



**IEEE PSES**

**Product Safety Engineering Society**

**“PSES Chapter Guide”**

**For**

**PSES Chapters**

September 1<sup>st</sup>, 2011 (Rev. 1)



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## Message for PSES Chapters

Chapters form the foundation of the Society, and without active viable Chapters, the Society cannot flourish or even survive. Chapters provide the principle point of contact with the Society and the IEEE. Chapters also act as liaison between individual members and their local IEEE Section in many instances. Thus, Chapters have an important role in the success of the IEEE PSES Society (PSES).

Chapter serves as the local home for many if not most society members and as such provides a unique opportunity to provide the connection to the Society and IEEE and also the opportunity to demonstrate the value of membership to the members through good communication, information, speakers, etc.

It is also one of the best local, face-to-face opportunities to actively recruit new members when they attend meetings as guests. This should be an element of discussion at every meeting and in every communication to the Chapter members!

For the IEEE PSES to continue to grow, the Board of Directors (BoD) cannot function in a vacuum. Fresh input on all aspects of this profession from Chapters is necessary. This is one of the main reasons why the PSES BoD primary focus is to make sure that the Society has successful Chapters nationally and internationally.

The “PSES Chapter Guide” was created in order to assist each Chapter in organizing a strong and successful entity within IEEE PSES. The BoD encourages all Chapter Officers to consider becoming active in both the national and international arena of the PSES Society after completing their Chapter service. The Newsletter and technical committees devoted to PSES subspecialties are always open to more volunteers. Our annual PSES Symposium and other regional meetings offer other opportunities to serve on the PSES. There are also annual elections for members to the BoD. Chapter participation has been a traditional stepping-stone to election to the BoD.

Although participation in Chapter activities involves time and effort, the individual also grows professionally as a result of that time and effort. The current members of the BoD have served in many other capacities before joining the Board, and appreciate the time and effort that you will be devoting to your Chapter activities. We are here to serve and would be happy to hear from you. Please let us know if there is anything that we can do to help with your chapter responsibilities.



## I. Introduction

This Guide is intended to assist developing, existing and new PSES Chapters function more effectively and efficiently. It is intended as a reference guide for Chapter Officers and Members, and to illustrate how the IEEE and PSES can assist in developing a fully functioning PSES Chapter. Included is a list of “best practices” - and suggested practices for Chapter Officers to follow in order to ensure the highest possible chance to build a thriving and successful Chapter within IEEE PSES. We also recognize that volunteers are busy professionals. For that reason we developed the quick reference and this manual in a manner that reduces the time required to obtain answers.

## II. General PSES Information

This section consists of general information for Officers to utilize in order to best achieve a fully functional Chapter. The PSES Society encourages Officers to reach out to the Board of Directors members as well as Key Contacts relating to any IEEE PSES Chapter activities:

### Important Links

- IEEE PSES Main Website – <http://ewh.ieee.org/soc/pses/>
- Join the PSES Society – [http://www.ieee.org/societies\\_communities/societies/pses.html](http://www.ieee.org/societies_communities/societies/pses.html)
- IEEE PSES Membership Information - <http://ewh.ieee.org/soc/pses/#Membership>
- IEEE PSES Chapters - <http://ewh.ieee.org/soc/pses/Chapters/index.html>
- IEEE PSES Board of Directors - <http://ewh.ieee.org/soc/pses/bod.html>
- IEEE PSES Newsletters - <http://ewh.ieee.org/soc/pses/newsletters.html>
- IEEE PSES Linked-In Webpage - <http://www.linkedin.com/> (sign up via IEE PSES & IEEE PSES Chairs Subgroup)

### IEEE PSES Board of Directors & Officers

For an updated list of IEEE PSES Board of Directors and Officers, please go to the IEEE PSES website or use the following link:

<http://ewh.ieee.org/soc/pses/bod.html>



### III. Starting a PSES Chapter

#### CHAPTERS:

To form a new IEEE Society Chapter, the Chapter Organizer must gather 12 or more signatures from IEEE Members on a Society Chapter petition. Signers must be a member of the Society, and higher grade members (no students, nor affiliates). Approval is required from the Section and Society that will be represented. In many cases, a Chapter may already exist which can be expanded to include members of another Technical Society or in an adjoining Section. The Society Chapter petition and details about new Chapter formation can be found at:

[http://www.ieee.org/organizations/rab/scs/forms\\_petitions/socchap\\_form.html](http://www.ieee.org/organizations/rab/scs/forms_petitions/socchap_form.html)

More information on PSES Chapters and a Chapter Chairs Guide can be found on the PSES website at <http://ewh.ieee.org/soc/pses/Chapters/index.html>.

Another option for creating a PSES Chapter is via Joint Society/Section Chapters.

#### JOINT SOCIETY/SECTION CHAPTERS:

Joint Chapters are a helpful option when trying to form a Chapter where there are not enough members of a Society in a particular Section. In this situation, the Chapter organizer can either expand the Chapter's geographical boundaries to include a neighboring Section, or expand the technical focus of the Chapter to include another Society's (or Societies') field of interest.

**Joint Society Chapters** are those comprised of two or more Societies (example: France ED/AP/MTT Chapter). Existing Chapters often become Joint Society Chapters when they find that some of their members are involved in technology related to another Society's field of interest. Joint Society Chapters also provide a broader perspective of interest and potential events and information sharing for the members.

Joint Society Chapter Chairs should ensure that Chapter activities reflect the interests of both (or all) Societies and all members from each participating Society should be invited to all Chapter events. Joint Society Chapters may receive support from each of the Societies represented in the Chapter see the section on financial management for more information (page 10).

**Joint Section Chapters** are those for which the membership is across the boundaries of two or more Sections (example: Long Island/New York Section AP Chapter). Only one Section is the



administrative “parent”. The administrative parent Section is responsible for making sure the Chapter’s activities are reported, and receives the rebate to be passed along to the Chapter.

Joint Section Chapters must invite the Chapter members from all involved Sections to all of the meetings and the Chapter Chair should develop a good working relationship with the leadership of those Sections. Often Joint Section Chapters seem like a good solution, but they are frequently under utilized as they rarely involve the members of both Sections as originally intended. A Joint Society Chapter is more likely to serve all of its members and function as intended. Further detailed information on expanding a Chapter to a Joint Chapter, or splitting a joint Chapter into individual Chapters, can be found on the Society Chapter Petition at:

[www.ieee.org/organizations/rab/scs/forms\\_petitions/socchap\\_form.html](http://www.ieee.org/organizations/rab/scs/forms_petitions/socchap_form.html)

Note, however, that this may be a good solution to start (successful) chapters and should not be discouraged.

## IV. Running & Maintaining a Successful Chapter

After successfully creating a PSES or Joint PSES Chapter, the next challenge is to use the following “best practices” in order to ensure a highly functioning and successful chapter:

1. It is crucial that a healthy Chapter has committed Officers in order to help develop a young group. There should be a minimum of three (3) to five (5) committed Officers to lead the initial creation of a new Chapter.
2. It is important for a new Chapter to create a committee consisting of the following positions - Chair, Vice Chair, Secretary, Treasurer, V.P. of Technical Programs, V.P. of Membership and V.P. of Communications.
3. Establish a regular meeting place or Home is important in order to create a sense of stability and consistency for the Chapter. Finding a company to sponsor a meeting place is much better than moving from place to place or meeting in a hotel or restaurant.
4. Make sure to hold regular meetings, minimum 2 per year. These may shorter single subject meetings held more frequently or longer multiple subject workshops held less frequently.
5. The Technical Programs Chair should make sure that there is a relevant presentation at each meeting. Presentations should be secured in advance and if possible, have a 3 – 6 months schedule.
6. Providing food and drinks will ensure attendees are happy and comfortable.
7. Meeting time and place should be convenient for attendees this is best determined by input from the membership.
8. Officers should attend Section ExCom meeting regularly in order to network with other local IEEE Societies.
9. Chapter Chairs or Vice Chairs should attend quarterly “Chapter Chairs Telecons”. (contact IEEE PSES Chapter Coordinator to find out date and time)
10. Regular communications at meetings and in other communications should include :
  - Outreach to new members with membership application forms ready or web links provided



- Encouragement for all officers and members to register for IEEE PSES Linked-In group. Chapter Chairs should sign up for IEEE PSES Chapter Chairs Linked-in subgroup.
- Encouragement for all Officers and Members to attend IEEE PSES annual conference and submit and present papers.

The job of a Chapter Chair includes the successful completion of a few requirements to satisfy IEEE regulations and maintain “active” status. These tasks are listed here for quick review.

- Chapter must maintain a minimum of 10 Members.
- Chapter must report officers (Chapter Chair) annually to the administrative Section.
- Chapter must report all meetings annually to IEEE headquarters and your Section using the **L-31** form at <http://www.ieee.org/L31>. A minimum of two technical meetings per year is required to maintain viability.
- Chapter Chair must fulfill the duties and responsibilities outlined in the Chapter Chair job description (Attachment 1).

## **LEADING A SOCIETY CHAPTER**

The IEEE is one of the world’s largest volunteer organizations and it is through the work of the local Chapter officers that the work of the IEEE and its Societies are accomplished. To accomplish its goals, the IEEE and its societies are dependent on the involvement of its members through the local Chapter leadership. The role of the local chapter leaders is critical to the success of the chapter and it requires commitment on the part of the leaders – each leader should be sure they have the necessary resources to fulfill their obligations to the chapter as a leader in order to be sure the chapter is as successful as possible – just one leader can’t do it by themselves – it requires the necessary commitment and contribution by all the chapter leaders. Your ability to motivate volunteers to help with events such as meetings, seminars and community work is crucial to their success. Help navigating the IEEE resources available to you as well as a few hints on working with volunteers are offered.

## **GATHERING MEMBERSHIP DATA**

Your Section leadership has all contact information for the members of your Chapters. Contact your Section SAMIEEE (SAMIEEE Section Access to Member Information) representative for a list, or you can use the SAMIEEE program yourself.

The SAMIEEE online IEEE Member database is available to all Chapter Chairs. You may access the contact information including address, phone numbers, and e-mail for any person in your Chapter.





Instructions, access and a schedule of online courses for using SAMIEEE are online at:

<http://www.ieee.org/samieee>

A query for Chapter membership data is pre-arranged in SAMIEEE. Once you are logged in, simply click on the link "Corporate Documents" and then click on the file called "Current Society members in a Section with Contact information". When a blank screen comes up, click on "EDIT" (at the top right) and then click "Run Query" (bottom right). Find your section in the list when the prompt comes up and then click on "Society Code" in the prompt and choose your Society. Finally, click "OK" and let the system run for several minutes. The results will be the list of all Members in your Section in your Society. Click on "Download" and it will open a copy in MS Excel. There are very detailed directions in the User Guide and there are classes offered regularly online. For more information, go to: <http://www.ieee.org/samieee>.

## **IDENTIFYING SOCIETY AND SECTION LEADERSHIP**

All IEEE volunteers can view the IEEE Organization Rosters for information on Society and Section leadership. Society information is in "Part II: Technical Activities Roster", Section and Chapter information can be found in "Part III: Geographic Roster". The rosters are at: <http://www.ieee.org/roster> and can be accessed using your IEEE web account user name and password. There is a name-search function that can be used to find volunteers in the IEEE Organization Rosters. Searching for a name will return that person's contact information and current volunteer positions as listed in the IEEE Organization Rosters. Chapter Chairs and Co-Chairs are the only chapter officers listed in the rosters.

## **WORKING WITH VOLUNTEERS**

**Recruiting Volunteers:** Try to involve all members in the work of running the Chapter. Actively involve new members and avoid the natural tendency to rely on the same people year after year. Asking for volunteers at the meeting may not be as effective as a one-on-one request when the Chair can discuss why a volunteer is the best person for the task. For more information on volunteer recruitment, go to [www.ieee.org/vol-recruit](http://www.ieee.org/vol-recruit).

**Spread the Work Around:** Asking a volunteer to put on a meeting or seminar may appear to be a daunting task. The work should be divided equally among the members such as: lining up speakers, publicity, registration and local arrangements for the meeting place. While it may be easier for the Chair to do all of these things, recruiting help from the membership will help strengthen the local organization and encourage participation. Forming a Chapter Steering Committee to generate meeting topics and ideas may be helpful, and enlist volunteers. For large events, a committee may be more appropriate than a single volunteer due to the workload.



**Motivate the Volunteers:** Because there is no paycheck, what works in business does not always work for volunteers. Allow the volunteer to take ownership of a project and use their creativity in solving problems and issues. Although some volunteers may need to be told what to do in all cases, most will resent interference in the work they are doing, or do nothing for fear of making a mistake. Try to work towards a consensus among the volunteers rather than passing down a decision. Recognize that if the volunteer quits, the organization has lost a potential future leader and you may end up doing their work. Recognition of a completed project, no matter how small, can be a motivating factor for future help. Anything from a simple "Thanks for a great job" to a certificate of appreciation is a great motivation.

**Diversify the Organization:** IEEE technical societies serve a diverse group of professional and academic interests. Involve people from the different industry and educational organizations in your area. Take care to avoid creating the perception that the local Chapter is run by one company or a small exclusionary group.

**Recognize the Work of Volunteers:** Helping the local Chapter can involve a lot of hard work. Recognition of that work is important. Examples include: public recognition at a meeting, wall plaques, certificates or inexpensive gifts such as a coffee mug, or pen and pencil set with appropriate IEEE logo. The volunteer will appreciate the recognition and it will help motivate other members to participate in events. A local print shop or trophy shop will have some excellent inexpensive ideas for gifts. "Chapter Chair" pins, "Past Chapter Chair" pins, plaques and certificates are available from IEEE. More information and an order form can be found at [www.ieee.org/scsproducts](http://www.ieee.org/scsproducts).

**Leadership development and evolution:** Allow and encourage chapter members to climb the ladder and join the chapter leadership. IEEE encourages leadership development and it is also vital for the viability of the chapter. Chapters can actually initiate leadership development within it through training and mentoring.

**Recognize Time Conflicts:** Since family, work, and community activities compete for the time of a member, Chapter Officers should schedule meetings to accommodate their members' schedules. Find out what time your Chapter membership is available. Talk to members who have stopped coming to meetings regarding meeting start times. Surveys of members concerning meeting times will provide valuable feedback.

## MAINTAINING CONSTANT COMMUNICATION

Constant communication with your membership, your section and your society is an excellent way to foster an active Chapter. Contact information for your Chapter is available from your Section or from IEEE's SAMIEEE Membership database.





**Your IEEE Section:** can publicize your Chapter's meetings and events in its newsletter or other publication, or on their web page. Your Chapter can have its own web page with up to 30MB of space, hosted for free on the IEEE Entity Web Hosting server (<http://ewh.ieee.org>). If you wish to create a "re-direct" in order to provide a simple redirect (such as <http://www.ieee.org/chapters>) you may do so by reviewing the web tools available on the EWH site (<http://ewh.ieee.org>).

**E-Notice Service:** Your Section may also utilize the "E-Notice" service, which allows them to send out an electronic notification (recommended no more frequently than on a monthly basis) to all Section members. Chapters may wish to include their meeting notices in the E-Notice. Contact your Section Secretary or Section Newsletter Editor for more information.

**Functional E-mail Alias:** You can set-up a functional alias for your Chapter, so that members will have only one email address to remember for all communications. The email alias is then directed to the current contact from year to year. An example would be: [germany.pes@ieee.org](mailto:germany.pes@ieee.org)

## PLANNING SUCCESSFUL MEETINGS

Putting together a successful meeting involves:

- Selecting a format
- Selecting a subject
- Finding a good speaker
- Publicizing the meeting

**Selecting a format:** Formats which you might consider including:

- Formal lectures
- Dinner meetings with an after dinner speaker
- Field trips to industry sites
- Breakfast meetings with a speaker
- Tutorial sessions
- Workshops or symposia technical visits
- Technical community work
- Technical lectures to electrical engineering and computer students
- Joint meetings with other technical groups
- IEEE Standards meetings

The amount of effort required to organize each of these gatherings varies significantly. A formal lecture requires only that a speaker and room be found and that the meeting be publicized. In contrast, an all day workshop or symposia can involve months of planning. Typically, the meeting format that requires the greatest effort also stimulates the most professional interest. A mix of meetings using different formats is suggested.



Remember that a Chapter is required to hold and subsequently **report** a minimum of two (2) technical meetings each year in order to remain viable and to be eligible for the funding available as part of the Section Rebate. An educational or professional meeting should be reported as a technical meeting if the content is of a technical nature.

**Selecting a subject:** The obvious choice of subject for a group of Product Safety engineers is Safety engineering. Within that broad field, however, many topics may be of greater interest than others. In choosing the subject you should consider the mission of local industrial groups, university programs and government laboratories. It may also be useful to scan articles in the most recent copies of your Society's publications for ideas of timely subjects.

**It is always a good approach to survey the chapter membership for what they may be interested in hearing about and even asking for them to suggest speakers on topics they suggest.**

**Keeping an eye on other Chapters and what they are doing can be helpful as well as you might even be able to set up a joint or even virtual joint presentation.**

**It is critical to share your activities in the monthly newsletter so the entire society can benefit by the activities of the various chapters – the sum of the parts is great than the whole!**

**Finding good speakers:** There are a number of sources of good speakers for a Chapter meeting.

You might consider:

- Local industrial leaders speaking on their view of future trends in the industry
- PSES BoD members and Technical Committee Chairs
- Local engineers, faculty or graduate students discussing recently published outstanding work
- Local engineers discussing recently completed work in an important emerging area
- University administrators discussing the future of education in the field
- Co-workers who are working on or have completed a major study
- Visiting engineers/consultants who are experts on an important topic
- IEEE Resources

Please note that IEEE Policy prohibits payment of more than a speaker's travel expense; honoraria and stipend payments are not permitted.

**Publicizing the meeting:** Without publicity, your meetings will not succeed. A significant portion of your Chapter's efforts (and some budget) should be directed at providing publicity for your meetings. Some ways of publicizing meetings in advance include:





- Printed flyers circulated and posted wherever interested individuals might see them.
- Announcement using the IEEE eNotice and other ListServes
- Advertisement in Society Newsletters and on Society websites.
- Advertising in local newspapers.
- Announcements in your IEEE Section Newsletter and on the Section and/or Chapter web site.
- Letters or announcements sent directly to local IEEE members by Society affiliation.
- More information about media contacts and other forms of outreach are available from the IEEE Publicity Guide (<http://www.ieee.org/publicityguide>) Email addresses for your Chapter membership can be obtained from the online SAMIEEE (Section Access to Member Information) program. Go to <http://www.ieee.org/samieee> for more information.



## V. IEEE Financial & Other Support

IEEE Sections are responsible for the formation of local Chapters and Chapter support. Your IEEE Section receives \$200 for every active Chapter that has submitted all of their required reporting and held at least two (2) technical meetings in the previous year. In addition, the Section receives \$1.50 for each Affiliate in the Section. Note that a larger rebate is received for Senior Members so you may increase the funding by encouraging Senior Member Elevations.

An additional bonus of \$75 is provided for Chapters reporting six (6) or more technical, educational, or professional meetings. These funds are intended to support the work of the technical Chapters. If your Chapter is not receiving (at a minimum) this level of support from your Section, please contact your Regional Chapter Coordinator.

Please report all of your meetings (see “Reporting Meetings”) so that your Chapter receives the support intended. To find out the names of your local Section Officers, check the online geographic roster (<http://www.ieee.org/roster>). If you are a current Chapter Chair, you can access the roster using your IEEE web account.

### **SOCIETY FINANCIAL SUPPORT FOR CHAPTERS**

In general, Societies are happy to help Chapters financially. Visit <http://www.ieee.org/chapters> and select “Chapter Funding Guide” for more information about financial support from your Society. In most cases, financial support is available for both regular Chapter activities and for special events.

### **IEEE SOCIETIES’ RESOURCES AND ADMINISTRATIVE SUPPORT**

IEEE Society support of local Chapters is important, both to benefit Chapters and the sponsoring Societies, to ensure their future leadership. Communication between Societies and Chapters is often weak and Society volunteer leaders are as busy as Chapter Chairs. As a result, Chapters frequently receive sporadic attention from Societies. Fortunately, the Societies do wish to support their chapters, and have support mechanisms in place.

### **SOCIETY NEWSLETTER PUBLICITY**

Planning and coordinating activities for a Chapter is a significant effort. You and the members who have helped you deserve recognition. In addition, you have probably had to develop some creative solutions to organizational problems from which Officers of other Chapters could



benefit. You should publicize your Chapter activities in the Society Newsletter – especially when you have spent time organizing a major event such as a workshop, trade show or symposium. Society newsletters are made available free of charge to every member of the Society.

## **SOCIETY CHAPTER COORDINATOR**

The PSES Society has designated the “Chapter Coordinator” (see above) to serve as the Chapter contact within the Society. This person is listed in the IEEE Organization Roster under one of the following titles: Society Chapter Coordinator, Membership Development Chair, Vice-President Chapters. To identify your Society Chapter Coordinator, visit <http://www.ieee.org/chapters> and click on “Chapter Coordinator Roster”.

## **CHAPTER PARTICIPATION IN SOCIETY CONFERENCES**

IEEE PSES holds an annual conference. Often, the volunteer conference planner has little understanding of society Chapters or no knowledge about the valuable support a local Chapter can provide to a meeting, however, in many cases Chapters and planners have worked closely to coordinate successful conferences to the benefit of both the conference and the Chapter. This is known as cross endorsement. To facilitate cross endorsement, Chapters should track conference activities through a regular on-line search and contact the Section immediately upon learning that a conference is to be held locally. If the IEEE conference management service has been notified that a conference is taking place, one e-mail is sent to the Section Chair (copied to the Section

Vice Chair, Region Director, Conference Chair and the sponsoring Society) and the event is listed in the IEEE Conference Search at: <http://www.ieee.org/conferencesearch/>

The local chapter can not only help to put on the conference, but also use it as an opportunity to highlight some of the interest areas in the chapter through additional papers, panel discussions, etc. Although all members should be routinely and frequently encouraged to share knowledge through paper publication it is a special opportunity when the event is near a local Chapter.

**Technical Activities:** Documents made available from Technical Activities include:  
*Chapter Funding Guide:* A summary of all funding provided to Chapters by IEEE Societies.  
<http://www.ieee.org/portal/pages/tab/cha/fund.html>

*Chapter Opportunity Analysis:* A list provided to Society Chapter Coordinators upon request indicating Sections where Society membership is at a sufficient concentration to support a healthy Chapter. *Chapter Web Page:* A web page which provides links and information useful to a Society Chapter Chair. <http://www.ieee.org/chapters>



**IEEE Societies:** Chapter information is frequently printed in Society documents such as newsletters and magazines. Some Societies publish formal documents to support local Chapters. For example, the Power Engineering Society maintains:

*Program Activity Manual* – To assist Chapters in developing Chapters activities. *Student Branch Chapter Resource Manual* – To assist Student Branch Chapters. *Chapters Resource Manual* – Provides guidelines for local Chapter officers.  
*Chapters Council Operations Manual* - Provides guidelines for the PES Chapters Council.

Visit your Societies' websites to find out what is available to you. All Society websites are listed on the Chapter web page. <http://www.ieee.org/chapters> click on "IEEE Society Homepages"



## IV. FURTHER SERVICES

### MEMBERSHIP DEVELOPMENT

Attracting new members will bring growth and vitality to your Chapter. IEEE Membership Development Staff can be consulted on issues concerning effective ways to attract new members. Membership development material is also available from the IEEE Membership Development Staff. Contact information:

Membership Development  
IEEE Regional Activities  
445 Hoes Lane  
Piscataway, NJ 08854  
Phone: +1 732 562 5507  
Fax: +1 732 981 0225  
[membership.development@ieee.org](mailto:membership.development@ieee.org) ([www.ieee.org/ra/md](http://www.ieee.org/ra/md))

### IEEE FUNCTIONAL EMAIL ALIASES

To help facilitate communication between members and geographic units, the IEEE has established a functional email alias option. With this service, a Chapter can maintain one email address no matter how often it changes officers. Example: [chicago.pes@ieee.org](mailto:chicago.pes@ieee.org) or [france.ems@ieee.org](mailto:france.ems@ieee.org). For more information, visit: <http://www.ieee.org/organizations/rab/functionalalias.html>

### SUMMARY OF USEFUL WEBSITES:

#### Section Chapter Support

<http://www.ieee.org/scs>

- Required reporting
- Section information
- Section/Chapter staff support contact information
- Chapter Formation Petition



### **Society Chapters**

<http://www.ieee.org/chapters>

- Society Information
- Society Chapter Coordinator Roster
- Society Chapter Funding Guide & Distinguished Lecturer Programs

### **Required Reporting**

- L-31 Form (Required for Meetings): <http://www.ieee.org/L31>
- Officer Confirmation Report form: <http://www.ieee.org/scsreports>

### **Volunteer Resources**

<http://www.ieee.org/organizations/vols>

**IEEE SAMIEEE (Membership Database)**

<http://www.ieee.org/samieee>

**IEEE Organizational Rosters**

<http://www.ieee.org/organizations/vols/rosters/>

**IEEE Conference Search**

<http://www.ieee.org/conferencesearch/>

**Regional Activities Operations Manual (Click on Section 9 for Chapter Management)**

<http://www.ieee.org/rabopsman>

**IEEE Entity Web Hosting**

<http://ewh.ieee.org>

**IEEE Publicity Guide**

<http://www.ieee.org/publicityguide>

**Section-Chapter Volunteer Forum (Virtual Community)**

<https://www.ieeecommunities.org>

**IEEE Functional E-mail Aliases**

<http://www.ieee.org/organizations/rab/functionalalias.html>

**Other Useful IEEE Links**

<http://www.ieee.org/organizations/tab/keyurls2.html>



## **ATTACHMENT 1:**

### **Job Description CHAPTER CHAIR**

#### SUMMARY OF DUTIES AND RESPONSIBILITIES

- A. In possession of and familiar with the IEEE Constitution, Bylaws, MGA Operations Manual and the Section Bylaws (the Chapter is managed according to the administrative parent Section's bylaws).
- B. Presides at meetings of the Chapter and the Chapter Executive Committee.
- C. Operates the Chapter to maximize satisfaction of Chapter member needs with the resources available.
- D. Develops and presents plans for meeting members' needs to the Chapter Executive Committee for review.
- E. Identifies appropriate volunteers and presents their appointments to the Chapter Executive Committee for review.
- F. Insures that all Chapter Officers and Committee Chairs are properly trained for their jobs.
- G. Signs off on financial report where appropriate and confirms all reporting accurate and submitted in a timely manner.
- H. Insures satisfactory performance from the other Chapter Officers and the Chapter Committee Chairs.
- I. Prepares an annual report of Chapter Activities for submission to the Section Secretary Region and/or Society Chapter Coordinators.
- J. Represents the Chapter at all IEEE gatherings.
- K. Transfers Chapter records to the new Chapter Chair at the end of the year.