IEEE Oakland/East Bay Section
Chapter Officer Training Briefing

Noon, February 25, 2021
Virtual Covid Edition

• Intro to IEEE
• *Chapter* organization & requirements
• The Four-Year Cycle & Basic Officer Duties
• The Annual Cycle & Annual Planning
• Your “product”: The Meeting Cycle
• Meeting basics and Best Practices
• Choosing a speaker
• Your other chapter “products”
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

You are part of something big. Welcome!
Yes, IEEE has an org chart!

- Chapters are where it all comes together!
- As a Chapter Officer, you are key to IEEE’s success
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?*
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

Yup. A planetary gear ratio of 48:12:3
Chapter organization & the 4-year cycle

- **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 (recruit & promote speaker)
  - Learn your next job

- **Chair (vision)**
  - Do your job (promote the chapter & its volunteers)
  - Find your successor; next year’s Treasurer
Local Chapter Officer Duties in detail

- **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 to HQ
  - Coordinates the other Compliance Reports

- **Secretary**
  - Tracks member/guest meeting attendance, typically via sign-in sheet
  - Finalizes (with attendance) Meeting Reports via vTools
  - Maintains a member/guest database (past attendees) & knows OUAnalytics
  - Takes & maintains “minutes” for all mtgs, incl. Action Items, & Annual Plan
  - Maintains the **Speakers List** of past & potential speakers
  - Handles meeting publicity…eNotice, mailings (emails and posters)
  - 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 (Expert in OUAnalytics, Dashboard )

- **Chair**
  - Calls & chairs meetings, enforces The Plan (annual & mtg cycles)
  - Sets agendas, appoints committees, gives awards, sets TONE
  - 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**

<table>
<thead>
<tr>
<th>The Office</th>
<th>Key Idea</th>
<th>Key Responsibility</th>
<th>Key IEEE doc produced</th>
<th>Key IEEE Tools</th>
<th>Key Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer</td>
<td>Numbers ($)</td>
<td>Concentration Banking acct.</td>
<td>Annual Financial Reporting</td>
<td>ieee.org/concentration</td>
<td>Early Bird Section Bonus</td>
</tr>
<tr>
<td>Secretary</td>
<td>Words</td>
<td>“Speaker List”; website</td>
<td>Meeting Report</td>
<td>vTools Events; vTools Web Hosting</td>
<td>Chapter Rebate</td>
</tr>
<tr>
<td>Vice-Chair</td>
<td>People</td>
<td>Speakers</td>
<td>E-Grid announcement</td>
<td>OUAnalytics, eNotice</td>
<td>Well-attended Technical Meetings</td>
</tr>
<tr>
<td>Chair</td>
<td>Vision</td>
<td>Succession</td>
<td>Officer Reporting Compliance Docs</td>
<td>vTools Voting; Awards</td>
<td>A New 2022 Officer</td>
</tr>
</tbody>
</table>

- **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.

- **Chapter Chair:** **Vision.**
  Plan and lead meetings. Find & motivate people. Frame the future.
IEEE chapter offices have business analogs...

- 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!)
The 3 “Forms” that define an active Chapter

- Plan the year
  - Account for money & assets
    - Financial reporting, CBRS,nsuploads, compliance docs
  - 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

All 3 forms accessed via https://site.ieee.org/vtools/
Speaking of Officer Reporting…

- Due ASAP, another Jan-Feb task like financial reporting
- Use the Officer Reporting Form at 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
- Just do it! (You’ll need membership numbers.)
- You did all pay your dues, right?
- And let your Section officers know—they’ll need a roster and may fwd it to the Grid—both TAB & RAB harvests their info here
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!

- January: Outgoing Chair submits Officer Reporting
  Five officers attend Officer Training;
  ExCom Kickoff; approve annual budget/Plan, **plan 1st 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”
Basic Questions about your 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)
  - virtual? (Recommended only if you have a prioritized list of speakers)

- **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)
### The Annual Cycle

#### Do loop n=1,4

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

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

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

**Watch the clock!**
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 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.
  – But don’t overlook budgeting, workshops, outreach, succession planning, recognition etc…all the sizzle
Choosing a technical speaker

• Candidates:
  – 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)
  – Everyone loves a tour! Pick the organization; find a speaker therein!
  – A “Distinguished Lecturer” in your Society? $ need not be a problem
  – Generally avoid dry speakers or those with annoying characteristics
  – But knowledge trumps entertainment (experts needn’t have PhD pedigrees)
  – But inform the “more practical” about the IEEE professionalism rules

• Questions worth asking:
  – Who or what is a “draw”? Attendance is a metric.
  – Who is *different*? Maintain a variety of disciplines; topics, & *styles*
  – What feedback are you getting? From regular attendees, members, other officers
  – What do you want to learn? What would you like to see (tour)?
  – Piggyback with other local chapters or universities
  – Ask previous recent speakers (a form of complement!)

• Need help?
  – Who is recommended within your society?
  – Who is recommended by neighboring/other chapters? (Section/Council participation)
  – Trade lists with another chapter; hold a joint meeting
  – Attend conferences in the field (Poster vs. oral speakers)
  – Be aware of local conferences to minimize travel expense for non-virtual meetings
  – Ask your members, since *nmembers >> nofficers* (at meetings, via email)
Chapters & Money

• Concentration Banking 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-scheckells@ieee.org to add/delete officers, get ATM cards
  – Susan: s.manno@ieee.org for transfers, balance questions
  – And know your Hop number!

• **Money makes a great slave but a lousy master**
  – Most IEEE entities over-emphasize the importance of $
  – Why would you need cash reserves of more than a few years?
  – View $ as just one **tool** to help you serve your members…
**Other Tools of the Trade**

- **sites.ieee.org/vtools**
- Same site credentials as paying your dues
- Report officer changes (Officer Reporting)
- Schedule a meeting / submit meeting reports **EVENTS!**
- Submit eNotice’s (the “automatic” way*) and ListServ’s
- Setup (and vote in) an election
- GoogleApp’s, Surveys (“Checkbox”), and scheduling Doodles
- OUAnalytics (Vitality Dashboard, SamIEEE “Lite”?)
- WebEx & Remote conferencing (Camtasia) support
- Create Web-in-a-box/WordPress webpage
- e-notice, etc questions: Khanh Luu  k.n.luu@ieee.org

**Grid submissions:**
- Sandra:  s.l.winkler@ieee.org
- ewh.ieee.org/council/sfba/
- *Understand* the SFBA Council (and your Section)

**Stuff !**
- Treas USB stick with Financial files; Checkbook, Deposit stamp/slips/envelopes, & CC
- Secy USB stick with Minutes, Speaker List, Publicity files (Webmaster files)
- VC USB stick with Thank-you letters and certificates, Speaker List, Publicity files
- Chair USB stick with Award certificates, CC, and all-the-above
- All property…coffee pots, projectors, telecon eqpt, etc…tracked by Treasurer

**Seriously, don’t forget People Skills**
- The *rule* is just The Golden Rule. And engineers do tend to be nice.
- The *trick* is to tune in to what makes us feel happy/fulfilled, appreciated/valued, motivated/inspired
- This is the Vision Thing
About the Vision Thing…

• Meetings (speakers + info) are your main product—the steak. But the emotions people leave with from your meetings are the **sizzle**.
• Officers/leaders must be **positive/glad/thankful**—it’s contagious.
• Don’t analyze the physics of emotions. Just **inspire**—breathe deep. Smile.
• Give little jobs to potential future volunteers. “**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—create a AAA farm team
• IEEE empowers you to create awards, positions (Titles!), acronyms; you can buy certificates and plaques
• **Honor** your existing officers EVERY MEETING. Don’t talk about Netsuite uploads…talk about how wonderful it was that your Treasurer “figured it all out so we can have great meetings like this”.
• 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 **recruit one new officer** per year.
• So how do I find these volunteers?
Need volunteers? Go 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 3rd meeting, spear ‘em! (Pictures will be great for your website too!)
  – Consider current and past colleagues/speakers. Spear ‘em.

• With a pole
  – Do they follow-through? Reel ‘em in.
**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; thank your Hosts
- 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 or Society 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.**
Concluding Advice:

- **Be Regular!** (irregularity is bad)
  - Meet regularly--your members will love you
  - Create **value**, member satisfaction, volunteers
  - Don’t let your chapter won’t die

- **Use The Plan!** Create an annual calendar
  - 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!**

- Your **product** is valuable meetings; Your “bottom line” is membership renewals, **not** your chapter’s CB balance

- 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 mere tool to serve your members!

- **Learn more!**
  - These slides: [https://ewh.ieee.org/r6/oeb/index.html](https://ewh.ieee.org/r6/oeb/index.html) (w.dehope@ieee.org)
  - [https://mga.ieee.org/volunteer-development](https://mga.ieee.org/volunteer-development) includes link to CLE