

Theme: Your Professional Home in Region 3.

Lead

Director Eric Grigorian

Detail

“Inspiration, passion, creativity, collaboration. Whether you are starting out or at the very height of your career, these are the stepping stones of your professional path. No matter where you are in your journey, IEEE can help you find your path.” -- [IEEE Web](#)

Next quarter tasks to achieve goals

- Develop an action plan for R3
- Communicate theme and request action to all sections

Project Success - Metrics

- TBD

Progress

Milestone	Target Completion	% Complete
- Announce theme with background	1Q2024	100
Work with MCE (CEE) for Workshop in Jamaica	1Q2024	100
TBD	2Q2024	
Open up elections to broader range of R3 membership	3Q2024	100

Risks and Recommendations

- Volunteers and members may not identify with theme without communication and action

Goal 1 Support all Sections in holding and reporting at least 5 Section meetings, and 2 meetings for each Chapter and Affinity Group.

Lead

Director-Elect Sonya Dillard and Area Chairs

Detail

1A) Area Chair will ask Sections to create an annual meeting plan that includes projected events over the course of the year.

1B) Area Chair will contact Section leadership to encourage meetings and meeting reporting if monthly count is below expectations.

Next quarter tasks to achieve goals

- Meet with each section to coordinate & plan for Section and its units
- Use OU Analytics to gather meeting data for Section, Chapter, and Affinity Groups.
- Include data on monthly Area report.

Project Success - Metrics

1A) Number of Section meetings held and reported each month.

1B) Number of Chapter/Affinity Group (if applicable) meetings held and reported each month.

Progress

Milestone	Target Completion	% Complete
1A) Email requesting annual meeting plan.	3Q2024	0
1A) Collect Plans and send to Director-Elect.	4Q2024	0
1B) Email encouraging report completion.	4Q2024	50
1B) Continued emails to Sections, incomplete.	1Q2025	0
1B) Identify Sections that need assistance in Section Vitality.	3Q2024	100
1B) Schedule a visit with Sections to assist in Section Vitality.	4Q2024	0

Risks and Recommendations

- Potential frustration of Section leadership from excessive emails.



Goal 2: Provide all sections the training and support they need.

Lead

SSC Chair Kristin Bing

Detail

Leverage 2023 SSC survey to determine 9 virtual training events to hold

Next quarter tasks to achieve goals

- Create ideas for at least 9 virtual training event ideas
- Plan for 3 virtual events per quarter for quarters 2 through 4
 - It may be best to pick a certain day and time that is repeated each month so folks know training is available

Project Success - Metrics

- Complete milestones
- Get at least the number of people who indicated a need for the type of training in the survey to attend each event
- ***As of 11/21/24, no webinars occurred in 4th quarter. The SSC may complete 1-2 by the end of the year. We do have plans to continue these in 2025.

Progress

Milestone	Target Completion	% Complete
9 Virtual Event Ideas and initial planning	1Q2024	100
3 Virtual Events	2Q2024	0
3 Virtual Events (Elections, LM, Finances/Budgets)	3Q2024	100
3 Virtual Events (Conf., Ind. Rel, YPs)	4Q2024	0***

Risks and Recommendations

- Communication of the event details must get to everyone who may be interested. Due to how people configure their IEEE preferences, time should be allotted for the communications committee to promote each event on multiple platforms

Goal 3 Ensure Section operations are timely (reports, officers, website, elections) and that all sections use the new vTools-based election process.

Lead

Director-Elect Sonya Dillard and Area Chairs

Detail

3A) Area Chair will review report submission regularly and contact Section leadership if anomalies are observed.

3B) Area Chair will view websites quarterly and, where needed, will discuss improvements with Section leadership.

3C) Area Chair will encourage vTools use for elections, via emails to Section leadership in Q3.

Next quarter tasks to achieve goals

3A) Task - Use OU Analytics to gather report data.

3B) Task - Manually review Section web sites.

3C) Task - Email Sections regarding vTools for elections. Follow up and assist if they have not completed.

Project Success - Metrics

3A) Number of Sections with Officer Report complete.

3B) Number of sections with active websites.

3C) Number of Sections using vTools for elections.

Progress

Milestone	Target Completion	% Complete
3A) Initial Review of reports and officer submissions.	3Q2024	25
3B) Initial Review of Section websites.	4Q2024	25
3A/B) Continued report and website reviews. Discuss with Sections and give feedback.	2Q2025	100
3C) Initial request to use vTools Elections process.	3Q2024	100
3C) Continued reminders to use vTools Elections.	1Q2025	44

Risks and Recommendations

- Potential frustration of Section leadership from excessive emails.

Goal 4 Assist Sections to develop and maintain a sustainment plan.

Lead

Director-Elect Sonya Dillard and Area Chairs

Detail

Area Chair will encourage creation of a Section Sustainment Plan and provide an example plan as a starting point.

Next quarter tasks to achieve goals

- Plan and execute extended contact (in-person visit or remote visit)
- Discuss at SoutheastCon
- Create additional metrics

Project Success - Metrics

- Metric #1 - Number of Sections that submit a sustainment plan.
- Metric #2 – Number of Sustainment Plans that have been reviewed; Sections given feedback.

Progress

Milestone	Target Completion	% Complete
Email Sections to encourage Sustainment Plan.	4Q2024	0
Send example sustainment plan to Sections.	4Q2024	0
Plan discussion and metrics for SoutheastCon.	1Q2025	0
Provide data on sustainment plan completion.	3Q2025	0
Gather sustainment plans, review and give feedback.	4Q2025	0

Risks and Recommendations

- Potential frustration of Section leadership from excessive emails.
- Decreased Officer morale due to lack of engaged volunteers within the Sections.



5 Ensure Sections engage with their Student Branches and Branch Counselors at least quarterly.

Lead

SSC Chair Kristin Bing and SAC Chair Bailey Heyman

Detail

Most students are unaware of what an IEEE Professional Section is or how to contact their local IEEE Professional Section. Students are passionate about IEEE but if information is not quick and easy for them to find, then they stop trying to find it. To best address this issue there needs to be a single place where students can look and easily find their section.

Next quarter tasks to achieve goals

- Decide on a set space for students to be able to go to and find who to contact from their section with only one click.
- Create a list that is easy to navigate and shows all sections, the student branches under that section, and the POCs for the section.
- Release the list to the students.

Project Success - Metrics

- Metric #1 – Amount of time it takes a branch to find a POC from their section with the new list/platform.

Progress

Milestone	Target Completion	% Complete
Have a list of all active sections and branches (rosters.ieee.org)	1Q2024	100
Have a place to post the final list (kb.ieee.org/r3)	2Q2024	100
Have a list of all active section and branches POCs	3Q2024	100
Release the list to all sections and branches	4Q2024	In Progress – will post to kb.ieee.org/r3 by 12/31

Risks and Recommendations

There is a risk in setting up something that is well maintained and updated. If students have a single experience where the information was out of date then it will deter them in the future.

To mitigate this risk, set up a feedback/issue collector on the list/platform

*IEEE does not have the automated tools we need to update this currently, so it will be done manually



Goal 6 Develop and build out the industry engagement activities.

Lead

IEC Chan Wong and John McDonald

Detail

Bridging the gap of industry, academia and IEEE

Next quarter tasks to achieve goals

- Establish a charter and phased strategy
- Assist SoutheastCon Chair - local sponsors list
- With Area Chairs recruit volunteers to launch activities to raise awareness
- With Area Chairs build a centralized POC database (Industry and academia)

Project Success - Metrics

- Number of SoutheastCon sponsors
- Number of POCs per Area
- Number of engaged companies
- Number of engaged volunteers

Progress

Milestone	Target Completion	% Complete
R3 Industry Engagement Charter	1Q2024	
Initial strategy developed	1Q2024	
Ind. Engagement Event	2Q2024	
Ind. Engagement Event	3Q2024	
Ind. Engagement Event	4Q2024	
Update strategy	4Q2024	

Risks and Recommendations

- New activity, make take more time
- May need funding – not budgeted
- Volunteers may need training

Goal 7: Provide engaging and surplus-generating SoutheastCon and other Region 3 sponsored conferences in 2024-2025 and plan for similar success in 2026-2028.

Lead

Joe Juisai, Chair, Conference Committee

Detail

- Prepare 2025 (Concord/Charlotte) and 2026 (Huntsville) for success
- Transparently evaluate and complete selection of 2027 host OU(s)

Year End Tasks

- ✓ Publish proposal preparation guide for candidate OU(s)
- ✓ Prepare and disseminate evaluation and selection metrics and criteria for host OU(s) selection
- ✓ Presentation by candidate OUs to Committee in November
- Endorsement of 2007 Host OU(s) by Committee in December

Success Criteria and Metrics

- Selection of 2027 Host OU(s) by Committee in December
- Endorsement of Host OU(s) by FinCom and ExCom in December

Progress

Milestone	Target Completion	Percent Complete
Complete Atlanta 2024	1Q2024	100%
Formalize Huntsville Bid	1Q2024	100%
Select 2027 Host OU(s)	2Q2024 4Q2024	95%
Select 2028 and 2029 Host OU(s)	3Q2024 2025	0%

Risks

- Ability to formally name 2027 host OU(s) in January
- Post-storm recovery in western NC affecting planning and execution of March 2025 IEEE SoutheastCon in Concord, NC

Goal 8 Engage members through new events and (micro-)volunteering opportunities.

Lead

SSC Chair Kristin Bing

Detail

Who members are influences what they will enjoy. ~~By creating events based on newly elevated senior member panelists' expertise, we will engage those members and organically hit upon areas practiced by members in our region~~ Help update R3 cookbook

Next quarter tasks to achieve goals

- ~~Use 2023 senior member spreadsheet to develop ideas for event themes~~
- ~~Invite appropriate senior member panelists to participate in the first themed event~~
- Assign one cookbook event to each SSC member

Project Success - Metrics

- Meeting milestones
- ~~Having at least 20 participants per event~~
- Providing at least 10 new or substantially updated cookbook entries with microvolunteering roles outlined

Progress

Milestone	Target Completion	% Complete
Develop event themes and invite first panelists	1Q2024	0
Hold at least one themed event Each SSC member start on one event	2Q2024	100
Hold at least one themed event Drafts swapped among SSC	3Q2024	100
Hold at least one themed event Finalize and post	4Q2024	In Progress – will be on kb.ieee.org/r3 by 12/31

Risks and Recommendations

- Risk that this will stop at the Region-level. Recommend sharing section-specific lists of newly elevated senior member grouped by technical specialties with section chairs