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Subject: [IEEE R3] Volunteer Integration Process Project
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To: r3-excom2014@IEEE.ORG
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Volunteer Integration Process Project

To: Region 3 ExCom
Cc: Region 3 Committee
Sb: Region 3 Volunteer Integration Process Project Report
Dt: 14 April 2014

The Volunteer Integration Process (VIP) project is a Region 3 initiative to provide training and support to volunteers stepping into a new role.

A survey of the Chairs of the trial Sections that we will be starting with was sent out in February and provided some helpful insight into what is needed:

- Positions they want us to focus on – Chair, Treasurer, MD Chair and PACE chair. After those 4 were Secretary and Vice Chair.
- All have used IEEE online training resources
- All had assistance from their predecessor
- Some prefer webinars, some prefer documents, some just want a mentor
- Challenges they face:
 - Locating info on IEEE website is difficult
 - No initial training – need training BEFORE they start
 - Don't know what they need to do/know until it's asked for (need to be more proactive)
 - No schedule of what needs to be done throughout the year

We had a team meeting over breakfast at SoutheastCon, which helped identify additional areas that need to be addressed, and we began discussion about how to set up a repository (probably googleapps). Key issues that came out of that meeting include setting up **training for mentors**, creating an **inventory list** of what information is already available (to avoid duplication), creating a **“big picture” overview** to help volunteers understand how all the offices/committees fit together and how they fit into IEEE, making sure the repository is **scalable** to a larger group than currently anticipated, and seeing if MGA could send us a **monthly list of new volunteers** for each section we are working with.

There was also a breakout session on the VIP project on Sunday morning. We overflowed the room and had to bring in extra chairs for everyone! Our time was shorter than expected; based on

the survey, I asked attendees to choose one position (either Chair, Treasurer, MD Chair or PACE Chair) and write out a list of what information that person needs to know or needs access to. I've compiled that information and will be sending it out to the attendees – and will be using it to generate the information for the repository. During the meeting, one person volunteered to serve as a mentor and a couple of small Sections asked to be included in the trial phase (haven't yet made the final selection).

I have a telecon scheduled with the VIP developers for Wednesday to discuss setting up the repository.

We still could use some team members. I believe this is a very important project that could become something used throughout IEEE. I know many volunteers in new roles who need a program like this! If you would like to be involved, please call or email me. We need people willing to serve as mentors, developers (those with the skill set to assist with some of the technical aspects of creating the repository and pushing the information out), information gatherers to help create the repository, and people with great ideas. I hope you will all consider helping out with this VIP project.

Respectfully submitted,

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