IEEE Region 3 Section Vitality

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R3 Director-Elect
Section Vitality, R3 Representative
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Agenda

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Region Vitality Coordinators (RVC) Committee Members

2024 RVC Committee

- Theresa Brunasso, GUOS Committee, Region Vitality Coordinator GUOS Representative
- IEEE Staff Member: Nichole Farmer

Region Representatives:

- R1   Bob Pellegrino, 22 Sections
- R2   Rhonda Farrell, 20 Sections
- R3   Sonya Dillard, 41 Sections
- R4   Tom Papademos, 23 Sections
- R5   Biju Cherian, 26 Sections
- R6   Dan Christenson, 35 Sections
- R7   Kung Chi Cinnati Loi, 24 Sections
- R8   Ana Madureira, 59 Sections
- R9   Sergio Camacho, 35 Sections
- R10 Takako Hashimoto, 60 Sections

Region Vitality Coordinators (RVC) Position Description

2024 RVC Key Roles

➢ The Region Vitality Coordinator (RVC) works under the direction of the Region Director. The RVC scope encompasses the Sections' subunits, including Student Branches, Technical Chapters and Affinity Groups.

  ▶ The RVC monitors the progress of the geographic units in the region in achieving a positive member engagement experience.

  ▶ Recommends programs, activities and best practices for sections to consider providing their members.

  ▶ Monitors the performance indicators of the Sections.

  ▶ Represents the needs of Section members by providing feedback to Region ExCom and the MGA Geographic Unit Operations Support Committee (GUOS).

  Term: Appointed position by the Region Director.

Election Process and Tool Communication Updates

Working Group Members & IEEE Staff: worked on this timeline below

Focus: Establish working plans, content and determine path forward for election process communications and training

Timeline:

March 2024 – November 2024 – **DONE**

Communication plan:

Create communications to inform of new election process - **DONE**

Training plan: Create training schedule to ensure that 2025 Elections are held using new Nomination tool -**DONE**

Governance: DONE

FAQs – Developed and updated to Election webpage –

- IEEE MGA Geographic Unit Elections
- *https://mga.ieee.org/volunteer-hub/geographic-unit-operations/geographic-unit-elections*
- *https://nominations.vtools.ieee.org/home*

Next Steps for Election Process

March – July 2024: Geographic Unit training and communications on the new process.
June 30, 2024: Deadline for all Sections to submit at least 3 volunteers for their Nominations Committee. Eligibility Date
August 2024: Geographic unit elections to begin by 1 August utilizing the new process.
December 2024: Electronic Elections held in each Section, with a completion date by 12/15/2024.
January 2025: Survey Sections on the new election process and the nominations tool.

Recommended Section Annual Activities (Scorecard)

Recommended Section Annual Activities	2019			
	Sec 1	Sec 2	Sec 3	Sec 4
Complete NetSuite Transactions and Submit by rebate qualification due date	3	3	3	3
Complete Officer Reporting via Vtools by rebate qualification due date	3	3	3	3
Train new officers via CLE (Center for Leadership Excellence) by end of February	2	3	3	3
Complete plan for annual activities by end of February	3	3	2	3
Conduct annual activities	2	2	2	2
Officer nominations for next calendar year	3	3	2	3
Conduct officer elections for next year/succession planning	2	3	3	3
Complete annual budget	3	3	3	3
Welcome new members	2	3	3	2
Section SPC Initiatives	2	2	3	2
Section has completed officer CLE training	2	3	3	3
Section has PACE Chair	3	3	3	3
Section has Young Professionals Chair	3	3	3	3
Section has WIE Chair	3	3	3	3
Section has MD Chair	3	3	3	3
Section has Information Management Coordinator (IMC)	3	3	3	3
Section has Student Activities Chair/Interaction with Student Chapter	3	3	3	3
Section has Educational ActivitiesChair	3	3	3	3
OVERALL SELF-REPORTED SECTION HEALTH GRADE (A-F, like in school)	B	B	B	A
OVERALL AREA CHAIR-ASSESSED SECTION HEALTH GRADE	B	B+	B	B+
1=Not started				
2=In Process				
3=Complete				
NR=No Report; trying to verify status				

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2023 Section Vitality Self-Assessment (SVSA)

Region	# of Sections in Region	# of Completed Self Assessment	Percent Complete
Region 1	22	7	32%
Region 2	20	12	60%
Region 3	41	14	34%
Region 4	23	12	52%
Region 5	27	16	59%
Region 6	35	20	57%
Region 7	21	11	52%
Region 8	59	39	66%
Region 9	36	14	39%
Region 10	60	39	65%
Total	**344**	**184**	**53%**

2024 Focus: Identifying & Helping Struggling Sections

*Every Region has struggling Sections, so let's help them!*

➢ Do you know which of your Sections are struggling?

➢ How do you identify them?

➢ What tools would you like to help identify them?

➢ Are the Vitality Self-Assessment Reports helpful?

➢ How can we improve the Vitality Self-Assessment Reports?

➢ How do you help struggling Sections?

Vitality Score Summary in the IEEE Center for Leadership Excellence (CLE)

*Shows Performance Indicators on how the Section Scored: **https://ieee-elearning.org/CLE***
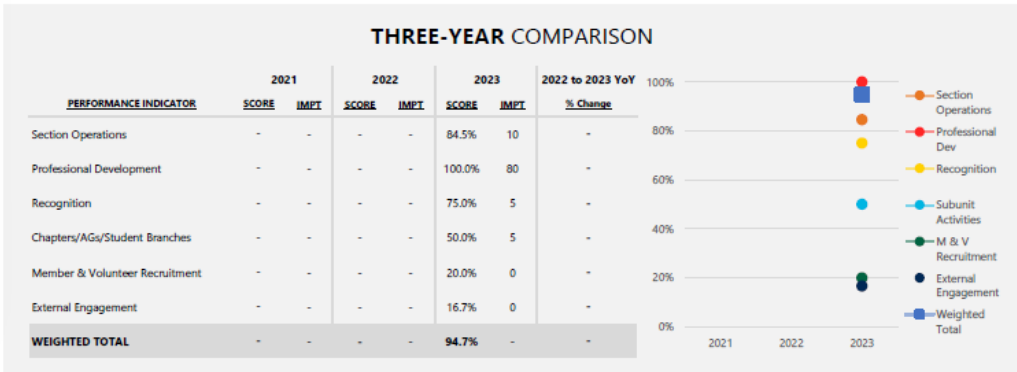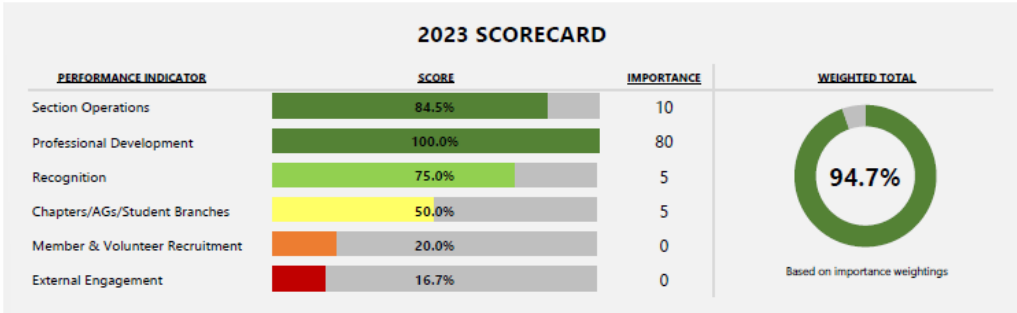
Section Statistics in the IEEE Center for Leadership Excellence (CLE)

Report shows Section Membership Stats: **https://ieee-elearning.org/CLE**
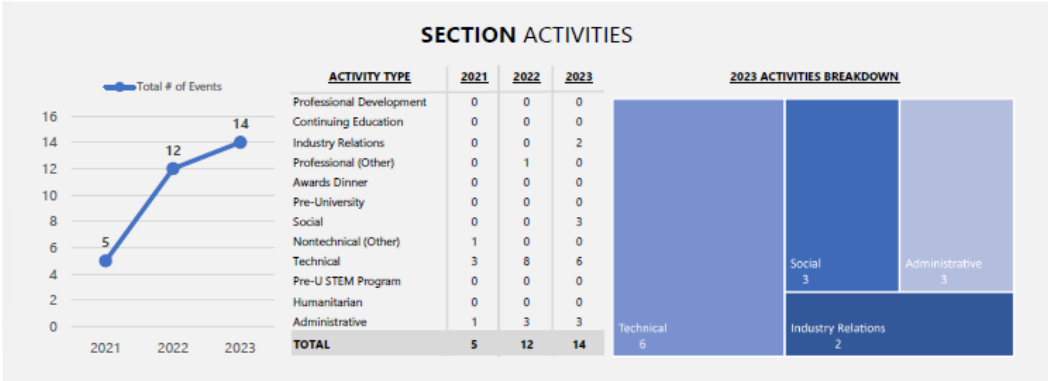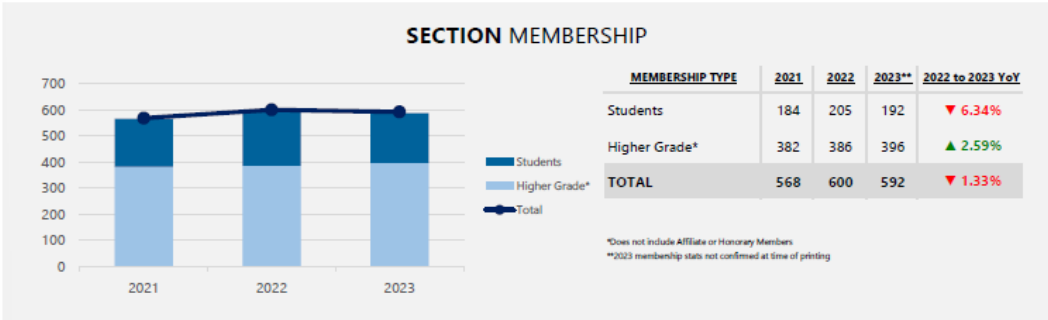
Recommended Courses in the IEEE Center for Leadership Excellence (CLE)

Performance Indicators where the Section Scored Lower: https://ieee-elearning.org/CLE

RECOMMENDED COURSES

As part of Section Vitality, the courses listed below have been identified in the IEEE Center for Leadership Excellence (CLE) to support the Performance Indicators where your Section scored lower. Please select a few from the list below. Go to the top menu bar on the CLE homepage, and under **Find Learning**, Click on **Courses** to search for the content of your choice.

ACCESS THE CLE

Chapter/AGs/Student Branches

An IEEE Emphasis on the Horizon ... The Section – Student Branch Connection
Building Local Technical Communities in Chapters
Financial Management for Sections and Chapters
The benefits of IEEE-HKN: Engaging Students, Retaining Members and Serving Your Community
Smart Grid Success Story
Global Changes at the Poles - Threat or Opportunity?
The Rock Star Event Series
The Women in Engineering International Leadership Conference: A New Conference Case Study
Growing Student Communities Through Experiential Education
Broadcasting Section Technical Events through IEEE.tv
vTools Introduction
The Value of Conferences for Your Community
Non-traditional Conferences for Your Community
Engaging Young Professionals and Women Through Design Challenges
Society Programs Tuned for Global Outreach
Building a Technical Community in IEEE Collabratec
Women in Engineering Focus in Technical Activities
HardTech Entrepreneurship: How IEEE is Making Itself Relevant in the Next Startup Wave
Tackling Cyber-hate, Incitement, and Dangerous Fake News

Member & Volunteer Recruitment

Micro volunteering: Answering the needs of young IEEE volunteers
MOVE - Mobile Outreach Vehicle
Service Learning through an EPICS in IEEE Project
Recruiting and Volunteer Succession Planning
Engaging Young Professionals
IEEE Foundation Grants Program
All About SIGHT
Engaging with Students as They Begin Their Careers at the MIT UGRC
Activities for Engaging with Your Members Locally and Globally

External Engagement

Educational Resources for Humanitarian Activities
Tools for Section Chapter Recording and Distribution
How to Run a Successful Entrepreneurship Event in Your Section or Region: The IEEE Entrepreneurship Toolkit
Outreach Program Providing Community Service
Public Visibility and External Relationships
uploaded 2 presentations under same course
Addressing Tough Social Questions
IEEE Day
Get the Latest in Education from IEEE: Connect with Your Region Education Coordinator
Engaging the local community for impact
All about EPICS in IEEE
All about IEEE Smart Village
Engaging with the Local Community When Organizing Your Conference
The Ethical Imperative of Safety
Add a Humanitarian Track or Session to your IEEE Conference or Event
Building Technical Communities Through Entrepreneurship Activities in India
Connecting Startups & Industry: How Sections Can Help

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Survey Responses in the IEEE Center for Leadership Excellence (CLE)

Example of Section Survey Response Report:

SURVEY RESPONSES

REGION 3 - VIRGINIA MOUNTAIN SECTION

SECTION OPERATIONS

Have you planned and budgeted for Section activities this year?	Yes, we have a formal process
Have you updated the Section website in the past year?	Yes
Does your Section have a Social Media presence (Facebook, Instagram, etc.)?	Yes, and we regularly use it
Did you conduct virtual meeting(s) this year?	Yes
In the past year, has your Section reviewed/updated bylaws (if required) or local operating procedures?	No
Did you attend Region meetings or activities this year, e.g. attend annual regional meeting?	No
Which components of vTools do you use?	Some
Do you use OU Analytics in the Section? (for example to identify membership information)?	Yes
Did you review meeting reports on vTools for your local units in vTools?	Yes
Are you aware of the following training resources?	Yes
Which of these methods does your Section use to train new officers?	Yes

PROFESSIONAL DEVELOPMENT

Did you conduct a continuing education activity?	0
Did you conduct a Career Workshop?	0

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Survey Responses in the IEEE Center for Leadership Excellence (CLE)

Example of Section Survey Response Report (continued):

SURVEY RESPONSES

RECOGNITION

Did you solicit your Section members for Section Award?	*0*
Did your Section submit nominations for MGA or IEEE Award program outside of your Section?	-
Did your Section organize an annual dinner program?	*No*
Did you organize any recognition program for your Section?	*No*

SUBUNIT ACTIVITIES

Did you plan and budget for Affinity Group, Chapter and Student Branch activities for the year?	*No*
Did you conduct an event or meeting in collaboration with Student branches?	*Yes*

MEMBER & VOLUNTEER RECRUITMENT

Did you actively recruit new volunteers this year?	*Yes*
Did you conduct a membership recruitment event?	*No*
Did you encourage members to renew?	*No*
Did you reach out to non-renewing members before the deactivation date (end of February)?	*No, we rely on communication from IEEE headquarters*
Did you conduct a Membership Development activity? Contact members who are in arrears and ask them to renew?	*No*

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Survey Responses in the IEEE Center for Leadership Excellence (CLE)

Example of Section Survey Response Report (continued):

SURVEY RESPONSES

EXTERNAL ENGAGEMENT

Did you have events targeting industry, and local corporations beyond individual members?	No
Did you establish a plan for engaging with members in the industry?	No
Did you promote a pre-university activity in your area, e.g. TISP, science fair judging?	No
Did you establish partnership with industry, e.g. joint technical presentation/ training?	Yes
Did you conduct an event to support involvement with local industry?	No
Did you share and collaborate on humanitarian/community engagement projects?	No

Back Up Charts:

Elections Process & Resources/Links

Introduction

IEEE MGA GEOGRAPHIC UNIT
ELECTIONS

Simplified Election Processes	Shortened Election Timeline	Creation of Templates	Use of Tools

- Effective 17 February 2024 all Sections, Chapters, Affinity Groups and Student Branches are to hold their elections in compliance with the updated simplified process for Geographic Unit Elections
- All Sections are to utilize the Nominations Tool to run their elections
- An orderly and regular turnover of officers should be a routine feature of IEEE volunteerism to ensure a healthy flow of new ideas and invigoration of geographic units.
- All elections must be conducted with the utmost integrity. The responsibility of maintaining fair and transparent election practices falls upon the candidates, the organizational units conducting the elections, officers, staff, volunteers, and all committees involved in managing and overseeing the election process.

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Sample Timeline for Annual Elections Process

A sample timeline is included below for reference. Please note, certain steps have required time frames such as the call for nominations and voting, while the petition process has a recommended timeframe. The remainder of the steps provide an average amount of time that it may take a Geographic Unit to complete for planning purposes only. Resulting in minimum time for an election to be completed from 6 months down to 4 months.

Task:	Sample Date:	Duration:
Appoint Elections Committee	1 August	Start no later than 1 August
Call for Nominations Issued	5 August	Open 30 days minimum - required
Call for Nominations Closed	5 September	
Candidates Reviewed	6-12 September	On average 7 days
Slate Approved by ExCom	13-19 September	On average 7 days
Region Director Approval (if necessary for single candidate slate)	20-26 September	On average 7 days
Slate Announced and Petition Opens	27 September	Open 30 days minimum - recommended
Petition Closed	27 October	
Petition Candidates Reviewed	28 October-3 November	On average 7 days
Final Slate Approved by ExCom	4-10 November	On average 7 days
Final Slate Announced	11 November	
Voting Opens	11 November	
Voting Closes	25 November	Open a minimum of 2 weeks - required
Final Results Announced and Officers Recorded	15 December	Announce results no later than 15 December

Resources

➜ vTools Nominations tool
- https://nominations.vtools.ieee.org/home

➜ vTools Knowledgebase tutorials
- https://kb.ieee.org/vtools/blog/kbtopic/nominations/

➜ MGA Operations Manual
- https://mga.ieee.org/images/files/Current_MGA_Operations_Manual_2024.pdf

➜ Templates
- https://mga.ieee.org/volunteer-hub/geographic-unit-operations/geographic-unit-elections
- Available on the website for geographic units not yet using the nominations tool

Resources

- Alias **geounitelection@ieee.org**
- Feedback form on the bottom of the dedicated Elections Website: https://mga.ieee.org/volunteer-hub/geographic-unit-operations/geographic-unit-elections

MGA Elections Feedback

Submitter Name *

Feedback *

Please leave your feedback here.

Submit

Frequently Asked Questions

- [Geographic Unit Elections - IEEE Member and Geographic Activities](#)

IEEE MGA GEOGRAPHIC UNIT
ELECTIONS

MGA is pleased to launch a simplified Geographic Unit election process effective 17 February 2024 to Sections, Chapters, Affinity Groups and Student Branches. On this page you can find various tools, resources and frequently asked questions to assist Geographic Unit leaders in executing a successful election that is in compliance with the MGA Operations Manual.

To familiarize yourself with the new process please review the MGA Operations Manual, Section 9.13 Geographic Unit Elections. Training sessions will be scheduled for unit officers throughout 2024. Below you can find an overview of the geographic unit election process key updates.

Required use of electronic voting via vTools voting	- Removes voting from being held in-person or via mail ballots - Process exception for locations that cannot vote electronically
Combine Nominations and Tellers Committee to create one Committee	- One Election Committee - 1 member can be a current officer, however they cannot be in the Election Committee Chair position
Minimum timeline requirements	- Call for nominations run for a minimum of 30 days - Petitions and endorsements run for a recommended minimum of 30 days - Voting to remain open a minimum of 2 weeks
Candidate and voter eligibility date	- Eligibility date = active as of 30 June
Election start and stop date	- 1 August Begin - 15 December Complete

Effective 17 February 2024 all **Sections** shall utilize the MGA Nominations Tool for their elections. The Nominations Tool provides an entirely automated process to meet all of your units election and voting needs. All of your necessary communications will populate for you within the tool, and prompt you through each of the election steps. Click here to view the vTools Nominations Process instructions. Use of the Nominations Tool will be available for other units at a later date.

Access the Nominations Tool   **Access vTools Voting**

For assistance, contact geounitelection@ieee.org.

Frequently Asked Questions

Click here to see answers to the most frequently asked questions.

Thank You!

Questions?

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