriate that the "recommended" budget be presented again at the first Region 3 Executive Committee meeting of the next year with any refinements needed due to new or improved data. Adoption by the Region Executive Committee at the first meeting will provide the financial guide for that year's financial operation.

Accounts are set up to closely follow the current IEEE Annual Geographic Unit Financial Report form to make reporting easier.

Region Reserves

Region 3 reserves should be adequate but not excessive. The Region reserves should be sufficient to cover the costs of the next Region 3 Student Conference and Annual Technical Conference (SoutheastCon) in case of cancellation or other unforeseen disaster. Region 3 shall maintain two types of reserve funds, General and Designated.

General Reserves. Uncommitted funds-reserve funds which are reported as a financial asset with "no offsetting" financial liability. Typical General Reserve sources are conference income, and Region allocation. The Region 3 General Reserve should be maintained between thirty-five percent and fifty percent of the average of Region 3 actual expenses in the prior four years or previous two Region 3 Delegate/Director terms. If the General Reserves become disproportionately large, systematic steps should be taken to increase the level of activity to serve the best interests and needs of the members within the Region. Refer to the MGA Operations Manual, Section 9.1.G. for further guidance.

Designated Reserves. Funds set apart for a specific purpose as designated by the Region 3 Delegate /Director, and the Region 3 Executive Committee or the Finance Committee with the concurrence of the Region 3 Delegate/Director. Examples of Designated Reserves are conference reserve, Sections Congress funds, and carried over Special Projects.

The Region 3 conference reserve, part of the Region 3 Conference Committee budget, is funded from surplus funds, which result from sponsorship of Region 3 conferences. This Designated Reserve fund has a cap of \$100,000.00, above which the funds revert to the Region 3 General Reserve.

Region Travel Policy

At the first meeting of each year the Region 3 Executive Committee shall establish a policy for travel and reimbursement for professional members and (separately) for student activities. The Professional Travel Policy should encourage attendance at Region 3 activities without allowing excessive expenditure of Region 3 funds. The Region 3 Student Travel Policy should provide support rather than complete funding of travel and other expenses for student activities.

The travel policies must be thoroughly analyzed by the Treasurer to determine that no provisions will allow an unwarranted or unexpected drain on Region funds. The Region 3 Regional Student Activities Chair (RSAC) shall provide a preliminary budget to the Region 3 Finance Committee based on the approved Student Travel Policy. The Region 3 Student Activities Chair is responsible for budgeting, monitoring student expenses and approving expense vouchers prior to submitting expense vouchers to the Region 3 Delegate/Director. The Region 3 Delegate/Director directly approves all other expenses. Student expenses will be submitted on the Region 3 "Student Expense Voucher", and have the correct approval signatures. The Treasurer is responsible for monitoring all expenses to assure the Student Activities budget is a balanced budget and Region reserves are not depleted.

Establishing Bank Accounts

The primary operating bank account is the IEEE Concentration Banking (CB) Account established by the IEEE Financial Operations staff. New signature cards are necessary when there is a change of personnel in the offices of Region 3 Delegate/Director and Treasurer. Only one signature is required on the Region 3 checks. Both the Delegate/Director and the Treasurer are each authorized to sign checks even though it is expected that the Treasurer will be the usual signature barring incapacity. The IEEE Staff Director of Financial Services is also an approved signature in accordance with the IEEE operating procedure.

It is strongly recommended that all IEEE Units use the IEEE Concentration Banking Accounts for all checking accounts. However, an interest bearing checking account may be established at a bank that is convenient to the Treasurer. The Region Treasurer should investigate available competitive bank accounts, paying special attention to service charges, prevailing interest rates, minimum balances and other account requirements that would reduce Region 3 year-end general and accounting expenses. It would also be advantageous for the selected bank to have local branches where the bank account co-signers are located, which would simplify banking transactions if a vacancy occurred in the office of the Treasurer. It is customary to require only one signature on checks.

In accordance with IEEE Policy 11.3.3, the signature of the Staff Director - Financial Services or his designee is required on all bank account signature cards. It is Region 3 policy to have at least three signatures approved and on file at the bank; the Region 3 Treasurer, the IEEE Staff Director - Financial Services, and the Region 3 Delegate/Director and/or the Region 3 Delegate/ Director-Elect. To obtain the Staff Director - Financial Services signature the bank account signature

card(s) should be sent to: Administrator, Office Operations; Financial Services, IEEE; 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331.

A concentration banking (CB) card is a credit card with debit features that can be used by IEEE units that have a CB account. The card is a MasterCard issued by JPMorganChase and can be used wherever MasterCard is accepted. The purpose of the card is to create a more efficient cost effective solution to the current traditional method of purchasing goods and services. Card will be issued in the name of the individual requesting the card and will also list the IEEE unit name. Expiration of the card account will occur every three years or when the officer's term expires, whichever comes first. To apply for a CB card, contact the Card Program Administrator at pcard-admin@ieee.org for an application.

Banks will require a Taxpayer Identification Number for all interest bearing accounts. The Federal Taxpayer Identification Number for Region 3 is 13-1656633.

The Region normally has some reserve funds which should be invested in interest bearing accounts. The Region has found it most convenient to deposit these funds with the IEEE Investment Program because professional investment management is provided by the IEEE.

Timely Collection of Funds Due the Region

Prudent financial management requires the timely collection of funds due the Region.

Institute Allocation. The primary source of Region 3 funding is the allocation provided by the Institute. The allocation is budgeted by the Institute, and the amount is accurately known at the time the Region budget is prepared. A prerequisite to issuing the rebate is filing of the prior year's IEEE Annual Geographic Unit Financial Report which is the responsibility of the Treasurer.

Project Funding. The Member and Geographic Activities Board provides funds for approved Special Projects. The amount obtained by Region 3 is determined by the amount requested, by the evaluation of the quality of the project proposals submitted, and by the aggressiveness and timeliness of the Region 3 Delegate/Director in pursuing approval by the Vice President for Member Geographic Activities. Additional project funds are available to Region entities from Region 3 funds derived from conference surplus and/or Region 3 allocations and from other IEEE major boards. Special Projects originating from Region entities should be partially supported (cost shared) by the sponsoring entity and by each entity level having approval authority over the Special Project. For example, a special project originated by a Section should involve Area/Area-Council and Region funding participation.

IEEE-USA Funding. IEEE-USA Professional Development Funds are provided to support all IEEE-USA projects and activities. The IEEE-USA budgets an allocated amount for each Region (1-6), the amount is known at the time the Region 3 budget is prepared, so it is possible to accurately forecast this amount. The Professional Development Funds IEEE-USA Budget allocations are based on 1/3 by population, 1/3 by number of Sections plus 1/3 equally (Regions 1-6). Actual funds are made available upon receipt of acceptable validation of the prior 12 months expenditures in accordance with the IEEE-USA Operations Manual. In previous years, if the Region failed to spend the prior year's IEEE-USA Support (Professional Development) Funds, the under-expenditure would be deducted from the current year's allocation. The Treasurer can provide a valuable service to the Region by ensuring that all expenses that are properly assigned to IEEE-USA are so assigned and by keeping the Professional Activities Operation Committee (PAOC) Chair and the Region 3 Delegate/Director apprised of the status of this account. Otherwise, the Region could lose funds since any expenses not properly assigned and paid for with IEEE-USA funds must be paid from other Region 3 funds. None of the Professional Development Funds may be used to support a newsletter unless the total newsletter or that allocated portion for which support is sought is devoted to professional development. Funds

cannot be used for travel outside the United States. A maximum of twenty-five percent (25%) of the Regional allocation may be used for attending the IEEE-USA annual meeting.

Conference Income. Conference income has been highly variable and somewhat unpredictable. SoutheastCon financial outcome can vary from a modest surplus to a modest loss. Conservative budgeting for this item is recommended. A forecast from the Conference Committee Chair or the Conference General Chair should be obtained as a first order estimate of expectations. After the conference, follow-up with the Conference General Chair is recommended to recover first any funds that the Region advanced the conference. The IEEE Policy and Procedures Manual, Policy 10. 1.9, states, "Surplus is to be distributed within 6 months of the conference".

After the closing of the conference financial records, a distribution of the surplus or funding of the conference deficit, should be expected during the fourth quarter of the calendar year.

Southcon can be a major income producer, and an estimate from the Region's two (2) representatives (refer to Section V. Conferences) for the Southcon Board of Directors is a good basis for budgeting this item. Distribution of the surplus is made at the direction of the Southcon Board of Directors.

Interest Income. With sound financial management, some interest income should be earned every year. An interest bearing checking account can produce a modest income, and investment of the Regions reserves can earn more. The current value of the Region 3 investment Account is reported to the Treasurer monthly by the IEEE Financial Operations Center. Any earnings on the investments are automatically reinvested for the benefit of Region 3 members. If the monthly report is not received, the Treasurer should make appropriate inquires to the Financial Operations Center.

Awards. The Region normally makes cash awards to the top three winners of the Student Paper Contest. Awards of \$800.00, \$500.00, and \$200.00, for a total of \$1,500.00, are standard. The IEEE Operations Center, Member and Geographic Activities Department, Student Activities Manager will refund, from the Life Member Fund, up to this maximum amount upon receipt of a letter request giving the names of the winners, their IEEE membership numbers, social security numbers, and the amount of their awards. The Treasurer should send this letter request immediately after the awards are made.

Contingency Funds. Should a financial crisis develop in the Region, there may be funds available from the Institute to help. Obtaining such funds will depend primarily on the Region 3 Delegate/Director presenting the Region's case to the Vice President, Member and Geographic Activities and on the merits of our case.

Section Support via Region (SSVR) Funds. The Region 3 Delegate/Director has at his/her discretion a MGA annual fund which is used to support Sections having financial difficulties which are significantly impacting or preventing normal Section operation. Region entities requiring financial assistance should send a letter to the Region Delegate/Director requesting such support, specifying the level of financial support (typically \$500), and using the key words, "*cannot continue operation at previous level*". Region 3 set a precedent in 1988 of funding Area/Area-Councils from the SSVR funds, using the same written procedures as for Sections.

Payment of Region Obligations

Disbursements of Region 3 funds are made with the approval of the Region 3 Delegate/Director and within the constraints of the approved budget.

Expense Vouchers. Volunteers who expend their own funds on approved Region business deserve prompt reimbursement of these expenses. The Region 3 Delegate/Director should review all vouchers for consistency with the approved Region 3 Professional Travel Policy and for

proper documentation (with receipts) and approve for payment the reimbursable expenses. The Treasurer should promptly pay these approved vouchers. The Region Delegate/Director may make notations on the vouchers of desired account allocations or the Treasurer may assign accounts based on the purpose of the expenditure. The heaviest work load of the Treasurer will occur in the two months immediately following the annual Region Committee Meeting, and time should be allocated to promptly handle the large number of vouchers that come in at that time. Region 3 policy states expense vouchers should be submitted to the Region 3 Delegate/Director "within 30 days of incurred expenses". The Delegate/Director will forward approved vouchers to the Treasurer for prompt disbursement".

Conferences. The Region may provide advances to conferences from the Conference Committee reserve fund. Careful records should be kept of the amount and the expected repayment time. Since there may be a change in Treasurers between disbursement and collection, the records should be conspicuous enough to allow follow-up by the subsequent Treasurer. Consideration should be given to allowing the Region to share in the surplus of the conferences for which advances are made due to foregoing interest income on the money advanced.

Special Projects. Some projects will require advances because of the size and nature of the expenses to be incurred. The Region requires thorough reports of the use of all funds advanced and the results obtained.

Financial Records and Reports

Accurate records of income and expenses are essential to good management and in preparing the required reports. Although handwritten ledgers are adequate, a MGA Department supplied financial software package, is owned by the Region. The Region 3 Treasurer should utilize the financial software package or an equivalent software program of his choice for both internal reporting and the Institutes external reporting requirements.

Balance Sheet Accounts. Balance sheet accounts should be developed to suit the needs and convenience of the Region 3 Delegate/Director and the Region Finance Committee. The financial software package supplied by the MGA Department can readily produce asset, liabilities, and capital accounts that facilitate the preparation of the IEEE Annual Geographic Unit Financial Report required by the Institute.

Financial Operations Report. The Treasurer should present a "Financial Operations Report" at every meeting of the Region 3 Executive Committee and Region Committee. The same report will be useful to the Region 3 Delegate/Director, Region 3 Delegate/Director-Elect, and the various committee chairs in the monitoring and guiding of the projects and activities of the Region entities. No standard template exists for the Region 3 Financial Operations Report. .

Annual Report to the Institute. The Treasurer should submit the IEEE Annual Geographic Unit Financial Report, Form L-50 in a timely manner to both the outgoing and incoming Region 3 Delegate/Directors for review, approval, and signature. The approved L-50 shall be forwarded to the IEEE Operations Center, Staff Director - Financial Services by the established deadline date.

Forms and instructions necessary to complete the financial report are updated and available on the web in December each year. Go to www.ieee.org/scsreports, and select the link for "Financial Report."

IEEE-USA Professional Development Funds Reports. The Treasurer should prepare a year-end report of PAOC expenditures which should be submitted to the Region 3 Delegate/Director, and the Chair of the Region 3 Professional Activities Operation Committee for approval. Once

approved it should be sent no later than January 15th annually, to the Manager, Professional Activities Council for Engineers in the Washington office. The annual Region IEEE-USA Professional Development Funds will not be released until this report is submitted.

Audit. The financial records of the Region shall be reviewed annually by the Region 3 Audit Committee (Section V.) which is appointed by the incoming Region 3 Delegate/Director. Records and accounts should be reviewed for accuracy and thoroughness. Emphasis should be on confirmation that the assets of the Region are known and correctly stated and the disbursements have been made in accordance with the approved procedures. The Audit Committee may recommend changes in the procedures and records to improve the operations of the Region.

IV. ANNUAL COMMUNICATIONS AND REPORTS

Function

The Region must satisfy Institute reporting requirements to be eligible for the Region 3 Allocation and IEEE-USA Professional Development Funds. The Region should submit to the IEEE Member and Geographic Activities Department timely reports for meetings and endeavor to keep current the "IEEE Organizational Roster Part III, Geographical Organization, Region 3-Southeastern USA". The Region 3 Delegate/Director is obligated to submit written reports to the Vice President - MGA in support of MGA Board meetings.

Reports

Financial Report, Form L-50 (IEEE Annual Geographic Unit Financial Report). This report must be filled out in accordance with the IEEE "Financial Operations Guide for Geographical Units", must summarize the prior year's financial activity, and must be submitted no later than the date set by Financial Services,

The IEEE Annual Geographic Unit Financial Report will be acknowledged by the IEEE Finance Department when received by return of the acknowledgment e-mail. The financial software report and accompanying data must contain the signatures of the Region 3 Delegate/Director, Treasurer and the signature of the Staff Director, Financial Services.

Financial Report, IEEE-USA Regional Professional Activities Professional Development Funds. This report must be submitted no later than January 15th of the current year. The Chair of the Region 3 Professional Activities Operation Committee has the principal responsibility for budget administration with concurrence of the Region 3 Delegate/Director. Over-runs in the IEEE-USA Support Fund budget are funded by Region 3. Under-runs in budget may result in reduced IEEE-USA Professional Development Funds to the Region in the subsequent year.

Roster of Officers Officer Confirmation Report. This report must be submitted within 20 days following election or appointments. The preferred method of transmitting the roster is via e-mail (scs-officer-report@ieee.org), but at a minimum a red-line of the Region 3 IEEE Organizational Roster Part III, is acceptable if the Officer Confirmation Report is not available or used. Submit Report to IEEE MGA Department, attention: MGA Secretary/Managing Director-Member and Geographic Activities, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331, USA .

Meeting Minutes. The Secretary shall submit a copy of all Region 3 Executive Committee and Region 3 Committee Meeting reports to the IEEE Member and Geographic Activities Department, attention: MGAB Secretary/ Managing Director-Member and Geographic Activities, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331, USA.

Delegate/Director's Report. Formal written reports will be submitted or transmitted via e-mail prior to Member and Geographic Activities Board meetings in accordance with the MGA Operations Manual and agenda schedules. MGA Board meeting schedules are issued by the IEEE Member and Geographic Activities Department.

V. COMMITTEES

Principal Region 3 Standing, Subcommittee, and Ad Hoc Committees are described in this Section. While formal Committee Meetings will be kept to a minimum as indicated in their individual committee charters, interim meetings via electronic (e) - conferencing are encouraged to supplement and enhance the effectiveness of formal meetings.

The following Standing Committees and respective subcommittees shall be established by and are responsible to the Region 3 Committee and the Region 3 Executive Committee.

Standing Committees

All Standing Committee Chairs are voting members of the Region 3 Executive Committee (R3 ExCom). The Communications, Member Engagement and Life Cycle, Professional Activities Operation, Strategic Planning, and Student Activities Committee Chairs are voting members of the Region 3 Committee.

Region 3 - Standing Committees

1. Audit
2. Awards and Recognition
3. Communications
4. Conference
5. Educational Activities
6. Finance
7. Leadership Development and Regional Support
8. Member Engagement and Life Cycle
9. Nominations and Appointments
10. Professional Activities Operation
11. Strategic Planning
12. Student Activities

Subcommittees

A subcommittee may consist of one person such as a coordinator or representative or may consist of several members as defined by the "membership" for each committee charter. Subcommittees are an integral part of their respective standing committee. Some standing committees have charters for their respective subcommittees; the subcommittee charter is provided following the standing committee charter.

Ad Hoc Committees

Ad Hoc Committees are established to deal with or resolve a particular issue. They are formed by and are 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.

V.1 AUDIT

Objective

Perform administrative and financial management reviews of Region 3 Organizational Units.

Responsibilities

Perform reviews of Standing Committees, Area/Area-Councils, Sections, and Subsections on an "as required" basis.

Perform a review of the Region's financial records annually.

Solicit support as required from the Region 3 Finance Committee.

Submit a written report to the Region 3 Delegate/Director 30 days after completion of a Unit review.

Membership

The Chair shall be a past Delegate/Director or a current Area/Area-Council Chair and appointed by the Region 3 Delegate/Director.

The Audit Committee shall consist of not fewer than three members, including the Chair. One member of the Audit Committee shall be a past Delegate/Director, or a past Treasurer of Region 3, MGA, IEEE, or IEEE-USA.

No member of the Region 3 Audit Committee shall have served on the Region 3 Finance Committee during the year for which the Finance Committee audit is being conducted.

Meetings

Meetings shall be held as required to support Region entity audits. Meetings will be scheduled by the Committee Chair with prior approval by the Region 3 Delegate/Director.

V.2 AWARDS AND RECOGNITION

Objectives

The Region has established through its Bylaws the Awards and Recognition Committee (ARC) and commissioned it to assist the Region in recognizing, rewarding and promoting excellence in all facets of the professional lives of its members.

Responsibilities

Develop and administer the award and recognition programs for sponsorship specifically by the Region. Presently available awards are:

- the Outstanding Engineer Award,
- the Outstanding Service Award,
- the Joseph M. Biedenbach Outstanding Engineering Educator Award,
- Daniel W. Jackson Award for exemplary service as a Past Region 3 Director,
- the Employer Professional Development Award,
- Professional Leadership,

- Director's Award
- the Exemplary Section Award,
- the Exemplary Student Branch Award,
- Outstanding Student Branch Award,
- Student Professional Activities Service and
- first, second and third prize awards for student papers.

Publicize to the Areas/Councils and Sections the awards available through the Region and the other IEEE entities.

Actively encourage the Sections to nominate Region members for all appropriate awards and provide such aid as may be necessary for accurate, timely and professional nominations

Distribute the nominations to the Area and Council Chairs for evaluation.

Convene the tellers committee to tally the award evaluations.

Present to the Executive Committee for approval the proposed awards recipients at the Executive Committee winter meeting. Provide pertinent and timely information to the Region 3 Delegate/Director so the recipients can be notified promptly.

Support the Region 3 Communications Committee in maximizing media exposure for award recipients, including the Region 3 Newsletter. Write an article announcing the winners if needed.

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.

Ensure the Awards Ceremony runs smoothly.

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.

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.

Membership

The Awards and Recognition Committee (ARC) Chair is appointed by the Region 3 Delegate/Director with concurrence of the Region 3 Executive Committee. The ARC Chair's appointment is a one year term with an additional one year term at the discretion of the Delegate/Director.

The Area/Area-Council Chairs shall be members of the Region 3 ARC. The Area/Area-Council Chairs shall be invite to participate in the evaluation of the region nominees and are considered corresponding members.

An ARC Vice Chair may be appointed by the ARC Chair with the concurrence of the Region Delegate/Director.

The Region 3 Professional Activities Operation Committee Chair shall appoint, with concurrence of the Region 3 Delegate/Director, a PA Awards Subcommittee (PA Awards) Chair.

Area and Council PACE Representatives shall be corresponding members of the Region PA Awards Subcommittee.

The Region 3 Awards & Recognition Chair shall represent Region 3 on the IEEE-USA Awards and Recognition Committee.

The Chair of the Region 3 Student Activities Committee (SAC) shall be Chair of the Student Awards Subcommittee. The Regional Student Representative (RSR) and a past Region 3 Delegate/Director shall serve as Student Awards Subcommittee members. The Region 3 Delegate/Director shall make the past Delegate/Director appointment. The Area/Area-Council student activities Chairs shall be corresponding members of the Region 3 Student Awards Subcommittee.

The Delegate/Director shall appoint a past Region 3 Delegate/Director to serve as a Mentor to the Awards and Recognition Committee.

The ARC Chair will appoint a Tellers Committee (to collect and tally votes), with the concurrence of the Delegate/Director, consisting of three members not currently serving on the ARC. Refer to the ARC Manual for committee member qualifications.

Meetings

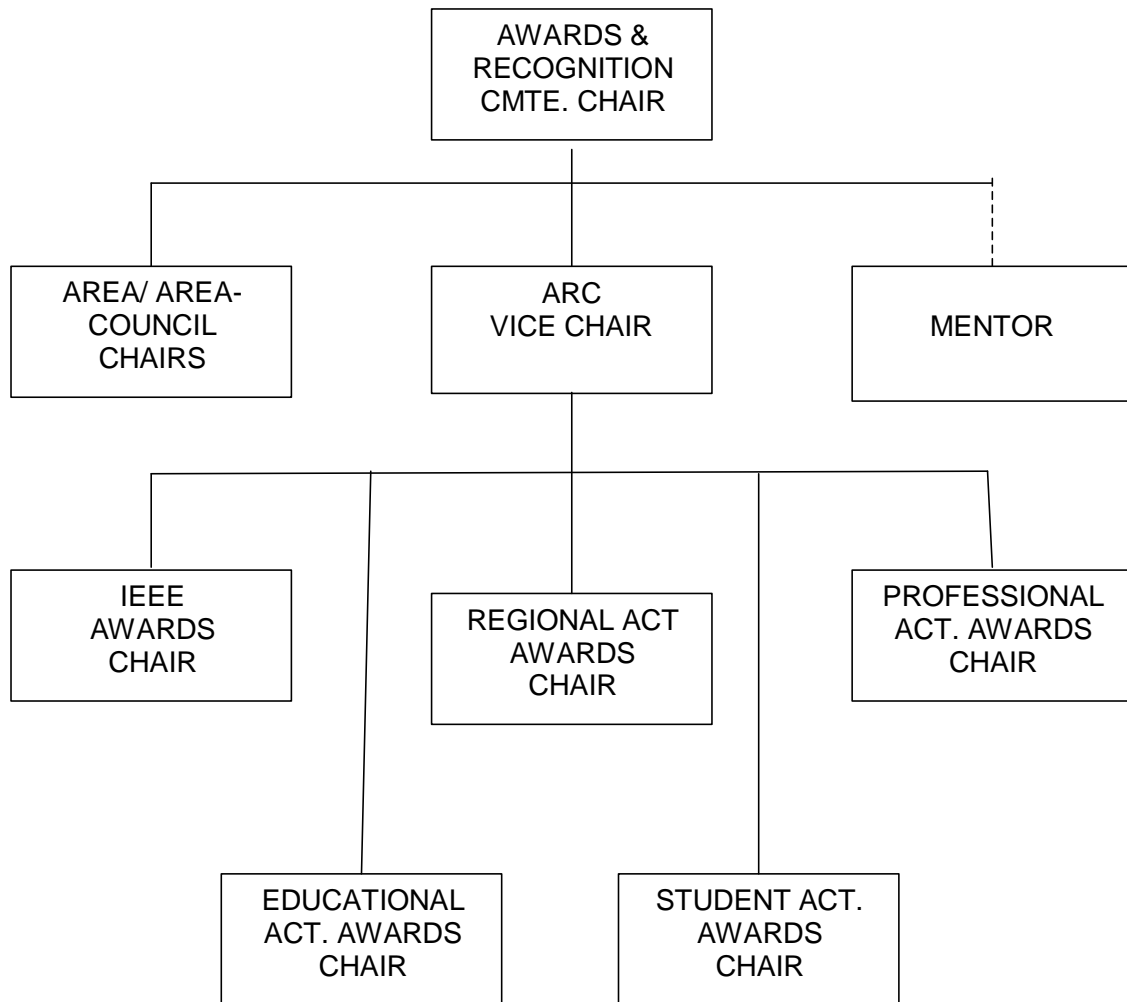
The Region ARC shall meet in whole or in part in conjunction with Region Executive Committee meetings and the Region 3 Annual Meeting. With Delegate/Director prior approval, additional meetings may be called by the Committee Chair or Subcommittee Chairs in conjunction with training sessions or as required.

Funding

Funds available for the Region Awards and Recognition Program from Region funds as well as from other sources will be determined at the start of each fiscal year and amended as appropriate during the year.

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.

Award recipients should not be expected to cover their own travel. For winners whose travel is not covered by the conferring organization, such as the IEEE-USA [Regional/Divisional Professional Leadership Award](#), travel costs to the Award Banquet will be split between the region and the recipient's section. If the recipient's section cannot fund its half of the travel, an exception may be requested of the region to cover that half of the travel.



Region 3 Awards and Recognition Committee Organizational Structure

V.3 COMMUNICATIONS

Objectives

To support and facilitate effective, seamless and interactive sharing of information and knowledge within Region 3 and to other units within the Institute. To expand the participation by all volunteers at all levels in performing the work of Region 3 and to be responsive to the needs of the member. To increase the efficiency and effectiveness of work efforts especially through the use of effective communications and innovative information technology.

The Communications Committee consists of those Subcommittees involved in integrating communication protocols, assessing and recommending information technology selection, development of associated guidelines and process, and generic collaboration with the IEEE membership. Provide oversight to maintain security of communication and data while minimizing bureaucracy, restrictions and controls.

The Communications Committee consists of the following Subcommittees

- Electronic Communication Systems Coordination
- Newsletter Support
- Public Information
- Web Support

The charter for each Subcommittee is provided following the charter of the Communications Committee.

Responsibilities

Shared responsibility among the Subcommittees that coordinate the communication functions and use of information technology for Region 3.

Provide coordination and advisory support to Region 3 units and promote an understanding of the influence of communication processes and the advantages of appropriate use of information technology.

Assist Region units in the use of collaborative tools and other information technologies that support Region 3 and Communications Committee objectives and the objectives of their particular unit.

Provide training to Region 3 volunteers in the use and application of electronic collaboration and other information technology.

Represent Region 3 through the MGA Electronic Communications Coordinator Subcommittee (ECCS), on Institute collaboration and information technologies.

Contribute material, and if requested, present communications information and demonstrations at the Region Committee meeting and Leadership Development Training Workshops.

Encourage through the use of presentations, newsletters and training sessions the use of electronic collaboration and other information technologies within Region 3 and other appropriate areas of the Institute.

Actively encourage the development and maintenance of web sites by the Region 3 Executive Committee, Region 3 Committees and all units within Region 3 so that the most current information is available.

All budgeting, funding, acquisition of hardware and associated license agreements shall be administered in accordance with the policies and procedures in Section III. Finance.

Membership

The Communications Committee Chair serves at the pleasure of the Region 3 Delegate/Director with the concurrence of the Region 3 Executive Committee. The Chair's appointment is a one year term with an additional one year term at the discretion of the Region 3 Delegate/Director. The Chair shall serve as the Region 3 representative to the MGA Section/Chapter Support Committee's Electronic Communications Coordinator Subcommittee.

One Vice Chair appointed by the Communications Chair with the concurrence of the Region Delegate/Director. The Vice Chair shall be responsible for such tasks as delegated by the Committee Chair.

The Chair/Coordinator from each of the following Communications Subcommittees; Newsletter Support, Public Information, Electronic Communication Systems Coordination, and Web Support. Additional Chairs appointed by the Region 3 Delegate/Director from Standing Committees and/or other Subcommittees involved with communications either as a user or provider.

One past Region 3 Delegate/Director appointed by the Region Delegate/Director shall be a Mentor.

Meetings

The Committee will normally meet at scheduled times prior to Region Executive Committee meetings through the use of electronic collaboration.

V.3A ELECTRONIC COMMUNICATION SYSTEMS COORDINATION

Objective

Support the electronic communication information technology needs of Region 3 and its entities. The Region 3 Electronic Communication Systems Coordination (ECSC) function administratively reports to the Region 3 Communications Committee.

Responsibilities

Provide assistance and support for Region 3 use of information technology. The Coordinator focuses on infrastructure rather than content issues.

Coordinate the development and monitor usage of all standards, guidelines, and methodologies associated with information technology utilized in the Region 3 operation.

Support/maintain the Region 3 E-mail lists and aliases.

Support/maintain servers that are used by Region 3.

Coordinate the development and monitor usage of all aspects of data and program security.

The ECSC is expected to maintain electronic documentation appropriate to the above responsibilities.

All budgeting, funding, acquisition of hardware and software and associated license agreements shall be administered in accordance with the policies and procedures in Section III. Finance.

Membership

The Appointment/Term of Service of the Region 3 Electronic Communication Systems Coordinator is defined in Section I. Organization.

The Region 3 ECSC may engage volunteers to help in accomplishing the above responsibilities. The ECSC should ensure that these volunteers get appropriate recognition for their efforts.

Meetings

Electronic communication should be used to carry out most of the efforts of this position. The ECSC should take advantage of other forums to facilitate face-to-face meetings as appropriate. The ECSC will provide a written report of activities to the Region 3 Committee Meeting and the Region 3 Executive Committee Meetings.

V.3B NEWSLETTER SUPPORT

Objective

To publish the IEEE Region 3 Newsletter, on a scheduled basis, in paper and electronic format via the Region 3 website. To encourage and support the development of newsletters at the local level to inform all members. The Region 3 Newsletter Support function administratively reports to the Region 3 Communications Committee.

Responsibilities

Publish the IEEE Region 3 newsletter in paper and electronic format.

Assist Region 3 Sections and Councils in the establishment of their organizational units Newsletters.

Advise and suggest content for Region entity newsletters.

Develop and maintain a Best Practices Guide for newsletters on the Region 3 Web site.

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.

Typical duties and responsibilities of the Newsletter Editor are

- Attend Region 3 Executive Committee Meetings as a participant without any voting rights.
- Collect input from the Region officers, Area/Council Chairs, and Standing Committee Chairs, and solicit input from others, as appropriate (e.g., candidates for office).
- 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.
- 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. This may be achieved by the Editor with personal/company hardware and software or with assistance (typesetting, paste-up, etc.) from a local print shop.
- Arrange for the Newsletter to be printed, labeled, and mailed. The Editor will be responsible for either producing the labels or ordering them from the IEEE Operations Center. Mailing will be done using a local IEEE Section's bulk mailing permit, if possible.

All budgeting, funding, acquisition of hardware and software and associated license agreements shall be administered in accordance with the policies and procedures in Section 3. Finance.

Membership

The Region 3 Newsletter Coordinator will act as Region 3 Newsletter Editor and the Appointment/Term of Service is defined in Section I. Organization.

The Region 3 Newsletter Editor may engage volunteers to help accomplish the responsibilities.

The Newsletter Editor should ensure that these volunteers get appropriate recognition for their efforts.

The Region 3 Newsletter Editor will work with the Region 3 Webmaster to insure the Region 3 web site is kept up to date with the latest Region 3 Newsletter.

The Region 3 Newsletter Editor shall work with all Standing, Subcommittee and Ad Hoc Committee chairs of the Region to publish articles on the Committees activities.

All Sections, Area/Area-Councils, and Committee newsletter editors are invited to be a part of the Region 3 Newsletter Support committee.

The recommended appointment for this position shall be a two year term, with additional terms as long as the Editor is willing.

Meetings

The Newsletter Editor will attend the Region 3 Committee Meeting and the Region 3 Executive Committee Meetings. A written report of publication activities shall be presented and recorded.

Funding

The Newsletter Editor will provide a budget for the following year's Newsletter to the Region 3 Finance Chair during the fourth quarter of the prior year. Financial deviations from the approved Region budget shall be approved by the Region 3 Delegate/Director.

V.3C PUBLIC INFORMATION

Objectives

To provide coordination and advisory support to the Area/Area-Councils and Sections to facilitate and encourage programs and activities at the local, state and Region level in order to promote an understanding of the influence of technology on the public welfare, a positive image of the engineer and the electro-technology profession to the general public. The PI Committee administratively reports to the Region 3 Communications Committee Chair.

Responsibilities

Assist Region entities in developing programs, that support Institute and Region 3 objectives.

Develop specific program inputs to Section, Area/Area-Council and Region in order to promote Committee objectives.

Submit pertinent and timely Committee information to the Region 3 Newsletter Editor.

The Public Information Coordinator is expected to attend Executive Committee Meetings as an observer.

All budgeting, funding, acquisition of hardware and software and associated license agreements shall be administered in accordance with the Policy and procedures, Section III. Finance.

Membership

The appointment/term of service of the Region 3 Public Information Chair is defined in Section I. Organization.

Region 3 Area/Council Public Information representatives shall be corresponding members of the Region 3 Public Information Subcommittee.

Meetings

Electronic communication should be used to carry out most of the efforts in this position. The Public Information Chair should take advantage of the forums to facilitate face-to-face meetings as appropriate. The PI Chair will provide a written report of activities to the Region 3 Committee Meeting and the Region 3 Executive Committee Meetings.

V.3D WEB SUPPORT

Objective.

To support the creation and maintenance of web content for Region 3 and its entities. The purpose of the Region 3 Web site is, a) to inform the leadership of Region 3 and appropriate Institute staff of events in Region 3, b) to carry news of Region 3 personalities, appointments, and awards, and c) to support the various Standing and Subcommittees in Region 3. The Region 3 Web Support function administratively reports to the Region 3 Communications Committee

Responsibilities

Maintenance of the IEEE Region 3 web site.

Insure all Region 3 manuals are kept up to date on the web site.

Assist Region 3 Sections and Councils in the establishment of their organizational units Web sites.

Advise and suggest content of organizational units web sites. Periodic review of the organizational units web site will be conducted to insure the sites comply with IEEE guidelines for IEEE web site content as outlined in the EWH guidelines.

Publish and maintain a "Best Practices Guide" for web sites on the Region 3 web site.

The Web Support Coordinator is expected to attend Region 3 [ExCom](#) Meetings as an observer.

All budgeting, funding, acquisition of hardware and software and associated license agreements shall be administered in accordance with the policies and procedures in Section III. Finance.

Membership

The Region 3 Web Support Coordinator will act as Region 3 Webmaster and the Appointment/ Term of Service is defined in Section I. Organization.

The Region 3 Webmaster may engage volunteers to help accomplish the above responsibilities. The Webmaster should ensure that these volunteers get appropriate recognition for their efforts.

The Region 3 Webmaster will work with the Electronic Communications Systems Coordinator to insure the Region 3 web site is kept up to date with changes in the web hosting environment at IEEE Headquarters.

The Region 3 Webmaster shall work with all Standing and Subcommittee Chairs to insure that information on the Committees activities are timely and up to date on the Region 3 or a committee web site.

All Section, Area/Area-Council, and Committee webmasters are invited to participate in Region 3 Web Support, to share information, and their expertise in achieving the responsibilities stated above.

Meetings

Electronic Communications should be used to carry out most of the efforts of this committee. The Web Support Coordinator should take advantage of other forums to facilitate face-to-face meetings as appropriate. The WSC will provide a written report of activities to the Region 3 Committee Meeting and the Region 3 Executive Committee Meetings.

V.4 CONFERENCE

Objectives

To facilitate effective and timely conference planning and execution in the Region.

Responsibilities

Encourage Region 3 organizational units to develop conferences to meet the specialized interests of their members. Use the accumulated experience of the Region to help ensure early success of such ventures.

Periodically review the effectiveness of all regular conferences sponsored by Region 3 organizational units. Recommend improvements as appropriate to the conference leadership and sponsoring units. Suggest new conferences where a need is recognized and suggest termination of conferences no longer needed or posing undue financial liability.

Maintain an awareness of the availability of professional conference management services and suggest the use of such services where appropriate. Give assistance in the negotiation of contracts for service. Review all such contracts where Region 3 might have financial liability and make recommendations to the Region 3 Executive Committee regarding approval of such contracts.

Solicit invitations from Sections in Region 3 to host SoutheastCon in accordance with Region 3 Bylaws.

Maintain the IEEE Region 3 SoutheastCon Manual and revise as appropriate.

Make all conference leaders aware of potential schedule conflicts between conferences without undue concern where geography or different technical interests limit the impact of schedule proximity.

Manage the budget of the Conference Committee. Assist the Region 3 Finance committee in the preparation of the annual detailed budget of the Conference Committee.

Maintain historical records, and obtain, develop and keep current documentation on Region 3 conferences.

Submit pertinent and timely conference information to the Region 3 Newsletter Editor.

Membership

The Committee Chair is appointed by the Region 3 Delegate/Director with concurrence of the Region 3 Executive Committee. The Chair's appointment is a one-year term with an additional one-year term at the discretion of the Region 3 Delegate/Director.

One Vice Chair appointed by the Committee Chair with the concurrence of the Region 3 Delegate/Director. The Vice Chair shall be responsible for such tasks as delegated by the Committee Chair.

The immediate past Conference Committee Chair, the Region 3 RSAC, and a past Region 3 Del/Director appointed by the Region Delegate/Director shall be Members-At-Large (MAL). The appointed past Delegate/Director shall serve as Mentor to the Conference Committee,

Senior and Junior Southcon Directors appointed by the Region 3 Delegate/Director, and the current NCSE Chair.

The Present, immediate Past and next two Future SoutheastCon General Chairs.

One corresponding member from each Area/Area-Council not having conference committee representation.

Headquarters Staff representing conferences shall be an "ex officio" member without vote.

Meetings

The Committee will meet at least once prior to the meeting of the Region Committee at which a new SoutheastCon site will be chosen, and at least once after a SoutheastCon conference, as soon as reasonably complete financial results can be reviewed.

V.5 EDUCATIONAL ACTIVITIES

Objectives

The Region 3 Educational Activities Committee (EAC) fosters continuing education, professional development and training opportunities for IEEE members in Region 3.

Responsibilities

The Region 3 Educational Activities Committee (EAC) provides guidance and assistance to Region entities in organizing short courses, and publicizing educational opportunities available from the Institute or elsewhere.

Develop and utilize an infrastructure for rapid and effective communications between the membership and the Region 3 Educational Activities Committee.

Promote educational activities at the member level and communicate to the Educational Activities Board (EAB) the educational concerns of the membership.

The EAC Chair (or designee) shall be a member of the Region 3 Awards and Recognition Committee and chair the Educational Activities Board Awards and Recognition Subcommittee (EABARSC). As EABARSC Chair, the EAC Chair shall make every effort to identify deserving Region 3 members for educational activity awards.

One EAC Liaison to the Region 3 Professional Activities Operation Committee appointed by the EAC Chair. This Liaison may be an Area/Area-Council representative.

Encourage Region 3 members and Sections to nominate employers for the Region 3, "Employer Professional Development Award".

Support Region Leadership Development Training in the training of EAC leaders.

The EAC Chair shall submit pertinent and timely committee information to the R-3 Newsletter Editor.

The EAC will address such other tasks as may be assigned by the Region Delegate/Director.

Membership

The Committee Chair appointed by the Region Delegate/Director with concurrence of the Region 3 Executive Committee. The Chair's appointment is a one year term with an additional one year term at the discretion of the Region Delegate/Director.

One Vice Chair appointed by the EAC Chair with the concurrence of the Region Delegate/Director. The Vice Chair shall be responsible for such tasks as delegated by the Committee Chair. One past Region 3 Del./Director appointed by the Region 3 Del./Director to serve as Mentor. One Educational Activities representative from each of the Region 3 Area/Area-Councils shall serve as members.

Meetings

The Committee will meet at least once each year, usually at the time of the Region Committee meeting.

V.6 FINANCE

Objective

To assist in the preparation of the Region 3 annual budget and to periodically monitor the financial health of Region 3. The Finance Committee will operate in accordance with Region 3 Bylaw, Article IV: Finances.

Responsibilities

- Assist the Region 3 Treasurer in the preparation of an annual budget
 - Monitor Region 3 financial performance against budget
 - Publish an amended approved budget showing the date at which the budget was amended.
 - Develop short and long range financial projections and plans.
 - Provide counsel to the Region 3 Executive Committee
- Formulate financial policies and procedures concerning Region 3 operation for consideration by the Region 3 Executive Committee.
- Monitor the implementation of the MGA Board geographic asset protection guidelines.
 - Present the check register to the Executive Committee at least twice per year, and request a review and approval of the check register by the Executive Committee.
 - Review monthly statements of bank and investment accounts periodically with the Delegate/Director.
 - Verify that the bank account signature cards have been submitted and that the names and signature on the cards are those designated.

- Ensure continuity and understanding of financial status of Region 3 by having outgoing and incoming Treasurer and Delegate/Director sign L-50 financial report.
- Assist Region 3 organizational units in financial matters.
- Assist the Region 3 Conference Committee in evaluation of conference budgets.
- Support the Region 3 Audit Committee as required for the annual Region audit and for the review of other financial issues throughout the Region.

Membership

The Committee Chair shall be the Region 3 Treasurer.

The Region 3 Delegate/Director shall be an ex-officio member.

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.

The Region 3 Delegate/Director-Elect shall be a member.

The Region 3 Secretary shall be a member.

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

Meetings

Meetings will be held prior to Region 3 Executive Committee meetings and at the discretion of the Region 3 Delegate/Director.

V.7 LEADERSHIP DEVELOPMENT AND REGIONAL SUPPORT

The Leadership Development and Regional Support Committee (LDRSC) is a Standing Committee of the Region 3 Executive Committee (R3 ExCom). The Archive Management, Help Desk, Section/Chapter Rejuvenation Coordinator, and Sections Congress Coordinator Subcommittees are an integral part of the Leadership Development and Regional Support Committee and report to the R3 ExCom through the LDRSC.

Objective

To assist the Region, Sections, Areas/Councils, and other Region 3 entities in training new officers, and committee chairs and vice chairs.

To provide other Regional support and activities as requested by the Region 3 Executive Committee and approved by the Region 3 Delegate/Director.

Responsibilities

Maintain the Region Leadership Development Training Manual and other training aids. Utilize Institute available training materials as appropriate.

Schedule, coordinate, and operate Leadership Development Workshops for the Region, Areas/Councils, and Sections.

Conduct at the direction of the Region 3 Delegate/Director an Executive Committee Standing Committee Chair and Vice Chair training session. Maintain the currency of the "Training Manual for Committee Chairs and Vice Chairs".

Committee members will assist in the development of the training materials and in the presentation of training programs.

Provide for the coordinated development of data standards to the extent that a consistent approach to the access (storage and retrieval) of current and archive data is achieved within the Region 3 Executive Committee and associated Committees. Provide guidelines to other Region 3 entities.

Provide assistance and support to those Sections and Chapters that are having problems in meeting the requirements to remain active and viable.

Coordinate those activities (e.g. planning, publicity, budgeting, and etc) between the MGA/TAB Sections Congress Steering Committee and Region 3 Sections to ensure a successful Sections Congress and that a large majority of our Sections are represented.

Services of the Committee members may be available to IEEE organizations outside the Region subject to time and schedule commitments. Expenses for workshops held outside the Region shall be borne by the requesting organization.

Membership

The Chair is appointed by the Region 3 Delegate/Director

Members of the Leadership Development and Regional Support Committee will be appointed by the Chair with the concurrence of the Region 3 Delegate/Director.

Rejuvenation Coordinator, and the Sections Congress Coordinator are members of LDRSC.

The Chair of the Archive Management Subcommittee is a member of LDRSC.

One past Region 3 Delegate/Director appointed by the Region Delegate/Director shall be the Mentor.

Meetings

Meetings may be held in conjunction with meetings of the R3 ExCom and/or the R3 Committee if required. Electronic mail, conference calls and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.

V.7A ARCHIVE MANAGEMENT

Objective

Support the archival and knowledge management needs of Region 3 and its entities.

Responsibilities

Provide assistance and support for the archival and maintenance of Region 3 communications, documentation and records. These records may be electronic or print in original form.

Work with other Region 3 bodies and the Institute to develop new methods and tools for archival storage and retrieval and to provide training and support for same.

Represent Region 3 on Institute archival, knowledge management and record retention issues.

Coordinate the development and monitor usage of all standards, guidelines and methodologies associated with the archival (in paper or electronic form) of Region 3 records, communications and other documentation.

Create as needed, support and maintain Region 3 retention policy and assure the policy is compliant with Institute, legal and regulatory guidelines.

Support, maintain and coordinate all archives of information pertinent to and used at the Region level.

Coordinate the development and monitor usage of all aspects of Region level records storage and security.

The Coordinator is expected to attend Region 3 Executive Committee meetings as an observer.

The Archive Management Coordinator is expected to maintain current electronic documentation appropriate to the above responsibilities.

Provide helpful information if requested to the Region 3 Executive Committee and the Region 3 SPC.

Submit pertinent and timely information to the Region 3 Newsletter Editor.

All budgeting, funding, acquisition of hardware and software, and associated license agreements shall be administered in accordance with the policies and procedures in Section III. Finance.

Membership

The appointment/term of service of the Region 3 Archive Management Coordinator is defined in Section I. Organization.

The Region 3 Archive Management Coordinator may engage volunteers to help in accomplishing the above responsibilities. The Archive Management Coordinator should ensure that these volunteers get appropriate recognition for their efforts.

Meetings

Electronic communications should be used to carry out most of the efforts of this position. The Coordinator should take advantage of other forums to facilitate face-to-face meeting as appropriate.

V.8 MEMBER ENGAGEMENT AND LIFE CYCLE

The Member Engagement And Life Cycle Committee (MELCC) is a Standing Committee of the Region 3 Executive Committee (R3 ExCom). The Industrial Relations, Life Member Regional Coordinator, GOLD Representative, Member Recruitment and Recovery Chair, and Women In

Engineering Liaison Subcommittees are an integral part of the Member Engagement And Life Cycle Committee and report to the R3 ExCom through the MELCC.

Objectives

Promote the growth of both professional and student members in Region 3 and the Institute as a whole. Encourage the professional, technical, and personal growth of all members within the Region through IEEE programs that facilitate the engagement of members. Encourage and support the formation of Life Member, GOLD, and Women In Engineering Affinity Groups as well as other programs to serve members and prospective members in all phases of their lives (from pre-college through retirement).

Responsibilities

Conceive, develop, and implement programs to encourage the professional, technical, and personal growth of the members at all levels within Region 3.

Work with other groups within Region 3 to help encourage them to further the development of the members in Region 3 through engagement and growth programs.

Contribute material and, if requested, present information at Region 3 Leadership Development Training workshops.

Grow and train active MELCC chairs in all Area/Area-Council and Section organizations.

Identify and communicate the personal and professional benefits of active engagement with fellow IEEE members.

Encourage, facilitate, nurture (and develop where necessary) programs to facilitate the growth of the member through active involvement in IEEE activities and with other IEEE members.

Encourage and support the interests and continued activities of Life Member volunteers within the Region.

Work with others in the Region 3 ExCom to encourage, develop, and nurture programs to identify and grow the interest in science, technology, and engineering in pre-college children within Region 3 and encourage the later participation with organizations such as the IEEE in their college and professional years.

Develop and promote programs and foster relationships to provide tangible value to Graduates Of the Last Decade (GOLD) members.

Develop programs and activities that promote the entry into and the retention of women in engineering programs, enhance the career advancement of women in the profession, and which emphasize active participation in the IEEE and interaction / engagement with fellow IEEE members.

Construct within the Region an organization to select, document and nominate deserving members to the Fellow grade and manage those nominations to successful conclusion.

Motivate and encourage activities by the Region 3 leadership by writing timely articles for the Region 3 Newsletter and Council/Section Newsletters.

Report on MELCC activities to the Institute. Share successful Region 3 MELCC programs with other Regions. Bring successful Institute and other worthwhile Region MELCC initiatives to Region 3.

Maintain communications as possible with the MGA MELCC to assure the transfer of best practices for member development both to and from MGA worldwide

Organize and implement awards and recognition for members who advance the completion of Region 3 Member Engagement And Life Cycle goals and objectives.

Membership

The Chair is appointed by the Delegate/Director with the concurrence of the Executive Committee. The Chair's appointment is a one year term with an additional one year term at the discretion of the Region 3 Delegate/Director.

One Vice Chair appointed by the MELCC Chair with the concurrence of the Delegate/Director. The Vice Chair shall be responsible for such tasks as delegated by the Committee Chair. The Vice Chair of the Member Engagement And Life Cycle Committee may also serve as the Member Recruitment and Recovery Subcommittee Chair.

One past Region 3 Delegate/Director appointed by the Region 3 Delegate/Director shall be a Mentor.

One representative appointed by each Region 3 Area/Area-Council chair.

One Chair of the Fellow Committee appointed by the Committee Chair with the concurrence of the Region 3 Delegate/Director.

The Chair of the Industrial Relations Subcommittee is appointed by the MELCC Chair with the concurrence of the Region 3 Delegate/Director.

The Regional Life Member Coordinator is appointed by the Region 3 Delegate/Director.

The GOLD Representative is appointed by the Region 3 Delegate/Director.

The Women In Engineering Liaison is appointed by the Region 3 Delegate/Director.

It is recommended that each Section MELCC chair be a corresponding member of the Region 3 MELCC.

Meetings

The Committee will normally meet at a scheduled time prior to Region Executive Committee meetings.

V.8A MEMBER RECRUITMENT AND RECOVERY

The Member Recruitment and Recovery Subcommittee is a subcommittee of the Member Engagement And Life Cycle Committee. This committee serves to provide the functions of recruitment of new members within Region 3 and the recovery of members who do not renew their membership at the end of the membership year.

Objectives

Promote the growth of IEEE membership at the professional and student levels in Region 3 and the Institute as a whole. Provide liaison with sections within Region 3 to assure that the sections

have and make effective use of IEEE resources for promoting IEEE membership to non-members and continued membership to current members.

Responsibilities

Conceive, develop, and implement Region 3 membership growth programs. These programs are primarily *marketing* tasks.

Work with the MELCC chairs in all Area/Area-Council and Section organizations to support MRR activities within the sections.

Promote the phased emphasis programs of MRRC: Recruitment, September - December; Upgrade, January - March; Retention and recovery of delinquent members, April - June.

Identify and communicate the personal and professional benefits of IEEE membership.

Develop programs and activities that promote the entry into and the retention of women in engineering programs, enhance the career advancement of women in the profession, and which promote IEEE membership and retention of IEEE women members.

Submit pertinent and timely recruitment and member recovery articles and information to the Region 3 Newsletter Editor.

Membership

The Chair is appointed by the MELCC Chair with concurrence of the Delegate/Director. The Chair's appointment is a one year term with an additional one year term at the discretion of the MELCC Chair.

It is recommended that each Section MELCC chair be a corresponding member of the Region 3 MRRC

Meetings

The Committee will normally meet at a scheduled time prior to Region Executive Committee meetings.

V.9 NOMINATIONS AND APPOINTMENTS

Objectives

Solicit nominations and recommend candidates for Regional and IEEE leadership positions.

Responsibilities:

Solicit nominees from Region 3 Committee members for the Region 3 office of Delegate/Director-Elect.

Review qualifications and select Region 3 Delegate/Director-Elect candidates in accordance with Article III, Section 5 of the Region 3 Bylaws.

No later than the date published by IEEE Headquarters of the election year (odd numbered years), the names of the selected candidates will be submitted to IEEE Headquarters for the ballot of that year.

Solicit nominations and volunteers for service at the Region level. Collaborate with Region 3 Delegate/Director and Delegate/Director-Elect to fill Region 3 Executive Committee positions.

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.

The Chair of the Region 3 Nominations and Appointments Committee will serve as a Corresponding Member of the MGA Nominations and Appointments Committee.

The Nominations and Appointments (N&A) Committee shall assist in other tasks as requested by the Region 3 Delegate/Director.

Ensure N&A milestones are accomplished in a timely manner.

Membership

The Region 3 Delegate/Director, with the concurrence of the Region 3 Executive Committee appoints the Nominations and Appointments Committee Chair who shall have been a recent Region 3 Delegate/Director.

The two most recent past Region 3 Delegate/Directors (not the chair) who are willing to serve and the current year GOLD Chair shall serve as the other members of the N&A Committee. No potential candidate for Region 3 Delegate / Director Elect can serve on the Nominating Committee.

Meetings

The Nominations and Appointments Committee members will meet only as required and as approved by the Region 3 Delegate/Director.

Nominations and Appointments Committee Schedule

The N & A Committee Schedule below is provided for committee guidance and the internal milestone dates may change. It is the responsibility of the Committee Chair to ensure the schedule complies with the Region 3 Delegate/Director's annual "Calendar of Events".

Even Year Schedule

01-01 The Region 3 Delegate/Director makes N&A Committee appointments.

01-15 The N&A Committee Chair sends roster, schedule, procedures, applicable bylaws and goals to N&A Committee members.

02-15 Region 3 Secretary 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 provided in the Call for Nominations. Providing a web link to this description is an acceptable way to provide the information in the Call for Nominations.

02-xx Region 3 Secretary with Delegate/Director's approval submits Call for Nominations to the editors of the INSTITUTE and the Region 3 Newsletter.

04-15 N&A Committee Chair communicates with N&A members to confirm that the candidates conform to the minimum requirements.

05-01 N&A Committee engage potential candidates to determine their availability to serve if elected and to request they complete and submit the Nominations Form, which requires submission of a Biography, list of IEEE Activities and Position Statement for use by the Nominating Committee in evaluating their qualifications. This information is also a requirement for the election booklet should they be nominated by the Region.

No Candidate for the Delegate / Director Elect, including those who maybe nominated from the floor, will be considered unless accompanied by the required Nominations Form information.

07-01 N&A Committee selects candidates to be submitted to the Region 3 ExCom.

09-01 Submit recommended slate to R-3 ExCom to be approved at fall ExCom meeting..

10-xx Submit R3 ExCom approved slate of candidates to the Region 3 Committee for endorsement at the fall Region meeting. The Region 3 ExCom will accept nominations from the floor provided required candidate information is supplied.

12-01 If the slate of candidates is not approved at the fall Regional meeting, the Secretary will poll the Region 3 Committee for endorsement of ExCom approved slate for Region 3 Delegate/Director-Elect. Region Committee responses are due no later than 12-31. Delegate/Director appoints a Tellers Committee Chair with committee to tabulate Region Committee responses.

Odd Year Schedule (IEEE Election Year for Region 3)

01-07 If required, the results from the request for Region Committee endorsement submitted by Tellers Committee to Region 3 Delegate/Director with copy to the N & A Chair.

02-xx If required, the N&A Committee presents Region 3 Delegate/Director-Elect slate as endorsed by the Region 3 Committee to the Region 3 ExCom and Region 3 Committee.

02-15 Delegate/Director-Elect candidates' names formally submitted by Region 3 Delegate/Director to IEEE Headquarters.

02-xx N & A Chair with Delegate/Director's approval submits "Special Call for Region Volunteers" to the Editor of the Region 3 Newsletter.

04-xx N & A Chair solicits volunteers from members of the Region 3 ExCom and to the Region 3 Committee. Initiate volunteer screening for R3 ExCom standing committee and ad hoc assignments.

10-xx Complete the volunteer screening for committee & special assignments.

11-xx Recommend "volunteer slate" to incoming Delegate/Director.

12-xx N & A Committee discharged by outgoing Region 3 Del./Director.

V.10 PROFESSIONAL ACTIVITIES OPERATION

Objectives

To assist the Region in planning, organizing, implementing, and monitoring professional activities.

To coordinate with IEEE-United States of America (IEEE-USA), and to assist Region 3 in implementing IEEE-USA programs and policies.

Responsibilities

Develop and utilize an infrastructure for rapid and effective communications between the membership and the Region 3 Professional Activities Operation (PAO) Committee.

Submit the Professional Development Financial Report no later than January 15 annually. Refer to IEEE-USA Operations Manual for guidance.

Promote professional activities at the member level and communicate to the IEEE-USA the professional concerns of the membership.

Coordinate the work to optimize the effectiveness of the professional activity interface with Region 3 federal, state and local government entities.

Ensure the Region PAO Subcommittees communicate with appropriate IEEE-USA Councils and committees.

Stimulate Sections and Area/Area-Councils to sponsor professional activity Special Projects, and facilitate access to IEEE-USA and Region 3 resources.

Encourage student branches, through the Region 3 Student Activities Committees (SAC), to hold Student Professional Awareness Conferences (S-PAC's) and sponsor Student Professional Awareness Ventures (S-PAVs).

Support the Region 3 and IEEE-USA Awards and Recognition's programs.

Submit pertinent and timely PAO Committee information to the Region 3 Newsletter Editor.

Support Region 3 Leadership Development Training in the training of PAOC leaders.

Membership

- **PAOC Chair**
- **PAOC Vice Chair, Career Enhancement Chair**
- **Employment and Career Services Coordinator**
- **PACE Chair**
- **Government Activities Coordinator**
- **SPAC Coordinator**
- **Educational Activities Liaison**
- **Mentor**

The PAO Committee Chair will be appointed by the Delegate/Director with concurrence of the Region 3 Executive Committee. The Chair's appointment is a one year term with additional one year terms at the discretion of the Delegate/Director.

One committee Vice Chair appointed by the PAO Committee Chair with the concurrence of the Region 3 Delegate/Director. The Vice Chair shall be responsible for oversight of the Member Activities, Career Activities, Technology Policy, and the Professional Activities Awards

subcommittees. The subcommittee chairs shall be appointed by the PAOC Vice Chair with concurrent of the PAOC chair.

One Chair of the Region Employment Assistance and Career Services subcommittee is appointed by the PAOC Chair with concurrence of the Delegate/Director. At the PAOC Chair's recommendation, the IEEE-USA Employment Assistance and Career Services Committee Region 3 Representative can chair the Region 3 PAOC Employment Assistance and Career Services subcommittee.

One Chair of the Professional Activities Committee for Engineers (PACE) subcommittee is appointed by the Region 3 Delegate/Director. Two Region 3 PACE candidates are normally selected at the IEEE-USA Professional Activities Conference and submitted to the Region 3 Delegate/Director for consideration as the Region PACE subcommittee chair.

One Chair for State Government Activities is appointed by the Region 3 Delegate/Director, as regional representative to the Government Activities Committee of IEEE-USA. Region volunteers 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.

Three Members-At-Large:

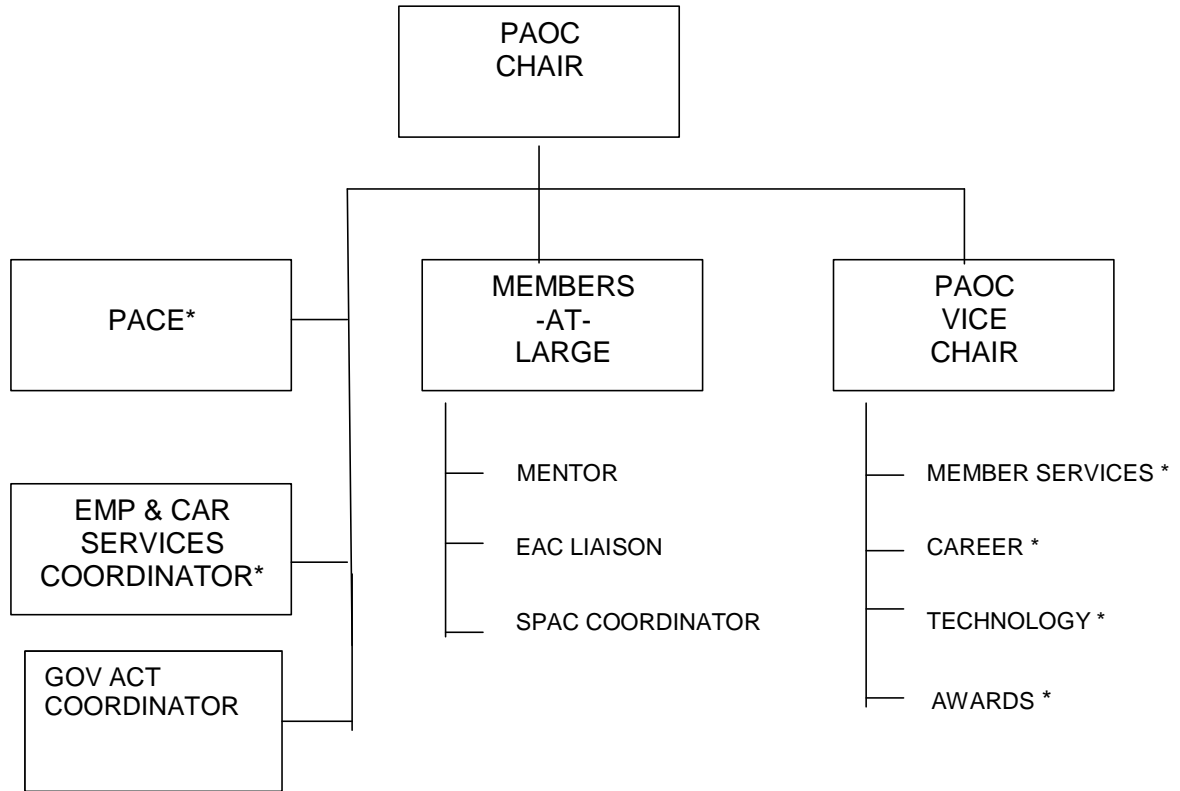
- (1) Student Professional Awareness Committee Coordinator appointed by the Region 3 Delegate/Director as regional representative to the Student Professional Awareness Committee of IEEE-USA.
- (2) Educational Activities Liaison
- (3) Mentor – a past Region 3 Delegate/Director appointed by the Region 3 Delegate/Director.

Meetings

The PAOC normally meets prior to scheduled Region 3 Executive Committee meetings.

The Section PACE Representatives will normally meet at the IEEE-USA Leadership Workshop. Region attendance is a function of available IEEE-USA Professional Development Funding. The PAOC normally cost shares with the sections in order to encourage increased participation.

Other PAO subcommittee meetings may be scheduled with prior approval by the PAOC Chair with concurrence from the Region 3 Delegate/Director.



Denotes subcommittee: *

Professional Activities Operation Committee Organizational Structure

V.11 STRATEGIC PLANNING

The Strategic Planning Committee (SPC) is a Standing Committee of the Region 3 Executive Committee (R3 ExCom). The History and Special Review Subcommittees are an integral part of the Strategic Planning Committee and report to the R3 ExCom through the SPC.

Objectives

Support the Region in planning for the future.

Responsibilities

Assist Delegate/Director in development of annual "Consolidated Goals & Objectives List", and updating of Executive Committee Goals & Objectives per the SPC schedule shown in the Timeline for Region 3 G & O's and Strategic Plan Development.

Define long range Goals and Objectives for the Region.

Provide counsel to the Region 3 Executive Committee to minimize problems in the Region operation.

Perform such Ad Hoc tasks as may be assigned by the Region 3 Delegate/Director.

Maintain currency of the Region 3 "Strategic Plan", monitor progress against the plan and provide annual report to the Region Delegate/Director and Delegate/Director-Elect.

Maintain currency of the Region 3 Bylaws and the Region 3 Operations Manual. Process the proposed changes through the required endorsement and approval stages.

Support the History Subcommittee in the update of the Region 3 History document.

.

Support the Special Review Subcommittee by providing SPC members to assist in the evaluation and review process.

Support the Region 3 Mentor Program, assign past Delegate/Directors as "Mentors" (Members-At-Large) to Region 3 standing committee's.

Submit pertinent and timely committee information to the Region 3 Newsletter Editor.

Membership

The Chair is appointed by the Delegate/Director with concurrence of the Region 3 Executive Committee. The Committee Chair is normally the immediate past Region 3 Delegate/Director.

One Committee Vice Chair appointed by the SPC Chair with the concurrence of the Delegate/Director. The Vice Chair shall be a past Delegate/Director and serve at the pleasure of the SPC Chair.

The Chairs of the History, and Special Review Subcommittees are members of the SPC.

Membership shall include past Region 3 Delegate/Directors and/or senior past officers of the Institute who are willing to serve.

Meetings

Meetings will be kept to a minimum, but when scheduled, will be held in conjunction with other Region meetings or conferences.

Timeline for Region 3 Goals & Objectives and Strategic Plan Development

<u>Date</u>	<u>Task Description</u>	<u>Action</u>
01-01	Committee appointments	
01-01	G & O's to standing & ad hoc committee chairs	Del/Director
01-15	Strategic Plan (SP) to Executive Cmte. members	Del/Director
02-xx	Winter ExCom Meeting	
02-xx	SPC working meeting (prel. review of Strategic Plan and G & O's)	SPC Chair
02-xx ⁽¹⁾	G & O's status (progress rpt.)	Cmte. chairs
03-xx	Director input/comments to SPC	Del/Director
03-xx	SPC up-date of "Consolidated G & O List"	SPC Chair
03-xx	SPC feedback to Del/Director and Del/Director-Elect	SPC Chair
03-xx	Director and Dir-Elect response to SPC feedback`	Dir&Dir-Elect
04-xx	Spring ExCom Meeting	
04-xx	SPC working meeting (review/revision of "Consolidated G & O List" and Strategic Plan)	SPC Chair
04-xx	Mentor G & O input/comments to SPC (after ExCom Mtg)	Mentors
04-xx ⁽²⁾	G & O status (Progress rpt. from Cmte's p/o ExCom Rpt.)	Cmte. chairs
05-xx	Director input/comments to SPC	Del/Director
05-xx	SPC up-date of "Consolidated G & O List"	SPC Chair
05-xx	SPC revision of the Region Strategic Plan	SPC Chair
05-15	SPC feed-back to N & A Cmte	SPC Chair
06-xx	SPC mid-year status to Del/Dir.& Del/Dir-Elect	SPC Chair
06-xx	Dir-Elect and Del/Director response to mid-year status	Dir-Elect/Dir
09-xx	Preliminary SPC input (SP/G&O's) to Del/Dir-Elect and Del/Dir	SPC Chair
10-01	Del/Dir-Elect input to Strategic Plan and G&O's	Del/Dir-Elect
11-xx	Fall ExCom Meeting	
11-xx	SPC working meeting (review/revision of "Consolidated G & O List" and Strategic Plan).	SPC Chair
11-xx	G & O status from cmte. chairs (p/o cmte. rpt. to ExCom).	Cmte. chairs
11-xx	Cmte's end-of-year reports (incl. recommended G & O's for next year).	Cmte. chairs
11-xx	Del/Director&Del/Dir-Elect input/comments to SPC.	Dir/Dir-Elect
11-xx ⁽³⁾	SPC feed-back (volunteer slate) to N & A Cmte.	SPC Chair
12-01	Finalized SPC G & O's to Del/Dir&Del/Dir-Elect.	SPC Chair
12-15	Finalized Strategic Plan to Del/Director&Del/Director-Elect.	SPC Chair

Notes:

1. "Consolidated G & O List" is a milestone status
2. Inputs from committee chairs to Region Delegate/Director, Del/Director input to SPC
3. Odd year activity

V.11A SPECIAL REVIEW

Objective

To determine administrative and management effectiveness of Region 3 Standing Committees.

Responsibilities

To delve into the effectiveness, continued need, policies, procedures, action, composition, budget considerations, and any other aspects of the committee being reviewed.

One to Two committees shall normally be reviewed each year. Refer to Section II, Policies and Procedures; Periodic Review of Region Standing Committees.

The Region 3 Delegate/Director shall identify those committees to be reviewed, per Section II, Policies and Procedures.

Period of performance for the review is the committee's previous six years. On selected criteria, as determined by the Special Review Committee Chair, the previous four years can be used.

Membership

The Committee Chair is appointed by the Region 3 Delegate/Director with concurrence of the Region 3 Executive Committee, and shall be a past Region 3 Delegate/Director whenever possible. The Chair's appointment is a one year term with an additional one year term at the discretion of the Region 3 Delegate/Director.

In order to involve more of the members in Region 3 in this review process, whenever possible; three members shall be appointed as reviewers by the Region 3 Delegate/director. Special effort shall be made to include a reviewer from one of the following: current or past Section Chairs or an active member who is not currently on the Region 3 Executive Committee.

No member of the Special Review Committee shall be a present member of the committee being reviewed.

Schedule (CY)

Standing Committee Chair notification:	First quarter
Standing Comm. Chair submits data package:	Second quarter
Written report to the Standing Comm. Chair:	Third quarter
Written final report to the R-3 Delegate/Director:	10 days prior to fall ExCom Mtg.
Final report to the R-3 Executive Committee:	Fall ExCom Meeting
Standing Comm. response to the R-3 ExCom:	Fall ExCom Meeting

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 source 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 report accomplishments against the Committee's Goals & Objectives and other important actions. At a minimum, the following information shall be made available to the Region 3 Special Review Committee:

Generic:

1. Committee objective(s) per the Region 3 Operations Manual.
2. Committee responsibilities.
3. Committee structure/organizational chart.

Specific:

1. Committee Goals and Objectives (Delegate/Director's G & O's at minimum).
2. Committee timetable (schedule) for completing G & O's.
3. Workshops/training sessions held.
4. Short courses and other professional opportunities held.
5. Committee membership/composition and terms of office (include names and addresses of members).
6. Sponsorship of Region 3 members for Institute awards and recognition.
7. Special Projects and initiatives.
8. Committee Income and Expense Actuals.

Final Report:

Special Review Committee recommendations to the Standing Committee Chair by third quarter.

Each recommendation will be action oriented and restricted to one issue.

The Standing Committee Chair will prepare a response to the review, addressing each recommendation and indicating acceptance, suggested modification, rejection, or need for guidance from the Region 3 Delegate/Director.

The Standing Committee Chair's response will be presented concurrently with the Special Review Committee recommendations to the Executive Committee at the fall Executive Committee meeting.

The Special Review Committee Final Report, Standing Committee Chair's response and other pertinent data shall be archived by the Region 3 Special Review Committee for a minimum of twelve years.

Meetings:

Formal meetings of the Committee are not considered essential to effective functioning.

V.12 STUDENT ACTIVITIES

Objectives

To coordinate Region 3 student activities and provide advice and support for student activities to IEEE entities.

Responsibilities

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 device contest.

Interact with the IEEE Student Activities Committee.

Represent student activities concerns of/for/to IEEE and Monitor Student Branch activities within the Region.

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.

The Region 3 Regional Student Activities Committee Chair (RSAC) shall be a member of the Region 3 Awards and Recognition Committee and shall be Chair of the Student Awards Subcommittee.

Review and revise as appropriate the SoutheastCon Student Conference Manual.

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 is readily available on the Region 3 website.

Submit pertinent and timely committee information to the Region 3 Newsletter Editor.

Membership

The Chair of the Student Activities Committee shall be appointed by the Region 3 Delegate/Director with concurrence of the Executive Committee. The Chair's appointment is a one year term with an additional one year term at the discretion of the Delegate/Director.

The SAC Vice Chair is appointed by the SAC Chair with the concurrence of the Region Delegate/Director. The Vice Chair shall be responsible for such tasks as delegated by the Committee Chair.

The immediate past SAC Chair shall be a member.

One Student Activities Liaison to the Region 3 Professional Activities Operation Committee appointed by the SAC Chair with concurrence of the Region 3 Delegate/Director.

One past Region 3 Delegate/Director appointed by the Region 3 Delegate/Director will be a "Mentor".

The Counselors of all of the IEEE Student Branches within the Region shall be members of the Region 3 Student Activities Committee.

The Regional Student Representative (RSR) shall be appointed by the SAC Chair with concurrence of the Region Delegate/Director.

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. The meeting will be conducted by the Region's RSAC. In conjunction with the annual Region 3 Student Activities Committee meeting, there will be a Student Branch Chair's Workshop conducted by the Region 3 Regional Student Representative (RSR).

Ad Hoc Committees (AH)

Ad Hoc Committees are established by the Region 3 Delegate/Director and are responsible to the Region 3 Delegate/Director.

V.AH.1 TELLERS

Objective

Supervise the processing of ballots received and the tallying of votes on questions required by the Region 3 Bylaws to be submitted to the Region 3 membership.

Responsibilities

Provide tally on Region questions to the Region 3 Delegate/Director, with copy to the Region 3 N & A Committee Chair no later than seven days following the question deadline.

Announce tally and provide written report to the Region 3 Executive Committee at the winter meeting of the election year (odd numbered year).

Membership

The Chair of the Tellers Committee shall be the Region 3 Secretary unless otherwise designated by the Region 3 Delegate/Director. Should the Secretary be a candidate for office, the Region 3 Delegate/Director will appoint a past Delegate/Director to chair the Tellers Committee.

Two members will be appointed by the Region 3 Delegate/Director to support the Committee Chair.

At least one member of the Committee shall be a past Region 3 Delegate/Director.

No member of the Tellers Committee shall be a current member of the Region 3 N & A Committee.

Meetings

Meetings will be held as required to support the balloting and tallying process.

VI. CONFERENCES

Policy

For guidance in scheduling and conducting Technical Conferences, Symposia, and Expositions, reference should be made to the IEEE Policy and Procedures Manual, Section 10 and Region 3 Bylaws, Article VI.

Approval

In accordance with IEEE Policy and Procedures Manual Section 10.1.4, approval must be obtained from the IEEE Executive Committee for all conferences in which (a) exhibits are planned or (b) there is the intention of drawing substantial attendance from outside the geographical area of a single Section or (c) a cooperating organization is sponsoring a meeting coinciding with the IEEE conference and requiring a security clearance for admission.

In accordance with Region 3 Bylaws Article VI, schedules for all such meeting should be coordinated with the Chair of the Region 3 Conference Committee.

Meetings

Sections, Area/Area-Councils are encouraged to hold technical conferences, symposia, workshops, etc., for the benefit of their members. Schedules for all such meetings should be coordinated with the Region 3 Conference Committee.

SoutheastCon: SoutheastCon Technical Conference & Exhibition is held for the technical and professional development of Region 3 members. The Region 3 Student Conference may be held concurrently. SoutheastCon will be moved around the Region to provide the opportunity for all Region 3 entities to serve as hosts or co-hosts.

Sections wishing to host the conference should submit a bid in writing to the Region 3 Delegate/Director, Delegate/Director-Elect, and Conference Committee Chair at least two months prior to a Region 3 Committee Meeting at which action on the invitation is to take place. At each SoutheastCon, the location of the SoutheastCon for at least the third subsequent conference will be determined. Region 3 Bylaw provisions exist for allowing bids beyond the third subsequent conference.

The hosting Section SoutheastCon committee must prepare and submit an acceptable budget by the date specified in the Region 3 Bylaws, i.e., preliminary budget at least 15 months before the meeting date.

Southcon: The purpose of Southcon are the advancement of electro-technology, demonstration of new electronics products and systems, and introduction of new electronics applications through an annual convention of technical sessions and an exhibition of products. Southcon is sponsored jointly by the Florida Council and Region 3 of IEEE, and the Florida Sunshine Chapter of the Electronics Representatives Association (ERA).

The Region 3 Southcon Board of Directors Representatives are appointed by the Region 3 Delegate/Director and should be a past Region 3 Delegate/Director whenever possible. The Region 3 Southcon Board Representative appointments are staggered four-year terms and, historically, the outgoing Region 3 Delegate/Director fills the Region 3 Southcon Board vacancy.