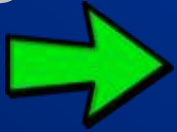




**IEEE Oakland/East Bay Section  
Officer Training Workshop  
CSUEB North Science  
Room 125  
January 19, 2019**

# Agenda



- Welcome! Krish Kishor, Section Chair
- Schizophrenia: an Intro to IEEE
- Congrats and btw...
- The 3 scales of IEEE Chapter time
- IEEE's definition of life and death
- Chapter Organization the OEB Way
- How2B Treasurer: Dave Chambers, OEB Treasurer
- How2B Secretary
- How2B Vice Chair
- How2B Chair Part 1 (the Buck thing)
- How2B Chair Part 2 (the Vision thing)
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- Bringing it all together: the IEEE Quartet's greatest hits
- Keeping it going: recruitment (& elections)
- Concluding thoughts: a spiritual moment
- Adjournment: Krish



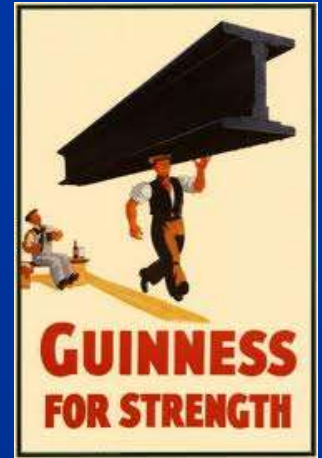
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# What is the IEEE? The “Elevator Speech”

- The World’s largest (>421,000) technical professional society
  - >800 active standards; >100 periodicals; >300 conferences/year;  
“responsible for 30% of the world’s knowledge”
- Our charter:
  - “Scientific advancement and diffusion of knowledge”
  - “Advancement of the profession” (our careers)
  - “Use skills to enhance the quality of life for all people”
- Our strengths:
  - 10 Divisions, 39 active technical Societies & 7 Technical Councils\*
  - Peer-reviewed Transactions, practical publications, newsletters
  - International conferences & workshops, published proceedings
  - 2116 chapters in 334 sections; grassroots member involvement
  - Professional advancement, support; networking; career benefits



**Local**

**You are part of something big. Welcome!**

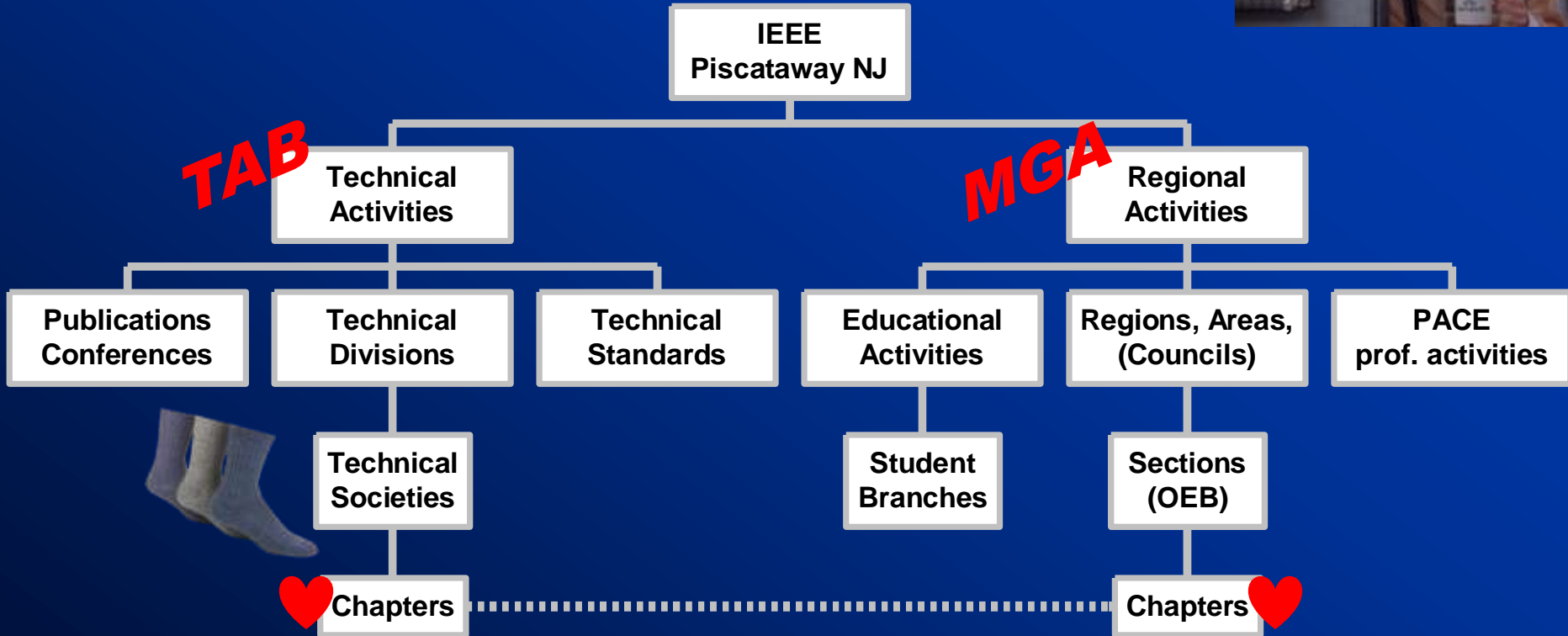
# What are some of the IEEE's "entities"? (How did YOU discover IEEE?)



- Societies
  - Communications, Computer, NPSS, etc
  - “Mature” from Technical Councils\*
  - Active at the national level (journals, conferences)
  - Active at the local level (Chapters) ❤️
- Geographic entities
  - Regions, Areas, Sections, Councils\*, Chapters ❤️
- (Student) Branches (incl HKN)
  - Berkeley, Stanford, etc
  - *Can* have technical chapters ❤️
- National entities
  - PACE, IEEE-USA, TISP, etc.
- Affinity Groups
  - YP, WiE, LM, Consultants Network, etc



# Yes, IEEE has an org chart!

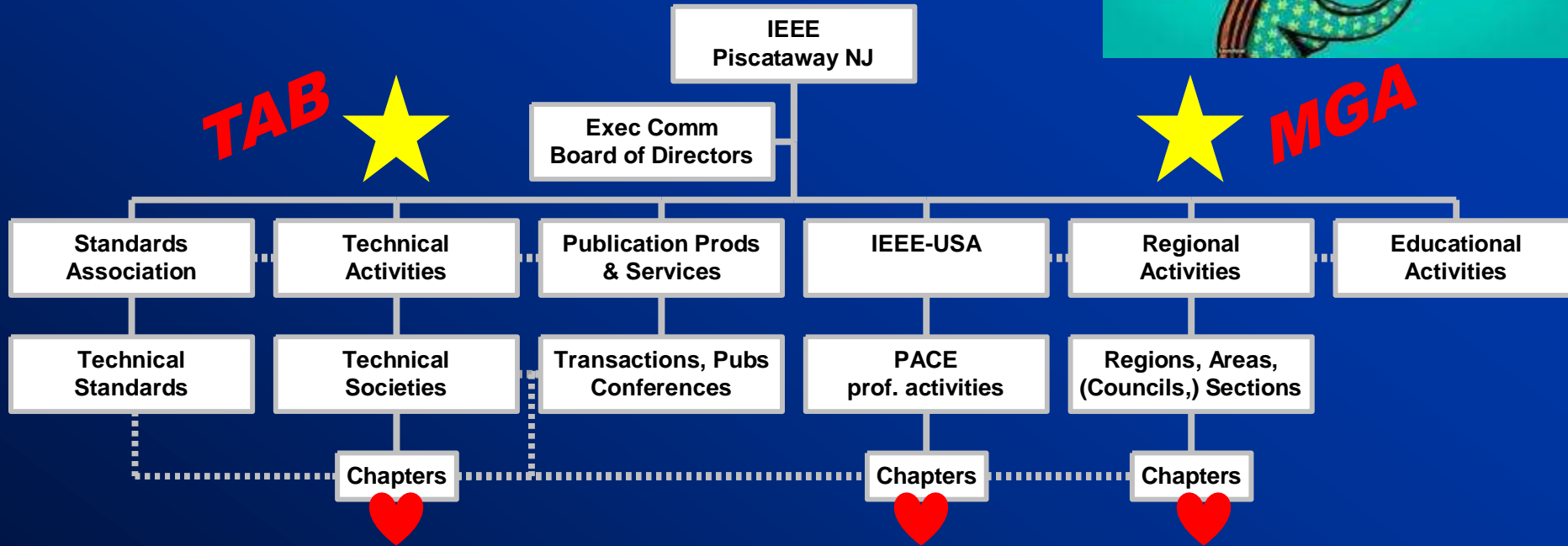
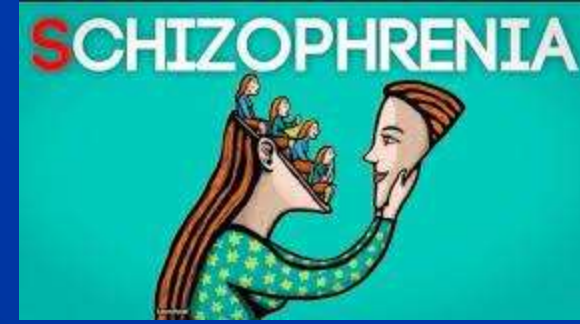


- Chapters are where it all comes together!
- Full disclosure...





# Actually I lied a bit...



- *Chapters are in multiple places at once.*
- *Chapters are where TAB & MGA coalesce*
- *See why chapters are the ❤️ of IEEE?*
- *See why YOU and your success are important?*

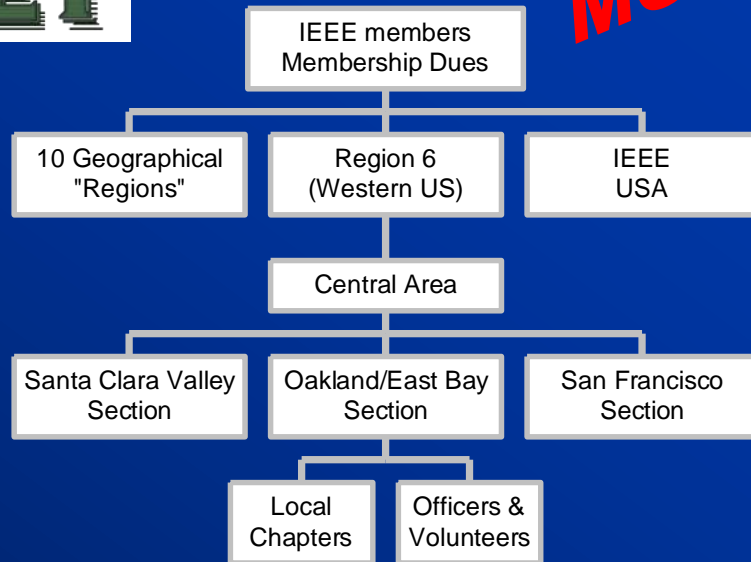
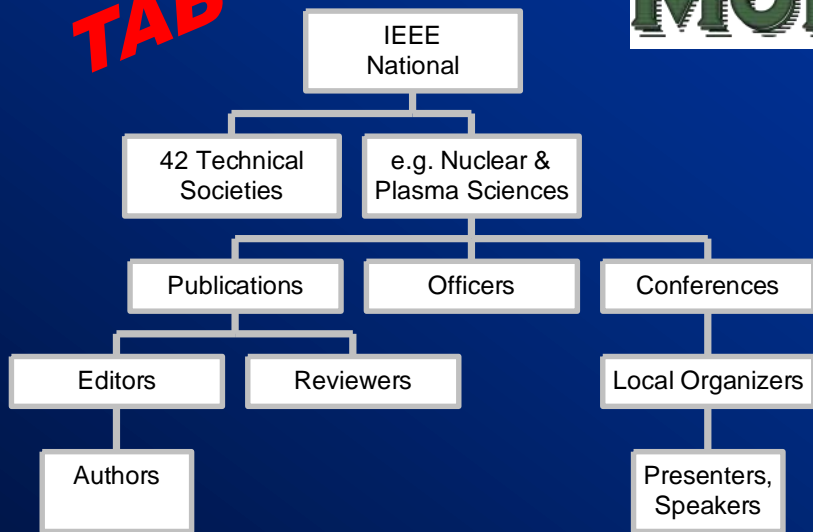


# The to understanding IEEE organization:

## FOLLOW THE MONEY

**TAB**

**MGA**



**Viewed "Technically"**

*The Technical Activities Board*

**Viewed "Geographically"**

*Member & Geog. Activities Board*

**The bulk of chapter funding comes from OEB, the MGA connection**

# *The Big Picture: Why be an IEEE Chapter Officer?*

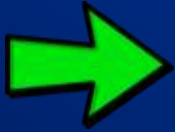
- Title looks good on a resume
- Your boss gets credit for your *pro bono* work
- Meet new people, network, increase contacts
- Fulfill a professional duty; set an example to others
- Learn planning, negotiating, motivation/recruitment, team building...these things help YOUR career
- Path to other opportunities to serve
- Serve your profession; improve the world's leading technical professional society

***So how do you make your chapter all it can be?***



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# Congrats! And by the way...



- There are a few Basic Questions regarding your chapter you need to answer
  - It's not really any one officer's responsibility
  - Unlike most of what you'll hear today, I don't really have an opinion, but I do have a least action plan
  - History plays a role here; it's best not to make radical changes
  - The future (and your membership's feedback) may suggest changes
  - If so, document them in your minutes along with Lessons Learned
- And you should have your Annual Plan done by now
  - It's really just a calendar for the year
  - When are your Technical Meetings (TMs); When are your planning meetings (Excoms)
  - And any special initiatives you envision
- Don't leave here without all officers internalizing the BQ & AP
  - Or if after the following discussion/description, you realize this is a Big Deal for your chapter, call a serious dinner meeting soon
  - Consider this your first ExCom
- It's how you kickstart the year; get off Top Dead Center

**BQ**

**AP**



# Basic Questions about Technical & Planning meetings with no wrong answers...But you do have to answer them. Now!

- Excom Planning Meetings

- ♥ – \*before the TM? (*least action*)
- after the TM? (*esp. if TM is a dinner mtg.*)
- separate from the TM? (*for the well-oiled chapter*)
- electronically? (*Recommended only if you have a prioritized list of speakers*)



# BQ

- Where?

- ♥ – \*corporate locales, \*colleges, public libraries, govt labs, local restaurants,
- Consider ease-of-commute, nearness to commuter hubs, central locations
- Everyone loves an on-site tour (provide good directions)
- Ask your section for their “Preferred Venues” document
- Avoid getting in a rut; choose 1 meeting per year outside of your norm

- When?

- 6 pm (“right after work”; natural time for dinner meetings)
- ♥ – \*7 pm (permits a burger stop beforehand; lighter traffic)
- Noontime (weird, but works for some “close-knit” chapters)
- Be aware of other issues (conferences, holidays, summer, etc)

- Food

- ♥ – \*nothing? (*least action; partic. for younger chapters*)
- snacks? (*marginally more work, limits venues?*)
- dinner? (*for the well-oiled chapter; give price breaks for IEEE members*)






# Planning is the secret of success

- The trick is planning your technical meetings (TM's)
  - Play it safe: plan 2 before summer and 2 after
  - If you miss one (or both) you'll still survive as a chapter
  - What follows is an “odd month” plan with January & July “off”
  - Note the events happen serially—no parallel processing!



## AP

- January:  Outgoing Chair submits Officer Reporting  
Five officers attend Officer Training;  
ExCom Kickoff; approve annual budget/**Plan**, **plan 1<sup>st</sup> TM**
- Early February: Treasurer submits last year's NS input to section/HQ
- **Mid-March:** 1st Technical Meeting  
plan 2nd meeting
- **Mid-May:** 2nd Technical Meeting  
plan 3rd meeting
- **Mid-September:** 3rd (penultimate) Technical Meeting  
next year's officers solidifying  
plan 4th meeting
- **Mid-November:** 4th (final) Technical Meeting  
Promote your election (and its volunteers!)  
Prepare a **Budget**/plan for new year
- December: Election close, Section Banquet, “good job”





# Clear as mud?



- If you're new to this, the last few slides possibly didn't make much sense.
- Things will get better as we describe in detail the various officer positions and how a technical meeting comes together
- Besides, yours is not a brand-new chapter. Your chapter has a history that pretty much can be the default BQ and AP. (But you should still discuss it in the light of what you learn today.)
- “This is the way we've always done it” is an OK answer, but maybe not a great answer.



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# A Key Concept: The 3 nested IEEE Timescales



- **The 4-year Cycle**

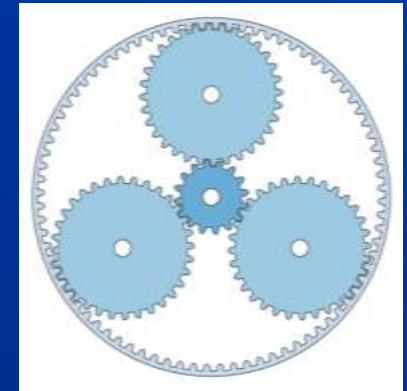
- Normal officer succession is Treasurer, Secretary, Vice Chair, Chair
- Office terms are 13 months, with 1-month overlap for transition
- Learn the job, do the job, teach the job, move up (to MGA or TAB)
- No recycling, a 4-year commitment (not a life sentence) that helps everyone

- **The 1-year Cycle**

- Officer Training, Officer Reporting, Annual Planning
- Plan, Publicize, and Hold 4 technical talks
- Represent your Chapter at the Section level
- Accomplish other chapter goals
- Recognize, Thank, and Recruit volunteers, esp. next year's Treasurer

- **The Meeting Cycle**

- Approx. two months in duration
- A 4 mtg/year pace prevents overlap
- Know who does what to make successful meetings happen



# The 4-year timescale simplified :

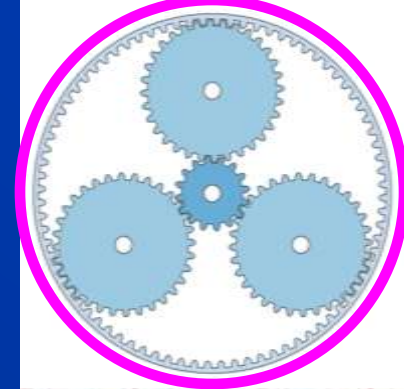
- Treasurer (numbers)
- Secretary (words)
- Vice Chair/SC (people)
- Chair (vision)

Suggested officer progression/rotation

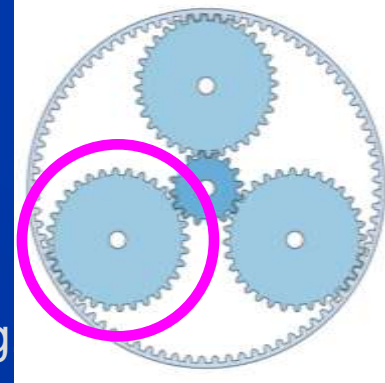
**Office terms are 13 months, with  
1-month overlap for transition**

**Learn the job, do the job, teach  
the job, then move up**

**Ultimately to MGA or TAB position**

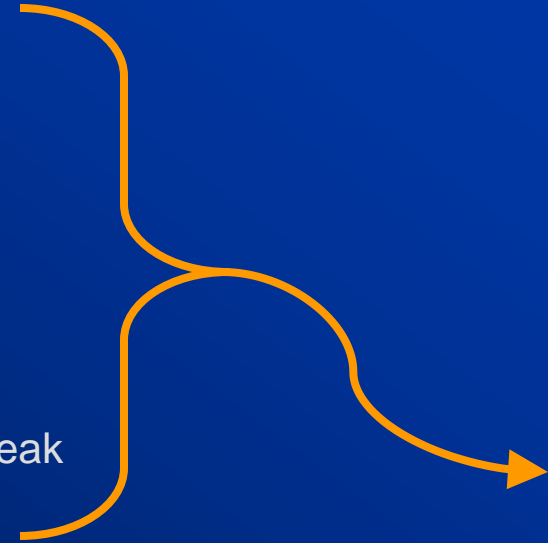


# The 12-month cycle simplified



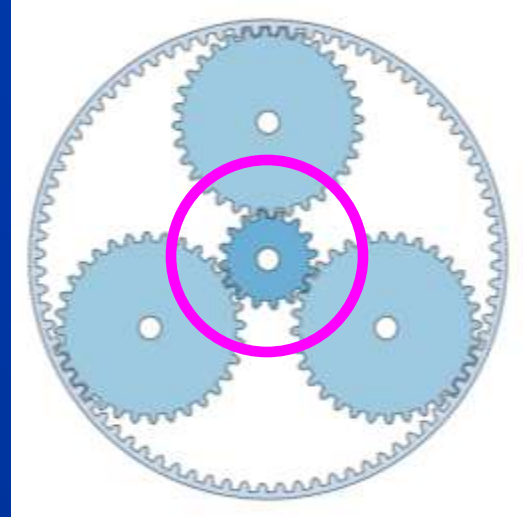
- Plan the year
  - Account for money & assets using Financial reporting CBRS, NetSuite
  - Ensure your officers are reported, and know their jobs
  - Finalize budget, special initiatives, plan # of meetings
- Hold meetings
  - Decide/Invite/Coordinate speakers
  - Promote/advertise the meeting
  - Make each meeting special
    - Good speakers with good content
    - Volunteer recognition/recruitment
    - Special initiatives, pro bono, the sizzle to the steak
- Ensure future success
  - Find your successor, hold an election
  - Report the results
  - Prepare a preliminary budget

The year's progression of time



# *The 2-4 month timescale:*

- Speaker contact
- Speaker commitment
- Publicity
- Follow-up on actions
- Hold meeting
- Thank speaker
- Plan next speaker (+ Plan B)
- Write minutes/update speaker list
- Submit meeting report
- Update contacts

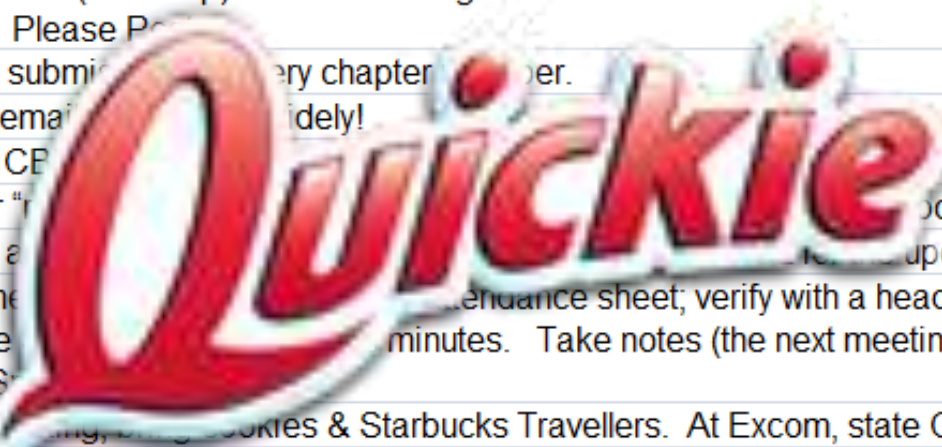




# The fast timescale in detail

Do loop n=1,4

TM - 57	Arrange for next speaker. Request abstract and biography.	VC
TM - 48	Obtain & edit abstract & bio for a general technical audience. Forward to Secy.	VC
TM - 45	Electronically submit article to Grid editor	Secy
TM - 44	Update chapter webpage with Next Meeting info	Secy
TM - 43	Enter vTools and create/clone meeting	Secy
TM - 15	Create a flier (with map) for next meeting. Email announcement with flier attachment with request. Please P	Secy
TM - 12	E-notice submit every chapter	Chair
TM - 7	Second email idely!	Secy
TM - 7	Log into CE	Treas
TM - 3	Speaker "r upcoming meeting.	VC
TM - 1	Prepare a upcoming meeting.	Secy
TM	Attend me attendance sheet; verify with a headcount. At Excom, distribute minutes. Take notes (the next meeting minutes) and update S	Secy
TM	Attend ng, & Starbucks Travellers. At Excom, state CBRS balance.	Treas
TM	Attend and Chair mtg. Give IEEE pitch. Chair Excom.	Chair
TM	Attend meeting. Introduce speaker, field questions, thank speaker. Give floor back to Chair. Attend Excom; make sure you know Plan ABC.	VC
TM + 1	Submit attendance on-line L-31 via vTools.	Secy
TM + 1	Compose thank-you to speaker. Get input/approval of other board members as required.	VC
TM + 3	Mail out thank-you letter to speaker.	VC
TM + 3	Update e-mail list with new names. Write up minutes; get excom input.	Secy



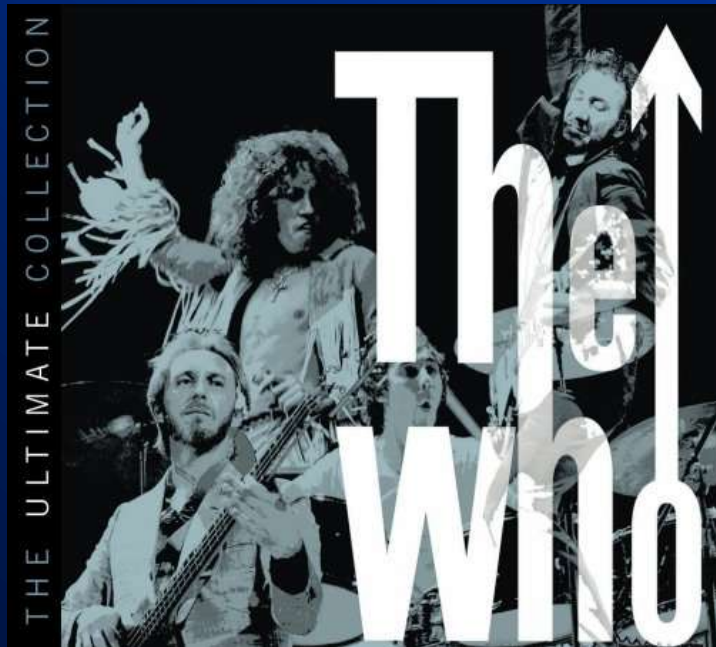


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*So far, the WHEN and a little WHAT.  
Now,*





# Chapter organization simplified:



- Treasurer (**numbers**)
  - Learn your job in January (from last year's Treasurer)
  - Do your job (nsuploads, for 13 months)
  - Learn your next job
- Secretary (**words**)
  - Do your job (minutes, actions)
  - Learn your next job
- Vice Chair/Speaker Coordinator (**people**)
  - Do your job (meeting reports)
  - Learn your next job
- Chair (**vision**)
  - Do your job (election, nag!)
  - Find your successor

Suggested officer progression/rotation



# Local Chapter Officer Duties in detail



Highly suggested officer progression/rotation

- **Treasurer**
  - Pay the bills, maintain the checkbook & other finances
  - Track assets (cash-on-hand, computer eqpt, coffee pot...)
  - Communicate performance-to-budget to other officers
  - Prepare next-year's budget with at least one level of categories (previous year includes "forecasts" in Nov/Dec, updated to "actuals" in Jan)
  - Provides yearly financial reports to your Section or direct HQ
  - Coordinates the other Compliance Reports
- **Secretary**
  - Tracks member/guest meeting attendance, typically via sign-in sheet
  - Submits Meeting Reports via vTools
  - Maintains a member/guest database (past attendees) & knows EZ SamIEEE
  - Takes & maintains "minutes", incl. action items, for all (tech & biz-only) mtgs
  - Maintains the **Speakers List** of past & potential speakers
  - Handles meeting publicity...eNotice, mailings
  - Default webmaster
- **Vice Chair/Speaker Coordinator**
  - invites, coordinates, and introduces technical speakers
  - Assists in publicity (Grid) and reserves venue
  - back-up the Chair (when Chair is absent, whether physically or...)
  - Learning & cultivating The Vision Thing (incl SamIEEE Dashboard)
- **Chair**
  - Calls & chairs meetings, sets agendas, appoints committees, sets TONE
  - Nags everyone to keep to The Plan (the Yearly Calendar & 60-day cycle)
  - Nurtures/recruits volunteers; runs and reports a yearly election
  - The conduit to, and representative of, the Section
  - Responsible for a chapter satisfying all IEEE requirements
  - Responsible for seeing everything above this bullet gets done!

# The IEEE Chapter Offices in 1 slide

The Office	Key Idea	Key Responsibility	Key IEEE doc produced	Key IEEE Tools	Key Goal
Chair	Vision	Succession	Officer Reporting (L-10) Compliance Docs	vTools Voting; Awards	A New 2019 Officer
Vice-Chair	People	Speakers	E-Grid announcement	SamIEEE, eNotice	Well-attended Technical Meetings
Secretary	Words	“Speaker List”; website	Meeting Report (L-31)	vTools Events; vTools Web Hosting, SamIEEE	Chapter Rebate
Treasurer	Numbers (\$)	Concentration Banking acct.	Financial Reporting (L-50)	ieee.org/concentration	Early Bird Special

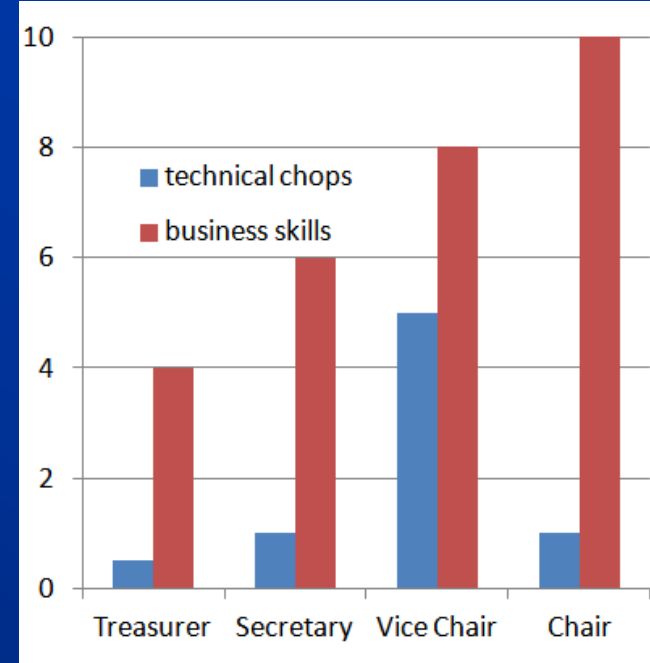
- Treasurer: **Numbers**. Count the beans. Don't go broke. Know & follow the rules.
- Secretary: **Words**. Record the actions, write the history, keep the records, set the tone.
- Vice Chair: **People**. Speakers—your Chapter's Product! Invite, motivate, close the deal. Be “Session Chair” of the technical meeting & backup Chair of the Chapter .
- Chair: **Vision**. Plan and lead meetings. Find & motivate volunteers. Frame the future.
- **A successful IEEE chapter career covers all the organizational skills from Engineering, to Project Management, to Management Leadership, to Executive Administration**





# IEEE chapter offices are a bit like business...

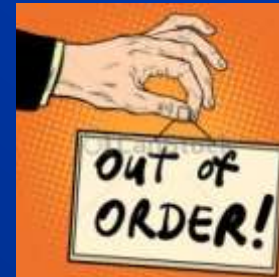
- Treasurer: **Numbers**. Counting the beans. Standard accounting practices. Learning (and communicating) the applicable rules.
- Secretary: **Words**. Writing the history, recording (and reminding) the actions, setting the tone.
- Vice Chair: **People**. Inviting (and motivating) speakers, negotiating skills, closing the deal.
- Chair: **Vision**. Planning & leading meetings (your product!) Finding and motivating volunteers, framing the future.
- So a successful *IEEE* career covers all the organizational skills from Engineering, to Project Management, to Management Leadership, to Executive Administration
- This **will** help your career, either *into* a business direction or *away* from it. (Know the enemy!)





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# *IEEE's idea of life & death*



## **A Chapter must:**

- **Be sponsored by a Section (12-member petition)**
- **Have at least 2 current officers (Chair & Treasurer)**
- **Hold at least 2 meetings per year**
- **File a financial report**
  
- *Setting aside your Section commitment for a moment...*

# *What this boils down to...*



- **Have  $\geq 2$  current officers**
  - Find candidates
  - Hold an election
  - REPORT the election



- **Holds at least 2 meetings per year**
  - Plan the meetings
  - Hold the meetings
  - REPORT the meetings



- **File a financial report**
  - Count the beans
  - REPORT the beans

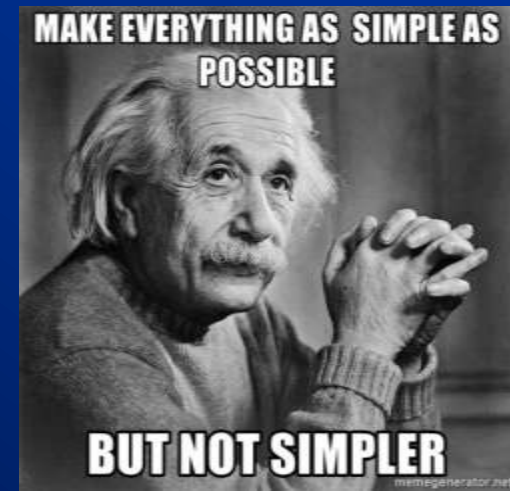
***Or to plot  
this vs.  
time....***

# The basic Chapter prescription



The year's progression of time

- Plan the year
  - Account for CB money & assets, nsuploads
  - Ensure your officers know their jobs and are reported
  - Finalize budget, plan # of meetings, any special initiatives
- Hold meetings
  - Decide/Invite/Coordinate speakers
  - Promote/advertise the meeting
  - Make each meeting special
    - Good speakers with good content
    - Volunteer recognition/recruitment
    - Special initiatives, the sizzle to the steak
- Ensure future success
  - Engage with your Section
  - Recruit a successor
  - Hold an election; report the results
  - Prepare a budget





# The 3 Forms that make an active Chapter

The year's progression of time

- Plan the year
  - Account for money & assets  
Financial reporting, CBRS, **nsuploads**
  - Finalize budget, special initiatives, no. of meetings
- Hold meetings
  - Decide/Invite/Coordinate speakers
  - Promote/advertise the meeting
  - Make each meeting special
    - Special initiatives
    - Volunteer recognition/recruitment
  - Complete **≥ 2 Meeting Report Forms**
- Ensure future success
  - Find your successor, hold an election
  - Report results: **Officer Reporting Form**
  - Prepare a budget



**DEADLINE!**  
**3<sup>rd</sup> Friday**  
**2/15/19**



**2 Meetings/yr or death**  
**No report = No mtg**  
**No report, no rebate**  
*(money comes from Sections)*





# All Chapter Officers are of “life or death” importance

The Office	Key Idea	Key Responsibility	Key IEEE doc produced	Key IEEE Tools	Key Goal
Chair	Vision	Succession	Officer Reporting (L-10) Compliance Docs	vTools Voting; Awards	A New 2019 Officer
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# *It's more than just paperwork*



- For headquarters, it's just the 3 forms:
  - Officer Report Form (“L-10”)
  - 12 months of nsuploads (“L-50”)
  - Meeting Report Forms (“L-31”)
- But if that's all you're doing, you'll be in trouble soon
  - E.g. planning is more than just financial reporting
  - “Any old meeting” will not be well attended
  - You need some sizzle in the steak, not free beans
- Your section is here to help
- Officer Training is here to help
- Welcome!



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# Dave Chambers slides here

# When it comes to accounting...

## Do what your Section Treasurer says

*As The Captain says in Cool Hand Luke...*

**So:**

- Section involvement is crucial.
  - Work with OEB's Dave Chambers to ensure your section's *nsuploads* are on track & complete
  - Don't be the Chapter that cheats everyone out of a full rebate!
- This is (IMHO) the 2018 Treasurer's responsibility, part of officer handoff; both past and present Chair & Treasurer attest in the General Info Compliance Form
- This too shall pass...Jan & Feb actions...but Section involvement is year-round and should be a lot more than just THIS!



*What we have here is a failure to communicate*





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- The Dummy's Guide to Local IEEE meetings
- Bringing it all together: the IEEE Quartet's greatest hits
- Keeping it going: recruitment (& elections)
- Concluding thoughts: a spiritual moment
- Adjournment: Krish



# *How 2BSecretary in 20 minutes*

- The importance of the job
- Planning (The ExCom)
- After the ExCom / Before the Technical Meeting
- Making the meeting happen
- Reporting the meeting
- Maintaining (or creating) a website
- Training the new *Treasurer*...don't let them be a 1-term dropout

# The IEEE Chapter Offices in 1 slide

The Office	Key Idea	Key Responsibility	Key IEEE doc produced	Key IEEE Tools	Key Goal
Chair	Vision	Succession	Officer Reporting (L-10) Compliance Docs	vTools Voting; Awards	A New 2019 Officer
Vice-Chair	People	Speakers	E-Grid announcement	SamIEEE, eNotice	Well-attended Technical Meetings
Secretary	Words	“Speaker List”; website	Meeting Report (L-31)	vTools Events; vTools Web Hosting	Chapter Rebate
Treasurer	Numbers (\$)	Concentration Banking acct.	Financial Reporting (L-50)	ieee.org/concentration	Early Bird Special

- Let’s talk about the Secretary and the power of the word
- The faithful scribe of the Chapter
  - Recording the actions
  - Framing the history
  - Setting the tone
  - Writing the future



# *The Secretary makes the train go*



- Just as the Vice Chair (as Speaker Coordinator) is the heart of the Technical Meeting, the Secretary is the heart of the chapter ExCom
- Speaker selection can take forever, or it can be near automatic
  - The Speaker List is the fuel for that engine
  - It should be updated after every technical meeting
- IEEE Secretaries are required to take minutes (and may be audited)
  - If all you do is select speakers, the speaker list fills the bill
  - But other initiatives will involve actions and follow-up
  - It doesn't happen if it isn't written down as an action
  - The Annual Plan should be written down and updated A/R
  - Maybe the budget, Balance Sheet, and P&L's too
- The Chair is supposed to follow-up on actions, but there's nothing like redistributing minutes...or an action item register
- The Chair & Vice-Chair may be tasked with meeting publicity... but sometimes, "if it's meant to be, it's up to me".

# Local Chapter Officer Duties in detail

Suggested officer progression/rotation

- **Treasurer**
  - Pay the bills, maintain the checkbook & other finances
  - Track assets (cash-on-hand, computer eqpt, coffee pot...)
  - Communicate performance-to-budget to other officers
  - Prepare next-year's budget with at least one level of categories (previous year includes "forecasts" in Nov/Dec, updated to "actuals" in Jan)
  - Provides yearly financial reports to your Section or direct HQ
  - Coordinates the other Compliance Reports
- **Secretary**
  - Tracks member/guest meeting attendance, typically via sign-in sheet
  - Submits Meeting Reports via vTools
  - Maintains a member/guest database (past attendees) & knows EZ SamIEEE
  - Takes & maintains "minutes", incl. action items, for all (tech & biz-only) mtgs
  - Maintains the **Speakers List** of past & potential speakers
  - Assists VC in publicity (esp. The Grid) & venue reservations
  - Default webmaster
- **Vice Chair/Speaker Coordinator**
  - invites, coordinates, and introduces technical speakers
  - Handles meeting publicity...Grid, eNotice, mailings
  - back-up the Chair (when Chair is absent, whether physically or...)
  - Learning & cultivating The Vision Thing (incl SamIEEE Dashboard)
- **Chair**
  - Calls & chairs meetings, sets agendas, appoints committees
  - Nags everyone to keep to The Plan (the Yearly Calendar & 60-day cycle)
  - Nurtures/recruits volunteers; runs and reports a yearly election
  - The conduit to, and representative of, the Section
  - Responsible for a chapter satisfying all IEEE requirements
  - Responsible for seeing everything above this bullet gets done!

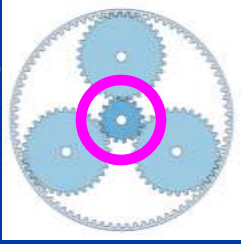


# *An up-to-date Speaker List is your chapter's most important document!*



- The Secretary keeps and maintains a [Speaker List](#)
  - This is the chapter's most important document
  - Don't have one? Create one from historical vTools Meeting Reports!
  - The Past Speakers section (at end) includes date, location, attendance
  - The Secretary updates it after every technical meeting
  - The "Next Meeting" part (at the top) should be prioritized (Plan A,B,C) per the ExCom's joint decision
  - These are the Speaker Coordinator's marching orders
  - The "Future Talks" part should be fat. Solicit names from members, past speakers, other officers. Keep it updated for contact info, deaths, etc.
- Encourage regular chapter excoms
  - The actual success/failure of one meeting might influence who you invite to successive meetings
  - Frequent planning meetings allow feedback/course correction to the speaker coordinator (Vice Chair)
    - You don't want them burning bridges
    - You don't want them developing their own agenda
- Moving speakers from Future (or Past) to Next is the main purpose of excom planning meetings.

# Recall the 2-4 month timescale?



- Speaker contact
- Speaker commitment
- Publicity
- Follow-up on actions
- Hold meeting
- Thank speaker
- Plan next speaker (+ Plan B)
- Write minutes/update speaker list
- Submit meeting report
- Update contacts
- **Well it's time for the full-strength version**

**Do loop n=1,4**

<u>When</u>	<u>What</u>	<u>Who</u>
10-Jan	Download L50 Supporting Docs, get 4 signatures	Chair
15-Jan	Download CBRS Annual Report, notate as required, submit to section Treasurer as L50 input	Treas'
15-Jan	Call a kickoff Excom?	Chair
31-Jan	Ensure L50 is complete	Treas' & Treas
31-Jan	Finalize & Evnagelize The Yearly Plan (calendar/schedule)	Chair
January	Attend Officer Training	All
TM - 57	Arrange for next speaker. Request abstract and biography.	VC
TM - 48	Obtain & edit abstract & bio for a general technical audience. Forward to Secy.	VC
TM - 45	Electronically submit article to Grid editor [REDACTED]	Secy
TM - 44	Update chapter webpage with Next Meeting info	Secy
TM - 43	Enter vTools and create/clone meeting	Secy
TM - 15	Create a flier (with map) f request. Please Post. flier attachment with	Secy
TM - 12	E-notice submission for e	Chair
TM - 7	Second email. Post fliers	Secy
TM - 7	Log into CBRS and note l	Treas
TM - 3	Speaker "reminder". Prej	VC
TM - 1	Prepare an attendance st	Secy
TM	Attend meeting; get every distribute Speaker List & update Speaker List. upcoming meeting.	Secy
TM	Attend meeting; bring coc	Secy
TM	Attend and Chair mtg. Gi upcoming meeting.	Secy
TM	Attend meeting. Introduce Chair. Attend Excom; mal eadcount. At Excom, eting minutes) and	Secy
TM + 1	Submit attendance on-line	Treas
TM + 1	Compose thank-you to speaker. Get input/approval of other board members as required.	Treas
TM + 3	Mail out thank-you letter to speaker.	Chair
TM + 3	Update e-mail list with new names. Write up minutes; get excom input.	VC
15-Oct	Call for nominations	VC
31-Oct	Finalize succession plan	ive floor back to
31-Oct	Get Budget input	Chair
15-Nov	Hold Election	Chair & Treas'
15-Nov	Finalize budget	Treas
15-Dec	Submit L10 Officer Reporting	Chair



**The Plan in detail**



# *Before the Technical Meeting (TM)*



- The Secretary is the backstop to ensure:
  - The Grid announcement is submitted on time
  - Other publicity (eNotice, vTools Events notice) is on track
  - The other meeting details (registration, citizenship, etc) has been addressed
- The website gets updated (esp. if the Grid directs there!)
- A TM agenda is available (or widely understood)
  - The Chair says who does what; the Secretary *writes* who does what. Guess what usually gets the most results.
- An attendance list is prepared (incl counting members and non-members)
- Coordinates with the Treasurer to help if funds are collected (e.g. meals, etc.)
- Any other vTools Events (L-31) details

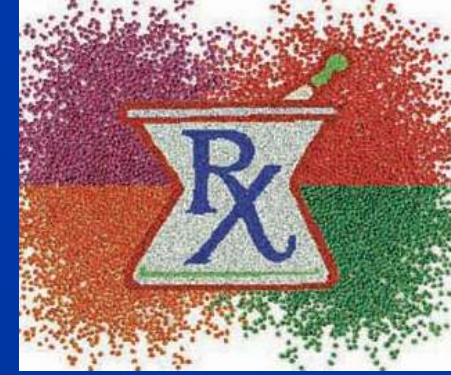


# A little more about Publicity

- Yes, the date of your talk was established in your Annual Plan and its location established in your Basic Questions discussion.
- But your Speaker Coordinator may need some latitude here.
- And members want to know details about the talk (and the speaker's bio) that the SC will be the first to receive
- And since the Grid deadline is the pacing item, the Grid submission is probably best made the SC's job
- The Secretary can then take over (or share duties)
  - Starting a vTools Event
  - Distributing an eNotice
  - Emailing “meeting regulars” (a non-member service)
  - Getting the chapter website updated (esp if Grid directs there)
  - Crafting a flier for circulation
- Why a flier?
  - Get the word literally outside your members' office
  - This helps *them* as professionals, not just your attendance
  - Consider snail-mailing some to universities, etc you may not have contacts at.



# Meeting Reporting: The details



- Go to: [sites.ieee.org/vtools](http://sites.ieee.org/vtools)
- Select: vTools Event (Meetings)
- Click on Event/Report Administration
- Enter your IEEE credentials (same as paying dues)
- Select your Region (6), your Section, and Organizational Unit (e.g. PES, IAS, ComSoc, etc.) or use the Search function to narrow the list to your local section
- If just reporting attendance in a previously entered event, just click on “File Report” in the “Reported On” column and fill in the pop-up window.
- Click on Schedule a New Event or “Manage” a prior event
  - If you select manage, you can generate a new report that copies the information from the old report. This is faster.
- Select “create from existing” in the left menu
- Fill in required fields.

**Screen grabs  
attached....**



Schedule a New Event

File a Report for a Past Event

Welcome to your event administration dashboard! Recent, upcoming, and draft events are available for management.

If you need to find a specific event to manage, visit the search page and click 'Manage' in the search results.

Events that you've worked on during this session will be listed below for convenience.

Showing top 20 recent, upcoming and draft events that you can manage below.  
 Visit the search page to find a specific event

Recent Events	Upcoming Events	Draft Events		
Title	OU	Date	Reported On	Options
Where in the World Is My VOM (Voice of the Member)?	CH06292	04 Jan 2018	08 Jan 2018	<a href="#">View</a>   <a href="#">Manage</a>
ExCom OEB Life Member Affinity Group	LM60367	04 Jan 2018	06 Jan 2018	<a href="#">View</a>   <a href="#">Manage</a>
ClearPath Indoor Robotic Guide for the Visually Challenged	CH06245	19 Dec 2017	29 Dec 2017	<a href="#">View</a>   <a href="#">Manage</a>
[Legacy Report] Innovation is Alive and Well – A Start Up Showc...	CH06280	13 Dec 2017	20 Dec 2017	<a href="#">View</a>   <a href="#">Manage</a>
DLT: Amateur Radio Satellite	CH06125	13 Dec 2017	04 Jan 2018	<a href="#">View</a>   <a href="#">Manage</a>
Topological Spin Textures in Chiral Magnets	CH06251	13 Dec 2017	05 Jan 2018	<a href="#">View</a>   <a href="#">Manage</a>
The 60 Minute Harvard MBA for Business Leaders and Entreprene...	CH06292	07 Dec 2017	11 Dec 2017	<a href="#">View</a>   <a href="#">Manage</a>
[Legacy Report] SCV-EP-TM- How to Peel Ultra-Thin Dies from W...	CH06089	07 Dec 2017	16 Dec 2017	<a href="#">View</a>   <a href="#">Manage</a>
2017-12-01 OEB-SPS - Flipping Bits in the James Webb Space Te...	CH06276	01 Dec 2017	04 Jan 2018	<a href="#">View</a>   <a href="#">Manage</a>
[Legacy Report] Semiconductor Nanowires for Optoelectronic and...	CH06237	20 Nov 2017		<a href="#">View</a>   <a href="#">Manage</a>
Moore's Law and Radiation Effects on Microelectronics	CH06139	16 Nov 2017		<a href="#">View</a>   <a href="#">Manage</a>
Automatic Transfer Switches (ATS)	CH06038	16 Nov 2017		<a href="#">View</a>   <a href="#">Manage</a>
Tales From the Vault	LM60367	15 Nov 2017		<a href="#">View</a>   <a href="#">Manage</a>




- Administration Home
- Manage**
- View
- Edit
- Attend
- Create from Existing**
- Create Invoice from Event

## Moore's Law and Radiation Effects on Microelectronics



**Published** **Reported**

<b>Host</b>		<b>Category</b>
CH06139 - Oakland-East Bay Section Chapter, NPS05		Technical
<b>Date and Time</b>	<b>Location</b>	<b>Contact</b>
Date: <b>16 November 2017</b> Time: <b>07:30 PM to 09:30 PM</b> All times are US/Pacific <a href="#">Add to Google Calendar</a>	Lawrence Berkeley Lab Berkeley, California United States Building: 55 Room Number: 117	<a href="#">Email event contact</a>
		

**Registration & Pricing**

Registration is not currently applicable for this event.

**Attendance**

There are currently no registrants for this event.

**Reporting**

A report has been filed for **CH06139 - Oakland-East Bay Section Chapter, NPS05** by **William Dehope** at **16 Jan 2018 04:05 PM**.

This report can be removed, if necessary for adjustments, until 23 Jan 2018 04:05 PM, in the Attendance area of the event edit page.

**Schedule a New Event**

File a Report for a Past Event

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Where in the World Is My VOH (Voice of the Member)?	CH06292
ExCom OEB Life Member Affinity Group	LM60367
ClearPath Indoor Robotic Guide for the Visually Challenged	CH06245
[Legacy Report] Innovation is Alive and Well - A Start Up Showc...	CH06280
DLT: Amateur Radio Satellite	CH06123
Topological Spin Textures in Chiral Magnets	CH06251
The 50 Minute Harvard MBA for Business Leaders and Entreprene...	CH06292
[Legacy Report] SCV-EP-TM- How to Peel Ultra-Thin Discs from W...	CH06089
2017-12-01 OEB-SPS - Flipping Bits in the James Webb Space Te...	CH06278
[Legacy Report] Semiconductor Nanowires for Optoelectronic and...	CH06237
Moore's Law and Radiation Effects on Microelectronics	CH06130
Automatic Transfer Switches (ATS)	CH06038
...	...

**Title \***

**Category \***

**Sub-category \***

**Start time \***

**End time \***

**Time Zone \***

**Description \***

**Header \***

**Footer \***

**Agenda \***

**Keywords \***

**Event Picture \***

**Invite Students?**

**Remotely Accessible? \***

- HOST**
- LOCATION**
- REGISTRATION & PAYMENT**
- SPEAKERS**
- REPORT AND ATTENDANCE**



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Tales From the Vault	LM		15 Nov 2017	<a href="#">View</a>   <a href="#">Manage</a>



# ***Remember the Secretary's Key Goal?***

- Get the Chapter its annual rebate from the Section  
*How does this happen?*
- Make sure the Meeting Report Form (vTools Events) is complete with a count for members/non-members

***Details on next 2 slides***

## ***What else should happen after a TM?***

- *Update the Speaker List*
- *Help Chair prepare an agenda for next ExCom*
- *Update Action Items (re-distribute minutes, action item register, next Agenda)*
- *Lessons Learned from Technical Meeting; AP changes*
- *Help Chair distribute Section news*



# Enter SamIEEE from vTools...easy as 1-2-3

**ORACLE Business Intelligence** Search All [dropdown] [button] Advanced Help [dropdown] Sign Out [button]

Catalog Home **Catalog** Favorites [dropdown] Dashboards [dropdown] New [button] Open [button] Signed In As: rdehone1@lml.gov [dropdown]

Location /Shared Folders/IEEE Volunteer Queries/SFBAC

**1. Click here from the homepage**

**2. Expand Shared Folders and Volunteer Queries**

**3. Click on SFBAC**

**Folders** Type All Sort Name A-Z Show More Details

- My Folders
  - Subject Area Contents
  - My Dashboard
  - Agents
  - Briefing Books
  - Shared Folders
    - IEEE Membership Statistics
    - IEEE Volunteer Queries
      - Subject Area Contents
      - Atlanta Queries
      - Brasil
      - China GRSS
      - Geographic Activities
      - New York Section
      - PR MD Queries
      - SFBAC**
      - Technical Activities
      - Young Professionals
    - SAMIEEE


**Tasks**

- SFBAC
  - Expand
  - RSS
  - Delete
  - Copy
  - Rename
  - Create Shortcut
  - Properties

**Table of Contents:**

Item	Last Modified	Owner
(GEO) Cumulative Years of Active IEEE Membership-by IEEE Member #	9/20/2016 10:52:36 AM	Owner
(MD) Active Student Members, and Graduate Student Members, by Section, by School	8/10/2016 7:40:09 AM	Owner
(OEB)-R60367-C016-2015-01	1/4/2016 11:59:25 PM	Owner
(OEB)-R60367-COM019-2015-01	1/4/2016 11:59:27 PM	Owner
(OEB)-R60367-IA034-2015-01	1/4/2016 11:59:24 PM	Owner
(OEB)-R60367-LIFE-AG-2015-01	1/4/2016	
(OEB)-R60367-MAG033-2015-01	1/4/2016	
(OEB)-R60367-NPS005-2015-01	1/4/2016	
(OEB)-R60367-PE031-2015-01	1/4/2016	
(OEB)-R60367-SP001-2015-01	1/4/2016	

**Preview**





# Download a .csv of your chapter's local membership. And a 1-2-3-4



**ORACLE** Business Intelligence

Search All

**Catalog** Home Catalog Favorites Dashboards New Open

Location /shared/IEEE Volunteer Queries/SFBAC

Sort Name A-Z Show More Details

**1. Find your entity in the list**

2. Pull-down Export under "More"

3. Drill down to your favorite format

4. Wait for the output. (Make sure your browser allows pop-ups from analytics.ieee.org)

**Must use THIS CSV format for elections**

**Tasks**

- SFBAC
- Expand
- RSS
- Delete
- Copy

Rename  
Create Shortcut  
Properties

Preview

Print  
Export  
Delete  
Copy  
Rename  
Add to Favorites  
Create Shortcut  
Properties

PDF  
Excel  
Powerpoint  
Web Archive (.mht)  
Data  
CSV Format  
Tab delimited Format  
XML Format

Chapter AG Section Council-ExCom+ Webmaster | Last Modified 1/4/2016 11:59:29 PM

# Your Chapter Website



- Keep it Simple
  - Got a webmaster? Have they been doing it for years? What if they quit/die/move away? The ball's in your court.
  - Worst case, Sandra can put your meeting details within the Grid
  - Web help is a good “fishing expedition” for the Chair
  - Your Section webmaster is also a good resource...your Chapter is active in your Section, right?
- IEEE offers both HTML and WordPress options
  - HTML ([ewh.ieee.org/etc](http://ewh.ieee.org/etc))
    - A simple ***index.html*** page can easily contain your next talk and your officers. What else do you need?
    - Simple HTML can be edited from simple examples using any text editor
    - MS Word creates HTML (awful HTML, and I'm not even a SW guy)
    - Simple FTP software uploads files with the password Khanh Luu gives you
  - WordPress ([sites.ieee.org/etc](http://sites.ieee.org/etc))
    - Easier if html and FTP are mortifyingly scary
    - Good for delegating sections of a webpage and avoiding too many webmasters...but that's not a problem most chapters have. 0 maybe.
- And see vTools for Web in a Box options
- Contacts: [s.l.winkler@ieee.org](mailto:s.l.winkler@ieee.org) & [k.n.luu@ieee.org](mailto:k.n.luu@ieee.org)

# YOU...last year and next year

- Weren't you Treasurer last year? Make sure you're doing (or guiding) the 2018 Financial Reporting (nsuploads)
  - Otherwise, I know of no better way to ensure:
    - the 2019 Treasurer is “one and done”
    - Your section loses its Early Bird incentive or its entire rebate
- As backup to the Speaker Coordinator, you're observing their “people skills” or a lack thereof. Learn from their mistakes.
- Keep good records. Set your chapter (and yourself) up for success.
- Speaking of records, it's up to you. The Speaker List, minutes, sample communications, job descriptions, even the budget.
- And remember: The written word is powerful. Scribes have been pretty influential in history.







# Agenda

- Welcome! Krish Kishor, Section Chair
- Schizophrenia: an Intro to IEEE
- Congrats and btw...
- The 3 scales of IEEE Chapter time
- IEEE's definition of life and death
- Chapter Organization the OEB Way
- How2B Treasurer: Dave Chambers, OEB Treasurer
- How2B Secretary
- How2B Vice Chair
- How2B Chair Part 1 (the Buck thing)
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- Let's talk about the Vice-Chair





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  - Responsible for a chapter satisfying all IEEE requirements
  - Responsible for seeing everything above this bullet gets done!

# *How 2B Vice Chair in 15 minutes*

- An Overview of Chapter Meeting Basics
  - Its importance (who doesn't like motherhood?)
  - What has to be done?
  - Division of labor: who does what?
- An Overview of how do find good speakers?
- How do I invite (entice) good speakers
- How do I function as my chapter's "Technical Session Chair"
  - Properly introduce a speaker
  - Lead applause
  - Field questions
  - Thank the speaker

# *The local chapter Technical Meeting is our “main product”*



- What sets us apart from ASME, APS...
- The only IEEE *technical product* for many members.
- The only IEEE *interface* (network) for many members.
- Free. No conference registration. No page charges.
- Makes people willing to pay dues.
- The LifeBlood of MGA
- The Speaker Coordinator is the engineer of this train
- The Vice Chair is the SC (in DeHope World)
- A lot more about Technical Meetings and Speakers will be covered later
- BackUp Chair or Chair-elect



# Choosing a speaker is the main purpose of Chapter planning (Excom) meetings!



- Don't break the rhythm or your schedule is shot
- Keep and maintain a past & future **Speaker List**
  - This is your chapter's most important document
  - **The “Next Meeting” part should be prioritized (Plan A,B,C) at top**
  - **This is your Speaker Coordinator's Marching Orders**
  - The “Future Talks” part should be fat. Update for deaths, etc.
- If your list is long, could you do this just once a year?
  - The actual success/failure of one meeting might influence who you invite to successive meetings
  - **Frequent planning meetings allow feedback/course correction to the speaker coordinator (Vice Chair)**
    - **You don't want them burning bridges**
    - **You don't want them developing their own agenda**
- Updating the prioritization of the future speaker list is the main purpose of planning meetings.
  - But don't overlook budgeting, workshops, outreach, succession planning, recognition, special initiatives, etc.





## The Speaker Coordinator invites the Speaker

- *Recommended:* the Vice-Chair's job
- Use the telephone
  - Email is too impersonal
  - Be sensitive to non-verbal cues
  - There *will* be negotiation of date, time
- Introduce yourself by your IEEE title (YOU are impressive!)
  - You are not selling or petitioning anything, you are presenting an opportunity
  - You are doing this person a favor, at the least giving them bragging rights
- Get to the point (*"We'd like you to present your 2018 XYZ Conference paper to our local chapter in March..."*)
- Be able to give the "elevator pitch" for IEEE and your Society (and the role of your Chapter should it come up)
- Be sensitive (psychologically) to their initial response (this is key to "closing the deal")
  - Inadequacy: emphasize we want a basic review-level talk
  - Offer to control degree of audience questioning
  - "This is an informal setting" vs. "This is like a conference"
  - Importance: massage ego; emphasize value to them; drop names
  - Don't volunteer your attendance numbers



# Inviting the Speaker: the “easy” parts



- Negotiate a date & time
  - your coordinator should be given some “latitude” to do this
- Explain the ground rules: no advertising, be professional
  - same as an IEEE conference (people WILL take “notes”) but no copyright forms
- Get an abstract & bio for publicity
  - If resume is weak or non-existent, ask some basic questions
  - How are they bringing their talk? (laptop, USB stick, projector, videos, slides, emailed...)
  - Are there any special requirements? (Physical limitations, diet, etc.)
- Is this a tour? A site visit? Any registration requirements?
  - Citizenship? Advanced notice?
- I do NOT recommend asking for their slides for your website at this point. (Wait until *after* the talk!)
- Follow-up
  - to meet Grid deadlines
  - to ensure all systems “go” the week before meeting



## eNotice

Home

Manage eNotices

Contact

About

Help

## Add eNotice

\*Subject: Required field, cannot be default value!

eNotice id 2851 x

**The Speaker Coordinator gets the speaker's bio so is in a good position to do meeting publicity—contact Sandra for a Grid calendar item. For e-Notice, or e-mailing to prior attendees...make sure Secy & Vice Chair are clear who does what.**

To:  R605 - San Francisco Bay Area Council

CH06139 - Oakland-East Bay Section Ch...

R60507 - Oakland - East Bay Section

Search OUs: CH06251

From (ieee.org

er (a)) Notice@ieee.org

Sign up for an ieee.org email account

From (name): IEEE Notice

\*Membership: All IEEE Members

Grades:?

Reply to (email): dehopa1@llnl.gov

Member (hi): Active

Reply to (name): William Denope

Status:?

Secure Reminder

Priority: Normal

Privacy:  Private Mailing

Special Request:

Attachments:

Browse...

\* Required Fields

\* Body is required, and cannot be the default value

File Edit Insert View Format Table Tools

Formats

Font Family

Font Sizes

Personalization

Cancel

Send Express

Submit

Save

# Help your Secretary with SamIEEE...

**ORACLE** Business Intelligence Search All [ ] [ ] Advanced Help Sign Out

Section Vitality Dashboard Home Catalog Favorites Dashboards New Open Signed In As dehope1@lnl.gov

Home Members Active Student Members Officers Members in Arrears/Inactive Pre-Arrears Members

## Welcome to IEEE Section Vitality Dashboard

Monitoring section vitality is an MGA priority and provides a key indication of the health of your section and success of your section activities. The Section Vitality Dashboard provides a real-time, top-down status view of section vitality metrics.

We are continually adding new features with the goal of providing useful information and increasing dashboard performance.

Click on the Dashboard Page you want to view

Members

- Active Member Counts by Grade, by Section
- Active Society Membership Count by Section, by Grade (with subtotals)
- Membership Count by Section, by Grade-Affinity Group

Active Student Members

- Active Student and Graduate Student Member Counts by School

Officers

- Current Section and Subsection Officers
- Current Society Chapter Chairs
- Current Affinity Group Chairs
- Student Branch and Branch Chapter Officers
- Volunteer History for Active Members

Members in Arrears/Inactive

- New Members of IEEE Not Renewed
- Members in Arrears/Inactive (contact information)

Pre-Arrears Members

- (Pre-Arrears) Active Members that have not renewed for Current IEEE Renewal Year

Additional Member Lists

- Active Member List
- Member Activity Update
- All Geographic Member Statistics
- Member Loyalty Program - Active Years of Service
- Email Addresses - Active IEEE Members (Email Flag=Yes)
- Active Members with no Email - Contact Information
- Current Life Members of IEEE (by Section)

Meeting Activity

IEEE Conferences

Vitality Checklist

- There's more here than just jumping to "Catalog"
- Maybe a good job for a Chair-appointed "Membership Chair"

# The plan in detail (a two-month cycle)

Do loop n=1,4

TM - 57	Arrange for next speaker. Request abstract and biography.		VC
TM - 48	Obtain & edit abstract & bio for a general technical audience. Forward to Secy.		VC
TM - 45	Electronically submit article		Secy
TM - 44	Update chapter webpage v		Secy
TM - 43	Enter vTools and create/cl		Secy
TM - 15	Create a flier (with map) for request. Please Post.	attachment with	Secy
TM - 12	E-notice submission for ev		Chair
TM - 7	Second email. Post fliers v		Secy
TM - 7	Log into CBRS and note b		Treas
TM - 3	Speaker "reminder". Prepa	coming meeting.	VC
TM - 1	Prepare an attendance she	coming meeting.	Secy
TM	Attend meeting; get everyo distribute Speaker List & p update Speaker List.	dcount. At Excom, g minutes) and	Secy
TM	Attend meeting; bring cook	CBRS balance.	Treas
TM	Attend and Chair mtg. Giv		Chair
TM	Attend meeting. Introduce speaker, field questions, thank speaker. Give floor back to Chair. Attend Excom; make sure you know Plan ABC.		VC
TM + 1	Submit attendance on-line L-31 via vTools.		Secy
TM + 1	Compose thank-you to speaker. Get input/approval of other board members as required.		VC
TM + 3	Mail out thank-you letter to speaker.		VC
TM + 3	Update e-mail list with new names. Write up minutes; get excom input.		Secy



# Jumping the gun a bit...

(more on meeting Best Practices in another section)



## “Best Practices” Agenda for a Chapter Meeting

<u>Who</u>	<u>What</u>	<u>How long</u>
Excom	Eats (coffee, snacks, dinner, slides in BG)	10-45 mins
Chair	Host recognition, logistics	2 minutes
Section rep.	IEEE pitch & Excom recognition	3 minutes
Chair	Basic biz (news, networking*, election, etc)	5 minutes
VC	Speaker intro.	3 minutes
Guest	Technical presentation ♥	45 minutes
VC	Leads applause, fields questions	~10 minutes
VC	Presents Thank-you Gift	2 minutes
Chair	Adjourns meeting	1 minute
All	Informal networking	10 minutes

*\*Gotta' job/Wanna' job (might need kick-starting by someone from the Consultants Network)*

# Introducing the speaker

- Introduce them to the excom when they arrive
- The formal intro is typ. by the Speaker Coordinator
- Practice pronouncing their name well in advance
- Make their introduction “flow”
  - don’t read the abstract—study it beforehand
  - *except* to impress your audience with something esoteric
  - It’s nice to bring up something personal or shared—but no roasting
- Be Warm! Make them feel good about being here. They’re nervous too—probably more than you!
  - cover their credentials quickly
  - cover their present work deliberately—newbies will appreciate this
- Be sensitive to discomfort during the talk
  - Unwanted interruptions
  - Thirst? Bathroom break?
- Err on the side of charity if he violates the professionalism rules
  - “recall what we discussed about not advertising” if it gets excessive





# Fielding questions



- Handle questions like a conference session chair:
  - “save your questions for after the talk” for all but quick clarifications
  - Unless the speaker seems to thrive on it
  - And progress is being made
  - As soon as they’re done, STAND UP and say, “Let’s thank our speaker”
  - Applaud !
  - “I believe we have time for some questions if our speaker is willing”
  - Don’t ever let someone harangue your guest: “Let’s move on to another question”
  - Come to your guest’s rescue: “Let’s take this offline in the interests of time”
  - Be fair in fielding questions but watch the clock—“one last question”
- YOU (Vice Chair/Speaker Coordinator) are chairing the “session”!
- If requesting an e-copy, do it afterwards, in private while laptops are out
  - Or let someone (not an officer) in the audience ask the question!



# Thanking the speaker...

- Make sure their meal is free!
- Plaques—provide time for engraving
- Simple certificates are also nice...particularly if framed
- IEEE giveaway goodies (best to get your Excom's collective wisdom here)
- Some examples...



Custom engraved pens—a SF section idea



***The Thanks  
shouldn't  
end with  
the  
meeting...a  
follow-up  
letter is  
classy.***

date

Lawrence Berkeley National Laboratory  
Mail Stop: 80-101  
Berkeley, CA 94720

Dear Dr. Feinberg

On behalf of the Nuclear and Plasma Society of the IEEE, let me thank you for your timely and informative presentation last Wednesday evening to our society's local chapter meeting. Your talk on LBL's Advanced Light Source was extremely well received.

I'm sure I speak for all present when I express my appreciation for your explanation of both the accelerator and wiggler/undulator basics as well as the overview of current and planned experiments with this unique radiation source. Your talk was timely, well-organized, interesting, and at an approachable level to both specialists and novitiates. And, of course, your tour of the ALS facility will be remembered by all for a long time to come as the actual hardware was displayed and further discussed. My only regret was that the unseasonably hostile weather kept so many of our expected audience away. They missed an exceptional presentation and tour!

It is the selfless contributions of people like yourself that ensures our Society remains truly professional in nature and dedicated to the advancement and diffusion of nuclear and plasma physics.

Your time and efforts in preparation as well as presentation and tour are appreciated. Thank you.

Regards,

William J. DeHope  
Vice Chairman and Speaker Coordinator  
IEEE Nuclear and Plasma Society  
Oakland/East Bay Chapter


# *Enough about meetings and outside speakers. How do I get New Blood inside?*

- Don't recycle your officers. Get new blood. 4&go
- Stagnant things die. Movement means life.
- Your Chair should be taking you to **Section meetings...giving you** a more global view of IEEE
- Your Chair should be pursuing other activities next year. You should be Chapter Chair next year!
- Encourage them to “move up” to a Section jobs or start a new Chapter or entity.
- They're not? Encourage hobbies, ask them about the kids...
- As your chapter's 2<sup>nd</sup>-in-command, you're best positioned to have this little talk
- Enlist your Section Chair's advice—you should be attending Section Excoms too





# Agenda

- Welcome! Krish Kishor, Section Chair
- Schizophrenia: an Intro to IEEE
- Congrats and btw...
- The 3 scales of IEEE Chapter time
- IEEE's definition of life and death
- Chapter Organization the OEB Way
- How2B Treasurer: Dave Chambers, OEB Treasurer
- How2B Secretary
- How2B Vice Chair
- • How2B Chair Part 1 (the Buck thing)
- How2B Chair Part 2 (the Vision thing)
- The Dummy's Guide to Local IEEE meetings
- Bringing it all together: the IEEE Quartet's greatest hits
- Keeping it going: recruitment (& elections)
- Concluding thoughts: a spiritual moment
- Adjournment: Krish



# *How2B Chair in 30 minutes: Two Key Concepts*

- The Chair is the face of the Chapter to the Section and IEEE HQ. Ultimately they are responsible for keeping the ship afloat. That means having good meetings and following the IEEE rules. For the boss, there's no such thing as "that's not my job."
- The Chair is the face of the Chapter to its local Members, the "customers". They have to see meetings as a product worth their time and energy investment, inspiring them to pay dues and even volunteer.
- As long as there are IEEE conferences and Proceedings, TAB will exist. But MGA depends on membership renewal. Local chapters meetings are where members find **value & community**. You've been given a huge responsibility. Don't let your chapter die. Instead, ensure a healthy future.



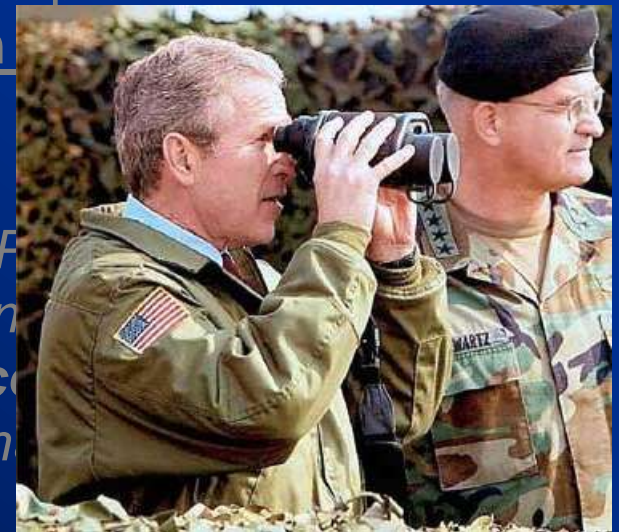
# How2B Chair in 30 minutes: Two Key Concepts

- The Chair is the face of the Chapter to the Society. Ultimately they are responsible for keeping the meetings means having good meetings and following the boss, there's no such thing as that's not my job.

• **The Buck Stops Here**

- The Chair is the face of the Chapter to its local "customers". They have to see meetings as a product worth their time and energy investment, inspiring them to volunteer.

- **The Vision Thing**  
*As long as there are IEEE conferences and Field Meetings exist. But MGA depends on membership renewal meetings are where members find value & commitment given a huge responsibility. Don't let your chapter ensure a healthy future.*



# All I'll say about money

- Money makes a great slave but a lousy master
  - Most IEEE entities over-emphasize the importance of \$
  - View \$ as a tool to help you serve your members
  - Why would you need cash reserves of more than a few years?
- Concentration Banking [www.ieee.org/concentration](http://www.ieee.org/concentration)
  - Get rid of outside bank accounts—avoid extra forms for your Chapter
  - Know your **Hop Number** in order to e-transfer \$ within CB
  - You should have a credit card, paper checkbook, deposit slips.
  - You can make deposits (even with Wachovia slips) at any Wells Fargo. (I suggest having them write your Hop in the Serial Number box)
- Know your Friends
  - Stacey: [s.negron-sheckells@ieee.org](mailto:s.negron-sheckells@ieee.org) to add/delete officers, get ATM cards
  - Susan: [s.manno@ieee.org](mailto:s.manno@ieee.org) for transfers, balance questions
  - And know your Hop number!



***No, this is not the How2B Treasurer talk...  
But remember Chair: The buck stops with you***



- As Chair, check your account balances regularly. Stop *THOSE* problems early on.
- If you suspect embezzlement, contact your Section Chair ASAP.



# Good Luck comes from Good Planning



- Have regular technical mtgs & regular planning mtgs
- After today (!) never be uncertain when (and what) your next meeting is.
  - Uncertainty is the Rx for Chapter inactivity and death.
- Create *your chapter's* Annual Plan NOW. (There must be bars close by)
- A 4-talk year can be done with serial planning; ♥ more frequently needs parallel processing
  - Plan & Train in January
  - Financial reporting in February
  - 1<sup>st</sup> meeting in March
  - 2<sup>nd</sup> meeting in May
  - 3<sup>rd</sup> meeting in September w/ call for volunteers
  - 4<sup>th</sup> meeting in November w/ election announcement
  - This schedule allows planning the  $n+1^{\text{st}}$  mtg at the  $n^{\text{th}}$  mtg
  - This schedule allows a full 2 months of Grid publicity (this is the “annual cycle” of the 3 key nested cycles)
- Officers must know their duties and what's expected
  - The Speaker Coordinator is the critical position in this cycle
  - I suggest that's the Vice Chair
  - But everyone must know their role in making good meetings happen (this is the ~2-month “meeting cycle”)

***Annual Plan:Chair***  
***:: Budget:Treasurer***



# Local Chapter Officer Duties in detail

Suggested officer progression/rotation



- **Treasurer**
  - Pay the bills, maintain the checkbook & other finances
  - Track assets (cash-on-hand, computer eqpt, coffee pot...)
  - Communicate performance-to-budget to other officers
  - Prepare next-year's budget with at least one level of categories (previous year includes "forecasts" in Nov/Dec, updated to "actuals" in Jan)
  - Provides yearly financial reports to your Section or direct HQ
  - Coordinates the other Compliance Reports
- **Secretary**
  - Tracks member/guest meeting attendance, typically via sign-in sheet
  - Submits Meeting Reports via vTools
  - Maintains a member/guest database (past attendees) & knows EZ SamIEEE
  - Takes & maintains "minutes", incl. action items, for all (tech & biz-only) mtgs
  - Maintains the **Speakers List** of past & potential speakers
  - Assists VC in publicity (esp. The Grid) & venue reservations
  - Default webmaster
- **Vice Chair/Speaker Coordinator**
  - invites, coordinates, and introduces technical speakers
  - Handles meeting publicity...Grid, eNotice, mailings
  - back-up the Chair (when Chair is absent, whether physically or...)
  - Learning & cultivating The Vision Thing (incl SamIEEE Dashboard)
- **Chair**
  - Calls & chairs meetings, sets agendas, appoints committees
  - Nags everyone to keep to The Plan (the Yearly Calendar & 60-day cycle)
  - Nurtures/recruits volunteers; runs and reports a yearly election
  - The conduit to, and representative of, the Section
  - Responsible for a chapter satisfying all IEEE requirements
  - Responsible for seeing everything above this bullet gets done!

# Summary: Tools of the Trade



- [sites.ieee.org/vtools](http://sites.ieee.org/vtools)
  - Same site credentials as paying your dues
  - Report officer changes (Officer Reporting)
  - Schedule a meeting / submit meeting (L-31) reports **EVENTS!**
  - Submit eNotice's (the "automatic" way\*) and ListServ's
  - Setup (and vote in) an election
  - GoogleApp's, Surveys, and scheduling Doodles
  - Vitality Dashboard (SamIEEE "Lite" or SamIEEE 21<sup>st</sup> century?)
  - WebEx & Remote conferencing (Camtasia) support
  - Create web-in-a-box/WordPress webpage



- \*e-notice direct: [www.ieee.org/enotice](http://www.ieee.org/enotice)
  - e-notice questions: Khanh Luu [k.n.luu@ieee.org](mailto:k.n.luu@ieee.org)
  - Khanh's also the contact for EWH (normal HTML) web-hosting

- [www.ieee.org/concentration](http://www.ieee.org/concentration) to access CB account, CBRS
  - Stacey: [s.negron-sheckells@ieee.org](mailto:s.negron-sheckells@ieee.org) to add/delete officers, get ATM cards
  - Susan: [s.manno@ieee.org](mailto:s.manno@ieee.org) for transfers, balance questions
  - Know your Hop Number in order to transfer \$



- Grid submissions:
  - Sandra: [s.l.winkler@ieee.org](mailto:s.l.winkler@ieee.org)
  - [ewh.ieee.org/council/sfba/](http://ewh.ieee.org/council/sfba/)
  - Understand the SFBA Council



- Seriously, don't forget People Skills
  - The *rule* is just The Golden Rule. And engineers tend to be nice.
  - 90– The *trick* is to be attuned to what makes us feel happy, appreciated, valued, motivated, inspired





Welcome, William Dehove

## IEEE vTools

- VTTOOLS**
- VTTOOLS BLOG
- VTTOOLS TUTORIALS
- ENOTICE
- EVENTS
- OFFICER REPORTING
- SURVEYS
- STUDENT BRANCH REPORTING
- VOTING
- WEBINABOX
- XTREME

wing top 20 recent, upcoming and draft eve  
Visit the search page to find a specific eve

- Recent Events
- e in the World Is My VOM (Voice of the Men
- n OEB Life Member Affinity Group
- Path Indoor Robotic Guide for the Visually C
- cy Report] Innovation is Alive and Well – A
- Amateur Radio Satellite
- ogical Spin Textures in Chiral Magnets

session will be listed below for convenience.

**Session Activity**  
Moore's Law and R...

- The 60 Minute Harvard MBA for Business Leaders
- [Legacy Report] SCV-EP-TM- How to Peel Ultra-T
- 2017-12-01 OEB-SPS - Flipping Bits in the James
- [Legacy Report] Semiconductor Nanowires for O
- Moore's Law and Radiation Effects on Microelectr
- Automatic Transfer Switches (ATS)



"Providing tools to the volunteers and staff who support our members."

### Quick Links

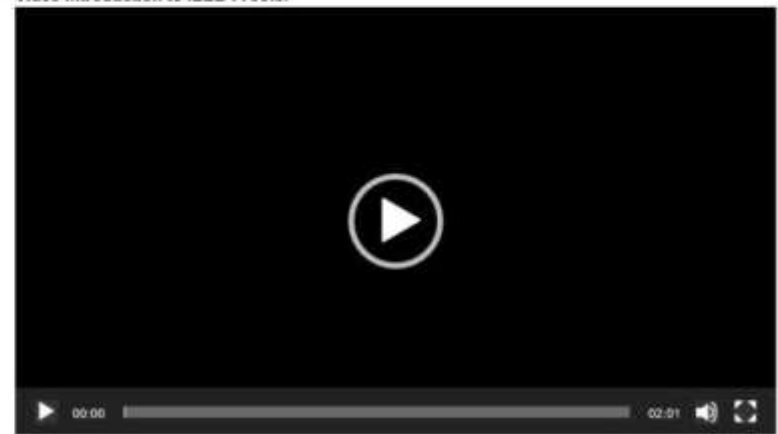
- « IEEE Section Vitality Dashboard
- « vTools eNotice
- « vTools Events (Meetings)
- « vTools Officer Reporting
- « vTools Student Branch Reporting
- « vTools Voting
- » Doodle
- » GoogleApps for OUs (G4Os)
- » IEEE Collabratec
- » IEEE Events Finder (Android)
- » IEEE Events Finder (iOS)
- » IEEE Web Hosting
- » Listserv
- » Remote Conferencing and Screencasting
- » SAMIEEE
- » Survey solution – FourEyes (free plan recommended)
- » WebEx Request Form

### Overview

This IEEE volunteer tools (vtools) site provides information on a wide range of tools developed by volunteers for IEEE members and IEEE volunteers. Most of these tools have been developed by IEEE volunteers. The toolbox simplifies organizational efforts and administration by offering web-based software in order to reduce time spent on managing activities and to assist in member development. The tools are sponsored by IEEE Membership and Geographic Activities (MGA), which serves the needs of IEEE members by supporting IEEE Sections, Chapters, and Branches and is responsible for IEEE membership, and member development.

The vTools toolkit contains tools in various phases of development, from production, to pilots, to active development. Select the **TOOLS** tab in the navigation bar for up-to-date information on available tools.

#### Video Introduction to IEEE vTools:



# vtools.ieee.org



# *A little more help, please...*



- <http://ieee-elearning.org/CLE/>
  - IEEE Center for Leadership Excellence
- <https://mga.ieee.org/resources-operations/volunteer-tools>
- SFBAC's prior Officer Training talks
  - <http://ewh.ieee.org/council/sfba/SFBAC/OfficersTraining.html> (later)
  - <https://drive.google.com/drive/folders/0Bw-KKp0uS2EFREdRRFNJSIJVX3c> (all OT)
- Other section/regions:  
<http://www.ewh.ieee.org/reg/4/training.php>
- Note the other tools available on the Geo Unit Operations Resources page (eNotice, vTools, EWH, SamIEEE, etc)
- There's help from your Section leaders
- There's help here! Are you learning yet?
- There's help from me... [w.dehope@ieee.org](mailto:w.dehope@ieee.org)



# Remember the paperwork

Keeping the ship afloat boils down to 3 forms:



- **Annual Financial Forms**

- Nsuploads (with GL CoA) emailed to [nsbankupload@ieee.org](mailto:nsbankupload@ieee.org)
- Compliance reports at ?

- **Meeting Reporting**

- vTools Events ([sites.ieee.org/vtools](http://sites.ieee.org/vtools))  
*Due for each meeting. At least 2/yr to be considered active.*
- Also how your section rebates (\$) you



- **EoY/Succession = Officer Reporting**

vTools ([sites.ieee.org/vtools](http://sites.ieee.org/vtools)) (after a vTools election)  
Both need Member Numbers! *Due Now!*

**Only the last form is “the Chair’s job” but...  
the buck stops with you!**





# Speaking of Officer Reporting...

- Due ASAP, another Jan-Feb task like financial reporting
- Use the Officer Reporting Form at [sites.ieee.org/vtools](https://sites.ieee.org/vtools)  
Your Society (TAB) depends on this info as well!
- So who does this reporting?
  - Some say outgoing (old) Chair
  - Some say incoming (new) Chair
  - Some say the Teller's Committee (whoever ran your election)
  - If you use vTools for your election, you might find an auto-report function...
  - Or just go back to [ieee.org/vtools](https://www.ieee.org/vtools)
- Just do it! (You'll need membership numbers.)
- You did all pay your dues, right?
- And let your Section officers know—they'll fwd it to the Grid



***5 steps to follow...***

# vTools Officer Reporting

1. Enter *vtools.ieee.org* and  
choose *Officer Reporting*

Please select an organizational unit to manage:

Unit: No Organizational Unit selected to manage

Select an organizational unit here to manage: ?

Select Organizational Unit

2. Select your chapter.  
Might need to enter  
your section to kick  
start. Then click  
Select

3. Click "Manage Officers"

IEEE vTools OFFICER REPORTING

VTOLS **MANAGE OFFICERS** OFFICER LOGS MANAGE URL CONTACT STAFF ABOUT

Successfully changed active Organizational Unit

Unit: Oakland-East Bay Section Chapter, NPS05 (CH06139) Select another OU to manage

**MANAGE OFFICERS**



Instructions

Please make changes for the officer positions for the selected organizational unit below.  
(show more)

**4. Select the Office  
to End (then Add)**

Add Officer End Term

Officer Positions	Position Title	Current and Newly Elected Volunteers
<input type="radio"/>	Chapter Chair	William DeHope, Edward Lampo
<input type="radio"/>	Chapter Secretary	Paul Banchemo
<input type="radio"/>	Chapter Treasurer	William DeHope, Edward Lampo
<input type="radio"/>	Chapter Vice Chair	George Mauger

IEEE vTools

VTOLS MANAGE OFFICERS

Successfully changed active Organizational Unit

Unit: Oakland-East Bay Section Chapter, NPS05 (CH06139) Select another OU to manage

**MANAGE OFFICERS**

Instructions

Please make changes for the officer positions for the selected organizational unit below.  
(show more)

**5. Enter member #. Use  
Calendar tool to start  
term. (Day after election)**

Cancel Submit

The old & new Chairs should both ensure this gets done.



# Ensure your meetings are coming together smoothly



When	What
10-Jan	Download L50 Supporting Docs, get 4 signatures
15-Jan	Download CBRS Annual Report, notate as required, submit to sect input
15-Jan	Call a kickoff Excom?
31-Jan	Ensure L50 is complete
31-Jan	Finalize & Evnagelize The Yearly Plan (calendar/schedule)
January	Attend Officer Training

TM - 57	Arrange for next speaker. Request abstract and biography.
TM - 48	Obtain & edit abstract & bio for a general technical audience. Forward to Secy.
TM - 45	Electronically submit article
TM - 44	Update chapter webpage v
TM - 43	Enter vTools and create/cl
TM - 15	Create a flier (with map) for request. Please Post.
TM - 12	E-notice submission for ev
TM - 7	Second email. Post fliers v
TM - 7	Log into CBRS and note b
TM - 3	Speaker "reminder". Prep
TM - 1	Prepare an attendance she
TM	Attend meeting; get everyo distribute Speaker List & p update Speaker List.
TM	Attend meeting; bring cook
TM	Attend and Chair mtg. Giv
TM	Attend meeting. Introduce Chair. Attend Excom; make sure you know Plan ABC.
TM + 1	Submit attendance on-line L-31 via vTools.
TM + 1	Compose thank-you to speaker. Get input/approval of other board m
TM + 3	Mail out thank-you letter to speaker.
TM + 3	Update e-mail list with new names. Write up minutes; get e-com input
15-Oct	Call for nominations
31-Oct	Finalize succession plan
31-Oct	Get Budget input
15-Nov	Hold Election
15-Nov	Finalize budget
15-Dec	Submit L10 Officer Reporting

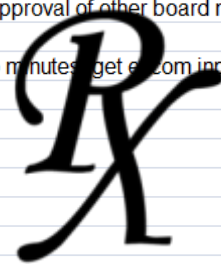
## QUICKIE

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## HOME CARDIO WORKOUT

---

FITBETTY.COM



	VC
	VC
	Secy
	Secy
	Secy
	Secy
	Chair
	Secy
	Treas
	VC
	Secy
	Secy
	Treas
	Chair
	VC
	Secy





# ***“Best Practices” Agenda for a Chapter Meeting***

***Watch the clock!***



<u>Who</u>	<u>What</u>	<u>How long</u>
Excom	Eats (coffee, snacks, dinner, slides in BG)	10-45 mins
Chair	Host recognition, logistics	2 minutes
Section rep.	IEEE pitch & Excom recognition	3 minutes
Chair	Basic biz (news, networking*, election, etc)	5 minutes
VC	Speaker intro.	3 minutes
Guest	Technical presentation ♥	45 minutes
VC	Leads applause, fields questions	~10 minutes
VC	Presents Thank-you Gift	2 minutes
Chair	Adjourns meeting	1 minute
All	Informal networking	10 minutes

*\*Gotta' job/Wanna' job (might need kick-starting by someone from the Consultants Network)*

# Revisit the Basic Questions occasionally...

## What's working/what isn't? Time for some variety?



- Excom Planning Meetings
  - \*before the TM? (*least action*)
  - after the TM? (*esp. if TM is a dinner mtg.*)
  - separate from the TM? (*for the well-oiled chapter*)
  - electronically? (*Recommended only if you have a prioritized list of speakers*)
- Food
  - \*nothing? (*least action; partic. for younger chapters*)
  - snacks? (*marginally more work, limits venues?*)
  - dinner? (*added \$ hassles, give a price break for IEEE members*)
- When?
  - 6 pm (“right after work”; natural time for dinner meetings)
  - \*7 pm (permits a burger stop beforehand; lighter traffic)
  - Noontime (weird, but works for some “close-knit” chapters)
  - Be aware of seasonal issues (popular conferences, holidays, summer, etc)
- Where?
  - \*corporate locales, \*colleges, public libraries, govt labs, local restaurants,
  - ease-of-commute, nearness to commuter hubs, central location
  - avoid getting in a rut; choose 1 meeting per year outside of your box
  - Everyone loves an on-site tour (provide good directions)
  - Ask your Section for their “Preferred Venues” document





*Finally, time is your most precious resource.  
Internalize the 3 nested temporal cycles*




- Keep the train running!

*That's it  
for the nuts  
& bolts*

A photograph showing several different types of nuts and bolts, including hex nuts, washers, and bolts of various sizes and colors (brass, steel).



# Agenda

- Welcome! Krish Kishor, Section Chair
- Schizophrenia: an Intro to IEEE
- Congrats and btw...
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- Chapter Organization the OEB Way
- How2B Treasurer: Dave Chambers, OEB Treasurer
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- Adjournment: Krish

# *Enough with the nuts and bolts. I want the Vision Thing!*



- How do I keep this going?
  - Create positivity. Make the steak sizzle.
  - Recruit volunteers.

# Your responsibilities as Chair...

- Typically Chapter Planning (the chapter excom) takes place before or after technical meetings...
  - So what happens when you go without a technical meeting?  
No *planning* gets done either!
  - Dereliction of duty on the part of Secretary?  
Speaker Coordinator?
  - Chair failed to motivate, nag, keep to schedule?  
Chair tried to do it all?
  - All are signs of burnout.
- Your section is very concerned with this:
  - But we only see the Chapter Chairs at section excoms
  - We don't know when he's become a "one man show"
  - All sections can do (without your help) is enforce the election rules
  - That might be 1 year too late.
- What about the IEEE term limits?
  - Think you're cute when you've "gotten away with it"?
  - You're not. You're setting your chapter up for eventual chapter death. And that's not cute.





# Recruitment

- Recruitment is so important it will get its own section today!
- Everyone *can* play a role here, I suppose...
- But the Chair is best positioned due to their title and experience to court the lucky individual
- And he is the outgoing officer in the 4-year cycle
- So be wary of multiple officers “promising” the job to multiple people
- But recruitment starts with the first technical meeting and the excom that follows.
- Remember the Chair can create any other position he wants so there are lots of positions in “the farm league”



# More about the Vision Thing:

- Life happens...and you might lose an officer mid-year.
- The Vice Chair is a well-trained officer who can adapt.
- Use the 4-yr officer rotation so others are cross-trained.
- But have one new officer per year.
- Always be positive/glad/thankful—it's contagious.
- **Speakers and info is your main product—the steak. But the emotions people leave with from your meetings are the *sizzle*.**
- Don't try to figure out the physics of emotions. Just *inspire*. Breathe deep.
- Give little jobs to potential candidates. *“Wouldn't it be great if we had some cookies next time?” “Who can make a poster?”*
- If they follow-through, give an appointed position--make a AAA farm team
- Honor your existing officers EVERY MEETING. Don't talk about Netsuite...talk about how great it was that your Treasurer “figured it all out so we can have great meetings like this”.
- Make sure all are engaged...lookout 4 burnout.
- Include volunteers at *planning* meetings. Discuss candidates.
- Settle on the new officer(s) before the last (election) meeting. Be wary of over-ruling your other officers.



# IEEE gives you the power of creation!

- You can create Awards!
  - For people who help your chapter
  - For organizations that help your chapter
  - Naming conventions:
    - Famous scientists for tech awards
    - Prior Chairs for service awards
    - Google them beforehand--no repeats
    - Not a good way to make friends
  - Arrange a good tour? Give an award and next time will be EZ
- You can create Titles & Positions
  - Need help with SamIEEE? Membership Chair!
  - Need help with your webpage? Communications Chair!
  - Granted you still need to find volunteers for the positions!
- **TPA: The Power of the Acronym**
  - Avoid the temptation to be cute
  - Power comes from repetition...like music



# Chapter Extra Credit: Thrive, don't just survive



- Shoot for monthly meetings (parallel processing required!)
- Chair hosts backyard BBQ for the Excom—long-range planning
- Chair thanks their volunteers with a gift or year-end dinner
- Host a short course/seminar in the Spring or Fall
- Have a summer fling/outing—fun for all (family involvement)
- Take pictures of your meetings, improve your website (but KIS, and be aware of changing privacy concerns w/ facial images, esp. w/ minors)
- Recognize volunteers; Know your Seniors; Honor your Fellows; advance your members
- Host a joint meeting with a less-active chapter in your section
- Support your Section/Council with added volunteers
  - help your Section Chair with Section responsibilities
  - recruit new volunteers for your Chapter—not 1-way!
  - get involved with your section's Student Branches
  - promote your chapter's Chair to a Section officer position
- Participate in and promote community service
  - science fairs, scholarships, Engineer Week visits, etc.
  - help out your SIGHT, PACE, GOLD/YP, LM, WiE, HKN entities
  - This will really sizzle with many of your members
  - Get involved in your Section! They know this stuff.

Outreach!





# Concluding Advice:

- Be Regular! (irregularity is bad)
  - Meet regularly--your members will love you
  - your chapter won't die
    - don't let the patient die on YOUR shift !
- Use The Plan! Have a yearly calendar (a map!)
  - “Failing to Plan = Planning to Fail”
  - By Golly, now's a good time to do it
  - Handy-dandy planning chart for a 4-meeting year  
Minimum: 2 meetings & L-31's, election & L-10, L-50 input
  - Then make it happen!
- Let your Section know what you need
  - Know your Section Chair; **Chapter Chairs must go to ExComs!**
  - Take (then send) your Vice Chair or Secretary...groom them
  - Coffee pots, cookies, pizza...we have more money than time
  - View \$\$\$ as a tool to help you serve your members!

**BQ**

**AP**







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# *The local chapter Technical Meeting is our “main product”*



- What sets us apart from ASME, APS...
- The only IEEE *technical product* for many members.
- The only IEEE *interface* (network) for many members.
- Free. No conference registration. No page charges.
- Desired Outcome: make people willing to pay dues.
- The LifeBlood of MGA
- The Speaker Coordinator is the engineer of this train
- The Vice Chair is the SC (in DeHope World)
- BackUp Chair or Chair-elect



*The key to a successful chapter are its meetings!*

## **Technical Meeting Basics**

- Pick a speaker (and a *Plan B* or 2)
  - *Excom planning task*
- Invite a speaker/set a date
- Find a location
- Publicize (get an audience)
- Meet
- File Meeting Report



*details to follow...*

# Choosing a speaker is the main purpose of Chapter planning (Excom) meetings

- Don't break the rhythm or your schedule is shot
- Keep and maintain a **past & future Speaker List**
  - This is your chapter's most important document
  - Don't have one? Create one from historical L31 reports!
  - The Past Speakers section includes date, location, attendance (at end)
  - The "Next Meeting" part should be prioritized (Plan A,B,C) at top
  - The "Future Talks" part should be fat. Update for deaths, etc.
- If your list is long, could you do this just once a year?
  - The actual success/failure of one meeting might influence who you invite to successive meetings
  - Frequent planning meetings allow feedback/course correction to the speaker coordinator (Vice Chair)
    - You don't want them burning bridges
    - You don't want them developing their own agenda
- Updating the prioritization of the future speaker list is the main purpose of planning meetings.



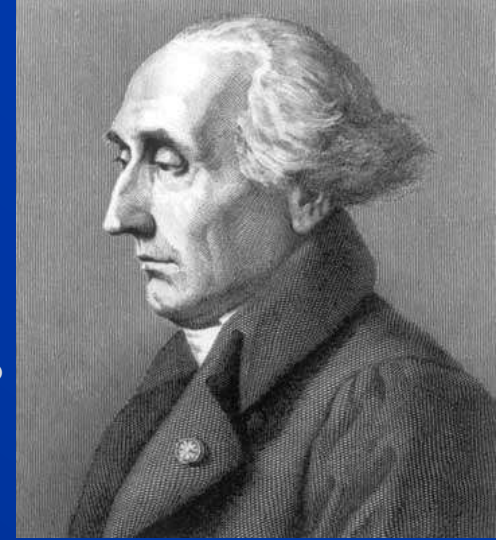


# Who makes a good speaker?



- A colleague or manager of an Excom member
- A competitor of an Excom member
- An Excom member (best to keep this as an ace up your sleeve)
- A previous speaker (but at least 3-year spacing)
- A local “applications engineer” (use with caution)
- Trade lists with another chapter; hold a joint meeting
- Everyone loves a tour! Pick the organization; find a speaker therein!
- Yes, avoid dry speakers or those with annoying characteristics
- But knowledge trumps entertainment
- Knowledgeable speakers needn't have PhD pedigrees
- But inform the “more practical” about the IEEE professionalism rules

# Choosing a speaker: Tried-and-true approaches



- Who is recommended within your society?
- Who is recommended by neighboring chapters?
  - Benefits of a council !
- Scope out other local meetings!
  - Yes, not just your own society or section
- Who is recommended/requested by colleagues?
- Ask your members (remember  $n_{members} \gg n_{officers}$ )
  - During meetings, via email
- Attend conferences in the field
  - Poster vs. oral speakers
- Does your society have a “Distinguished Lecturer” program?
  - \$ need not be a problem
  - Be aware of local conferences to minimize travel expense
  - Piggyback with other local chapters or universities

Ask previous speakers (a form of complement!)

# What are your priorities?

- Who or what is a “draw”?
- Who is different?
  - Maintain a variety of disciplines
  - Maintain a variety of styles
- What feedback are you getting?
  - From regular attendees
  - From members
  - From other officers
- What do you want to learn?
- What would you like to see (tour)?
- Do all officers agree?
- Have a Plan B & Plan C for each invitation
- Use your Speaker List!  
(**Record** ideas, **Prioritize** decisions, **Resurrect** prior talks)

WISH  
LIST

# The plan in detail (a two-month cycle)

Do loop n=1,4

TM - 57	Arrange for next speaker. Request abstract and biography.	VC
TM - 48	Obtain & edit abstract & bio for a general technical audience. Forward to Secy.	VC
TM - 45	Electronically submit article to Grid editor	Secy
TM - 44	Update chapter webpage with Next Meeting info	Secy
TM - 43	Enter vTools and create/clone meeting	Secy
TM - 15	Create a flier (with m... ent with flier attachment with request: Please Pos	Secy
TM - 12	E-notice submission	Chair
TM - 7	Second email. Post	Secy
TM - 7	Log into CBRS and	Treas
TM - 3	Speaker "reminder".	VC
TM - 1	Prepare an attendar	Secy
TM	Attend meeting; get distribute Speaker L update Speaker List	Secy
TM	Attend meeting; bring	Treas
TM	Attend and Chair mt	Chair
TM	Attend meeting. Intro	VC
TM + 1	Submit attendance on-line L-31 via vTools.	Secy
TM + 1	Compose thank-you to speaker. Get input/approval of other board members as required.	VC
TM + 3	Mail out thank-you letter to speaker.	VC
TM + 3	Update e-mail list with new names. Write up minutes; get excom input.	Secy



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*\*Gotta' job/Wanna' job (might need kick-starting by someone from the Consultants Network)*



# Introducing us! The IEEE Pitch in Two Flavors

- A brief 2-slide intro (to follow) for use when time is short
  - late starts
  - Add slides for announcements (banquets, PACE needs/events, college activities, other chapter talks of mutual interest, ...)
  - Introduces a “Gotta’ job/Wanna’ job” networking sessions (optional but a best practice, even when the economy is good)
- An expanded 11-slide intro (see backup materials after conclusion)
  - for use when time allows
  - at least once a year
  - let attendees know why they should be members
  - this can be run “in the background” before the “meeting” starts
- It’s great if a *section* rep does this; otherwise your Chair
- But remember basically why folks came—speaker intro. should begin within 30 minutes of start time.
- And everyone should know the Elevator Pitch...today’s 1<sup>st</sup> slide

# Quickie IEEE introduction slide #1

## IEEE Welcomes You!



### Institute of Electrical & Electronics Engineers

(<http://www.ieee.org>)

- World's largest technical professional society
- Our charter:
  - Scientific advancement and diffusion of knowledge*
  - Advancement of the profession*
  - Use skills to enhance the quality of life for all people*

### Nuclear & Plasma Sciences Society (NPSS)

- Publish *Trans. on Plasma Science, Trans. on Nuclear Science*
- Host *ICOPS, NSS/MIC, PAC*

### Oakland/East Bay Chapter...

*Please sign our attendance sheet...*

# Quickie IEEE introduction slide #2

**IEEE / OEB / NPSS**



## ***Our Technical meetings***

- ~ Every other month
- No “memberships” required
- Announcements in IEEE Grid Magazine
- Grid on-line: ***<http://www.e-grid.net>***
  - Announced via chapter mailings
  - Please sign our attendance sheet

***Introducing our speaker...***

# *The Care and Feeding of Guest Speakers* *(summary slide for Speaker Coordinator duties)*

- Starts at an Excom planning meeting (e.g. before or after a Technical Meeting.)
- Choose the speaker wisely (have some backups)
- Invite the speaker (convincingly)
- Follow-up with the speaker (abstract & bio, reminder)
- Promote the speaker
- Properly introduce the speaker
- Support the speaker during their talk
- Thank the speaker
  - verbally
  - in kind
  - with a letter







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The Annual Cycle

Do loop n=1,4

When	What	Who
15-Jan	Download 12 CBRS nsuploads, add GL codes, email to nsbankupload@ieee.org	Treas
19-Jan	Attend Officer Training	All
20-Jan	Call & Chair Kickoff Excom. Review BQ; approve an AP.	Chair
30-Jan	add GL codes to nsuploads, email to nsbankupload@ieee.org	Treas
15-Feb	forward nsupload receipt email from HQ to Section Treasurer	Treas
15-Feb	Download any Compliance Docs and route for signature	Chair
28-Feb	Submit any Compliance Docs	Chair
TM-57	Contact next speaker. Request abstract and Biography	Vice
TM-45	Edit abstract & bio for general audience. Email to s.l.winkler@ieee.org for Grid	Vice
TM-45	Fwd abstract & bio to Secy	Vice
TM-44	Update chapter website with Speaker info, location, parking	Secy
TM-43	create/clone meeting in vTools Events	Secy
TM-15	Create a flier (w/ map) for next meeting. Email w/ request: Please Post	Secy
TM-12	E-notice submission	Secy*
TM-7	Second email	Secy
TM-7	Log into CBRS and note balance. Any issues? Prepare excom Financial report	Treas
TM-5	Speaker reminder. Prepare a verbal introduction of speaker.	Vice
TM-5	Prepare attendance sheet for members, provide minutes/SL to officers	Secy
TM	Attend mtg; take minutes, "take attendance"; update SL	Secy
TM	Attend meeting; bring any snacks, report on Performance-to-budget	Treas
TM	Attend meeting, Chair excom; welcome all, give pitch	Chair
TM	Attend mtg; introduce/care for speaker; Know Plan ABC from Excom	Vice
TM+1	Submit attendance in vTools Events	Secy
TM+1	Thank-you to speaker	Vice
TM+1	Thank-you to venue host or others	Chair
TM+2	update chapter email list w/ new attendees; write up minutes/SL	Secy
31-Oct	Finalize Succession Plan	Chair
31-Oct	solicit Budget input	Treas
15-Nov	Election opens	Chair
30-Nov	Finalize/Approve Budget	All
15-Dec	Election closes; announcements made	Chair
31-Dec	Submit Officer Report	Chair

# The Annual Plan in detail

# *Guess what?*



- You're ALL Engineers!
- You can make this work.



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# Why do Succession Planning?

## Leadership means grooming your successor.

- All real leaders do this. You know I'm right.
- Planned obsolescence isn't always bad.
- It's a common challenge before promotions.
- Think of parenting: You have ~30 years to make your child independent of you. You're not doing *anyone* any favors if they're dependent long after that.
- This doesn't happen overnight—start at your 1<sup>st</sup> mtg
- Define your chapter's needs
  - Both short-term for the AAA farm league
  - Long-term for the incoming Treasurer
- Who'll make a good leader? "Court" them.
- Have clear job descriptions when recruiting.
- Appoint the Farm League; elect the new Officer.
- Learn-a-job, do-a-job, teach-a-job, then move on
- Know and Obey the IEEE term limits.
- New volunteers becoming Chair is not normal. But Yes, sometimes you have to be flexible.



# ***WHEN to do Succession Planning?***

- All year long! Starting at the beginning of your term.
- Yes, the Chair needs to nag people, keep them on plan
- But finding (new) officer(s) is the MOST important job of the Chair
- Find your replacement! Bring them into your rotation. Maybe start with a simpler, trial job
- The election is an IEEE requirement
- But it is the culmination of a year's worth of thought, investigation, and grooming.
- Expecting nominations from the floor? You're dreaming.
- So HOW do you do succession planning?
- Go fishing!



# How do you fish?



- With a net
  - Announce a need for volunteers at your first meeting
  - Use eNotice for an email. List some specific tasks, like membership chair, that you have a backup for. List your “entry” office for next year. Reference your job descriptions. Make it easy to reply to you.
  - Ask trusted people for recommendations. “Keep an eye out for someone” and follow-up.
- With a spear
  - Spot the regulars at your meetings. Take pictures and look for repeats. By your 3<sup>rd</sup> meeting, spear ‘em! (Pictures will be great for your website too!)
  - Consider current and past colleagues. Spear ‘em.
- With a pole
  - Ask for volunteers. “Who can bring cookies?” Simple, non-critical tasks. Exchange cards.
  - Do they follow-through? Reel ‘em in.





# Recruitment & The Chair

- Recruitment is its own section today!
- Everyone plays a role here. That's good...
- But the Chair is best positioned due to title and experience to close the deal with the lucky individual.
  - Be wary of multiple officers “promising” a job to multiple people
  - You date many, but marry one
- It's not really an “obey the CO or get court-martialed” thing.
- Maybe more like Glenn Miller's “Big Band”. It may appear to be improvisational, but Mr. Miller had everything scored and he practiced like a drill sergeant.
- Recruitment goes through the Chair. Orchestra, not jazz band.



# Elections...bringing your volunteer into the gears

- IEEE has long required Chapters hold an annual election.
- In the olden days, this was done in person, with paper ballots, at the last technical meeting of the year
  - It had to be announced, which occurred at the penultimate meeting.
  - They used to require you have an “open nominations period” which also typically started at the penultimate meeting
- vTools made it cheap & easy to inform, and permit, EVERY local member to vote in your election. Anything else seemed like voter suppression.
- vTools replaced “nominations” with “write-in” ballots, but even that’s now optional
- It’s hard today to imagine NOT using vTools for elections...
- But this doesn’t mean emphasizing volunteerism goes from 2 meetings a year to 0.
- Instead, **every meeting should be devoted to nurturing a communal sense of excitement about, & good-will towards, your current volunteers, which is the best way to recruit new ones.** (Don’t forget your fishing lessons !.)
- After all, the mechanics of the election is easy—just nuts & bolts; recruitment is The Vision Thing. And not just
- And don’t forget to announce the winners...to every member is nice, to vTools (via Officer Reporting) is required.

IEEE Nuclear & Plasma  
Sciences Society  
Oakland/East Bay Chapter

**Executive Committee Ballot  
2008**

Chairman:  
 Joe Blow  
\_\_\_\_\_

Vice Chairman/Speaker Coordinator:  
 Mary Smith  
\_\_\_\_\_

Secretary:  
 Lois Lane  
\_\_\_\_\_

Treasurer:  
 Clark Kent  
\_\_\_\_\_





# vTools Election

1. Enter [vtools.ieee.org](http://vtools.ieee.org) & select the Voting tool
2. Select your chapter (might need your section name to jump-start)
3. Select the CVST template (because you listened to me) and Create! (When editing a ballot, find the Active Ballot and "Manage" it.)

IEEE.org | IEEE xplora Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign Out

## IEEE vTools VOTING

VTTOOLS HOME VOTING BALLOT DASHBOARD ABOUT

Welcome, William Delohe

### BALLOT DASHBOARD

New Ballot

Select organization: Oakland-East Bay Section Chapter, NPS05

Choose template: Chair | Vice-Chair | Secretary | Treasurer

Create

Ballots

Active Ballots

There are no entries to display.

Saved Ballots

Name	Dates	Organization	Options
	11 Jan 2018 12:00 AM - 11 Jan 2018 12:00 AM	Oakland-East Bay Section	Preview   Print (PDF)

4. Name it, set election dates, enter instructions
5. Edit the office, enter member # in pop-up
6. Enter a brief bio...prof, IEEE, or combo
7. Allow write-ins
8. Upload a SamIEEE CSV of voters
9. Return to dashboard and create an Email to publicize the election

- SamIEEE directions are in the Secretary talk

EDIT BALLOT

Unit: Oakland-East Bay Section Chapter, NPS05 (CH06139)

Please enter ballot name: [ ]

Please select time zone: (GMT-05:00) Eastern Time (US & Canada)

Open ballot for voting: 11 Jan 2018 12:00 AM

Close ballot for voting: 18 Jan 2018 11:59 PM

Please enter voter instructions: [ ]

Welcome to the <<Insert Ballot Name Here>> Election! I want to take this opportunity to personally express my sincere appreciation for you being an IEEE member!

Please select one candidate for each position or specify a write-in candidate.

Please don't hesitate to contact me at: <<Insert Email Address Here>> if you have a question, comment, or complaint regarding your voting experience.

Thank you for voting - your vote counts!

Please enter a contact email in case users have any questions: [ ]

### Positions and candidates

Please enter positions and candidates: [ ]

Position	Candidates	Actions
Chair	[ ]	Edit   Delete
Vice-Chair	[ ]	Edit   Delete
Secretary	[ ]	Edit   Delete
Treasurer	[ ]	Edit   Delete

Voters

Voters currently loaded: 0

Load Voter List

To upload a custom list of voters, choose a file to upload. Click here for help on getting your voter list.

Browse... Load



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*A spiritual moment...I must confess...*

# The local chapter Technical Meeting is our main product



- What sets us apart from AFS, ASME, ACS...
- The only IEEE technical product for many members.
- The only IEEE interface (network) for many members.
- Free. No conference registration. No page charges.
- Makes people willing to pay dues.
- The LifeBlood of IEEE
- The Speaker Coordinator is the engine of this train
- The Vice Chair is the SC (in DeHope World)
- Most of this talk is about Technical Meetings and Speakers with a little at the end on being BackUp Chair or Chair-elect

This was all a lie!





## *Membership is declining at a dangerous rate*

- IEEE is like a church. We can say we just want you to believe.
- We can say we just want you in our pews listening to our technical sermons
- But we need your money to survive!
- Recall the MGA money flow...it's all a matter of dues
- What can you do to promote membership?
- Can you give member discounts?
- Do you thank your membership as you thank your volunteers?
- Would you consider a “Rotary Club” model of meetings? Where non-members need a member to “sponsor” their attendance?

## *So you have responsibilities...*

- To your profession: your service to mankind
- To your Institute: *advance the diffusion of knowledge*
- To your Society: strive for technical excellence
- To your Section: your involvement & support
  - *After all, they support you with \$ rebates!*
- To your co-officers: you owe your best, as they to you
- To all attendees: provide quality, professional talks
- **To members: give their membership \$ value**

**Have a Great Year, run your Chapter well!**

# ***But Officer Training is about You!***

## ***Being a chapter officer brings good things...***

- Title looks good on a resume
- Your boss gets credit for your *pro bono* work
- Meet new people, network, increase contacts
- Serve your profession; fulfill a professional duty
- Learn planning, negotiating, motivation/recruitment, team building...these things help YOUR career
- Pathway to other opportunities to serve & expand
- Yes, you have a right to these things as an elected officer.
- You certainly have my respect. And thanks!

**May these all come true for you this year!**



# *And That's All Folks*

- Thanks for your attention.
- I hope you took good “notes”...





# Questions?



# Agenda

- Welcome! Krish Kishor, Section Chair
- Schizophrenia: an Intro to IEEE
- Congrats and btw...
- The 3 scales of IEEE Chapter time
- IEEE's definition of life and death
- Chapter Organization the OEB Way
- How2B Treasurer: Dave Chambers, OEB Treasurer
- How2B Secretary
- How2B Vice Chair
- How2B Chair Part 1 (the Buck thing)
- How2B Chair Part 2 (the Vision thing)
- The Dummy's Guide to Local IEEE meetings
- Bringing it all together: the IEEE Quartet's greatest hits
- Keeping it going: recruitment (& elections)
- Concluding thoughts: a spiritual moment
- Adjournment: Krish





# ***Extended IEEE introduction slide #1***

## ***Introduction to the IEEE...***

### ***Institute of Electrical & Electronics Engineers***

***(<http://www.ieee.org>)***

- ***World's largest (~360,000) technical professional society***

- ***Our charter:***

***“Scientific advancement and diffusion of knowledge”***

***“Advancement of the profession”***

***“Use skills to enhance the quality of life for all people”***

- ***Our strengths:***

***Peer-reviewed proceedings, practical publications, newsletters***

***International conferences & workshops with proceedings***

***46 active technical Societies & Councils***

***Active local Chapters; grassroots involvement of membership***

***Professional support; personal networking opportunities***

***Member services (e.g. bargain life insurance)***

# Extended IEEE introduction slide #2

## Refereed Publications of IEEE...

Trans. on Advanced Packaging  
Trans. on Antennas & Propagation  
Trans. on Applied Superconductivity  
Trans. on Automatic Control  
Trans. on Biomedical Engineering  
Trans. on Broadcasting  
Trans. on Circuits and Systems  
I: Fundamental Theory & App's  
II: Analog & Digital Sig. Processing  
Trans. on Circuits and Systems for  
Video Technology  
Trans. on Communications  
Communications Lett.  
Trans. on Computer-Aided Design of  
Integrated Circuits and Systems  
Trans. on Components and Packaging  
Technologies  
Trans. on Control Systems Technology  
Trans. on Education  
Trans. on Electronics Pk'g Mfg  
Trans. on Electron Devices  
Electron Device Lett.  
Trans. on Electromagnetic  
Compatibility  
Trans. on Energy Conversion  
Trans. on Engineering Management  
Trans. on Evolutionary Computation  
Trans. on Fuzzy Systems  
Trans. on Geoscience & Remote  
Sensing

Trans. on Image Processing  
Trans. on Industry Applications  
Trans. on Industrial Electronics  
Trans. on Information Theory  
Trans. on Info Technology in  
Biomedicine  
Trans. on Instrumentation &  
Measurement  
J. of Lightwave Technology  
J. on Selected Areas in  
Communications  
J. on Selected Topics in Quantum  
Electronics  
Trans. on Magnetics  
Trans. on Mechatronics  
Trans. on Medical Imaging  
J. of Microelectromechanical Systems  
Microwave and Guided Wave Lett.  
Trans. on Microwave Theory and  
Techniques  
Trans. on Multimedia  
Trans. on Neural Networks  
**Trans. on Nuclear Science**  
Trans. on Oceanic Engineering  
Photonics Technology Lett.  
**Trans. on Plasma Science**  
Trans. on Power Delivery  
Trans. on Power Electronics  
Trans. on Power Systems

Proceedings of the IEEE  
Trans. on Professional Communication  
J. of Quantum Electronics  
Trans. on Rehabilitation Engineering  
Trans. on Robotics and Automation  
Trans. on Signal Processing  
Trans. on Speech & Audio Processing  
Signal Processing Lett.  
Trans. on Systems, Man, & Cybernetics  
Part A: Systems and Humans  
Part B: Cybernetics  
Part C: Applications and Reviews  
Trans. on Semiconductor Manufacturing  
J. of Solid-State Circuits  
Trans. on VLSI Systems  
Trans. on Vehicular Technology  
Computer Society Publications  
Trans. on Computers  
Trans. on Knowledge & Data  
Engineering  
Trans. on Parallel & Dist'd Systems  
Trans. on Pattern Analysis & Machine  
Intelligence  
Trans. on Software Engineering  
Trans. on Visualization & Computer  
Graphics



# Extended IEEE introduction slide #3

## IEEE Conferences...

Intl Conf on Computers and Devices for Communication (CODEC)

Intl Conf on Asian Green Electronics (AGEC)

Intl Conf on Intelligent Sensing and Information Processing Applied Power Electronics Conf and Exposition - APEC

1st Consumer Comm's and Networking Conf (CCNC)

17th Intl Conf on VLSI Design

9th Joint Magnetism and Magnetic Materials – INTERMAG

Intl Symposium on Nanoelectronic Circuits & Giga-Scale Systems (ISNCG)

7th Intl Topical Workshop on Contemporary Photonic Technologies (CPT)

Intl Conf on Mobile Data Management (MDM)

1st European Workshop on Wireless Sensor Networks Pacific Rim Intl Symp on Dependable Computing (PRDC)

17th Intl Conf on Micro ElectroMechanical Systems (MEMS)

Symposium on Applications and the Internet (SAINT)

Sensors for Industry Conf (SIcon)

Annual Reliability and Maintainability Symposium (RAMS) 13th Annual Wireless and Optical Communications Conf

Asia and South Pacific Design Automation Conf ASP-DAC IEEE/CPMT 20th Semiconductor Thermal Measurement &

Intl Workshop on Electronic Design, Test & App's (DELTA)

Management Symposium (SEMI-THERM)

ACM/Intl Workshop on Timing Issues in the Specification Intl Symposium on Performance Analysis of Systems & Software (ISPASS)

& Synthesis of Digital Systems (TAU)

2nd Nefertiti Winter School in Microwave Photonics

5th European Workshop on Ultimate Integration of Silicon

6th Intl Conf Advanced Communication Technology

Intl Conf on Pervasive Computing and Communications

(ICTACT)

(PERCOM)

IEEE/IAS PCIC Electrical Safety Workshop

36th Southeastern Symposium on Systems Theory (SSST)

Intl Workshop on System-level Interconnect

Intl Workshop on Junction Technology (IWJT)

Prediction (SLIP)

National Radio Science Conf (NRSC)

10th Intl Symposium on High Performance Computer

ITG Workshop on Smart Antennas

Architecture (HPCA)

2nd Annual IEEE/ACM Intl Symposium on Code

Intl Solid-State Circuits Conf -ISSCC

Execution and Optimization

Nanoscale Devices and System Integration (CNDSI)

Design, Automation & Test in Europe (DATE)

...Plus 359 more!

# *Extended IEEE introduction slide #4*

## *The 42 Technical Societies of IEEE...*

*Aerospace and Electronic Systems  
Society*

*Antennas and Propagation Society*

*Broadcast Technology Society*

*Circuits and Systems Society*

*Communications Society*

*Components Packaging, and  
Manufacturing Technology Society  
Computer Society*

*Consumer Electronics Society*

*Control Systems Society*

*Council on SuperConductivity*

*Dielectrics and Electrical Insulation  
Society*

*Education Society*

*Electromagnetic Compatibility Society*

*Electron Devices Society*

*Engineering Management Society*

*Engineering in Medicine and Biology  
Society*

*Geoscience & Remote Sensing Society*

*Industrial Electronics Society*

*Industry Applications Society*

*Information Theory Society*

*Intelligent Transportation Systems  
Council*

*Instrumentation and Measurement Society*

*Lasers & Electro-Optics Society*

*Magnetics Society*

*Microwave Theory and Techniques Society*

*Nanotechnology Council*

*Neural Networks Society*

*Nuclear and Plasma Sciences Society*

*Oceanic Engineering Society*

*Power Electronics Society*

*Power Engineering Society*

*Product Safety Engineering Society*

*Professional Communication Society*

*Reliability Society*

*Robotics & Automation Society*

*Sensors Council*

*Signal Processing Society*

*Society on Social Implications of Technology*

*Solid-State Circuits Society*

*Systems, Man, and Cybernetics Society*

*Ultrasonics, Ferroelectrics, and Frequency  
Control Society*

*Vehicular Technology Society*

# *Extended IEEE introduction slide #5*

## *The Nuclear & Plasma Sciences Society (NPSS) Our favorite!...*

- *One of the smaller societies (~6000 members)*

- *Publish Trans. on Plasma Science, Trans. on Nuclear Science*

  - *Host ICOPS, NSS/MIC, PAC*

  - *Typical research fields represented*  
*fusion technology*

    - semiconductor processing; plasma-assisted CVD*

    - charged particle acceleration; beam transport*

    - pulsed power technology and applications*

    - physical electronics: solid-state, vacuum, and plasma  
devices*

    - nuclear diagnostics and instrumentation*

      - radiation effects*

      - medical imaging*

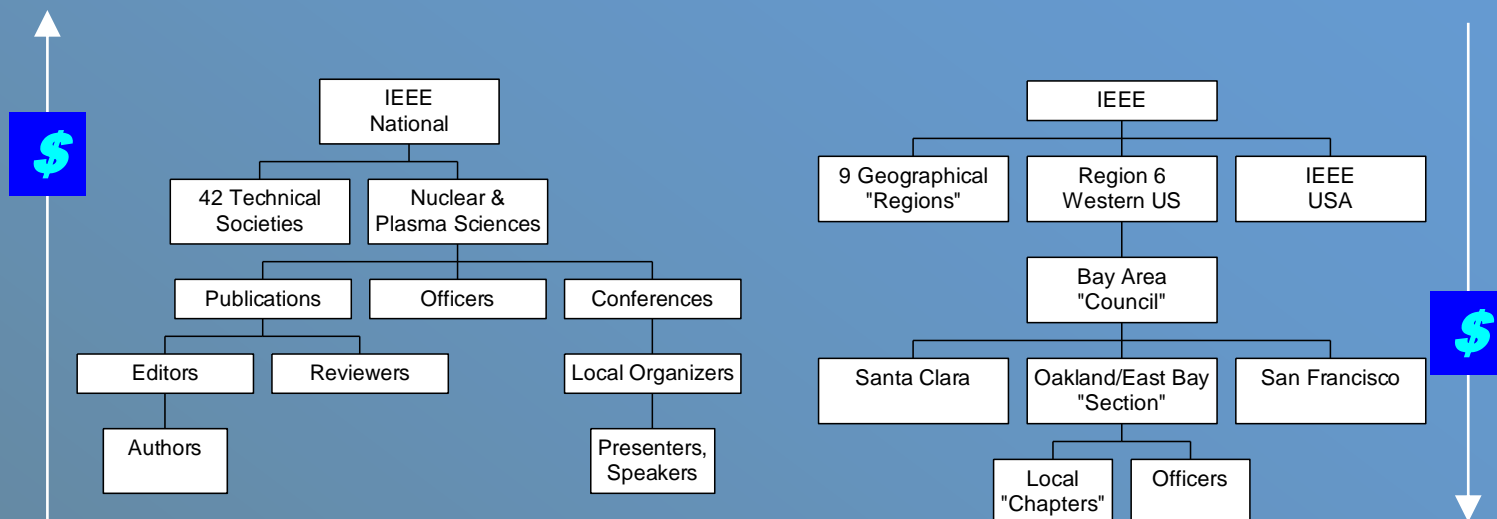
    - nuclear power; reactor instrumentation and controls*

    - computational electromagnetics*

- *Many members have physics backgrounds*

# Extended IEEE introduction slide #6

## Understanding IEEE Organization...



**Viewed  
"Technically"**

**The Technical  
Activities Board**

**Viewed  
Geographically**

**The Regional  
Activities Board**

# *Extended IEEE introduction slide #7*

***IEEE / OEB / NPSS***



## ***Our Technical meetings***

- *~ Every other month*
- *No “memberships” required*
- *Announcements in IEEE Grid Magazine*
- *Grid on-line: <http://www.e-grid.net>*
  - *Announced via chapter mailings*
  - *Please sign our attendance sheet*



# *Extended IEEE introduction slide #8*

## *Recent OEB-NPSS Technical Talks ...*

- *James Morgan, LLNL, A Physicist in Arms Control*
- *Jasmina L. Vujic, UCB, Nuclear Power for the 21st Century*
  - *Bill DeHope, LLNL, Advances in Flash Radiography*
  - *Jasmina L. Vujic, UCB, Nuclear Energy: Beyond Today*
- *Paul M. Grant, EPRI, The Coming Age of Superconductivity*
  - *Glen Dahlbacka, LBNL, The Chabot Space and Science Center*
- *Monica Blank, CPI, Characteristics and App's of Gyrodevices*
- *David Price, Physics Intl, The Decade Quad X-ray Simulator*
- *Bill Moses, LBNL, Nuclear Detectors for Cancer Imaging*

# *Extended IEEE introduction slide*

## *#9*

### *Why join IEEE?...*

- *Member \$ benefits (e.g. group life insurance rates)*
- *Discounts on books, publications, conferences*
  - *Career benefits; professional advancement*
    - *You'll be perceived as a stand-out*
    - *You will rise "above the crowd"*
- *Many employers cover dues (Ask!) so, why not?*
  - *Be a giver, not a taker*
  - *It's the right thing to do*
  - *It's the professional thing to do*
  - *Ethics strengthening & support*
- *Member friendships, camaraderie, personal networking*

# *Extended IEEE introduction slide #10*

*Joining IEEE is easy!*

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

# ***Extended IEEE introduction slide #11***

## ***Introducing our Local Chapter Officers...***

- *2010 Chair : Bill DeHope*
- *2010 Vice Chair: Joe Mauger*
- *2010 Secretary: Paul Banchero*
- *2010 Treasurer: Ed Lampo*

***Introducing our speaker...***



*The Institute of Electrical & Electronics Engineers*

*Takes pleasure in presenting this certificate to*

*Dr. Michael D. Wright*

*For recognition of your contributions to the*

***Nuclear & Plasma Sciences Society***

*In appreciation of your presentation*

***Medical X-Ray Imaging With Amorphous  
Silicon Technology***

**Presented 12 May 2008**

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*William J. DeHope, Chairman  
IEEE/NPSS Oakland/East Bay Chapter*





