

Running a Student Branch – Summary Fact Sheet

Have you just taken on a position within your University or College’s IEEE Student Branch and do not know what to do? This summary fact sheet will give some of the basics. We stress that it is not a general reference, but more like a quick reference sheet.

Introduction to IEEE Structure

To figure out how all the organizational units in IEEE work together, consult Figure 1. Note that color is used to show association and the cross over of two colors indicates some overlap. Gray is for TAB, light blue is used for MGAB and dark blue is used for Affinity Groups.

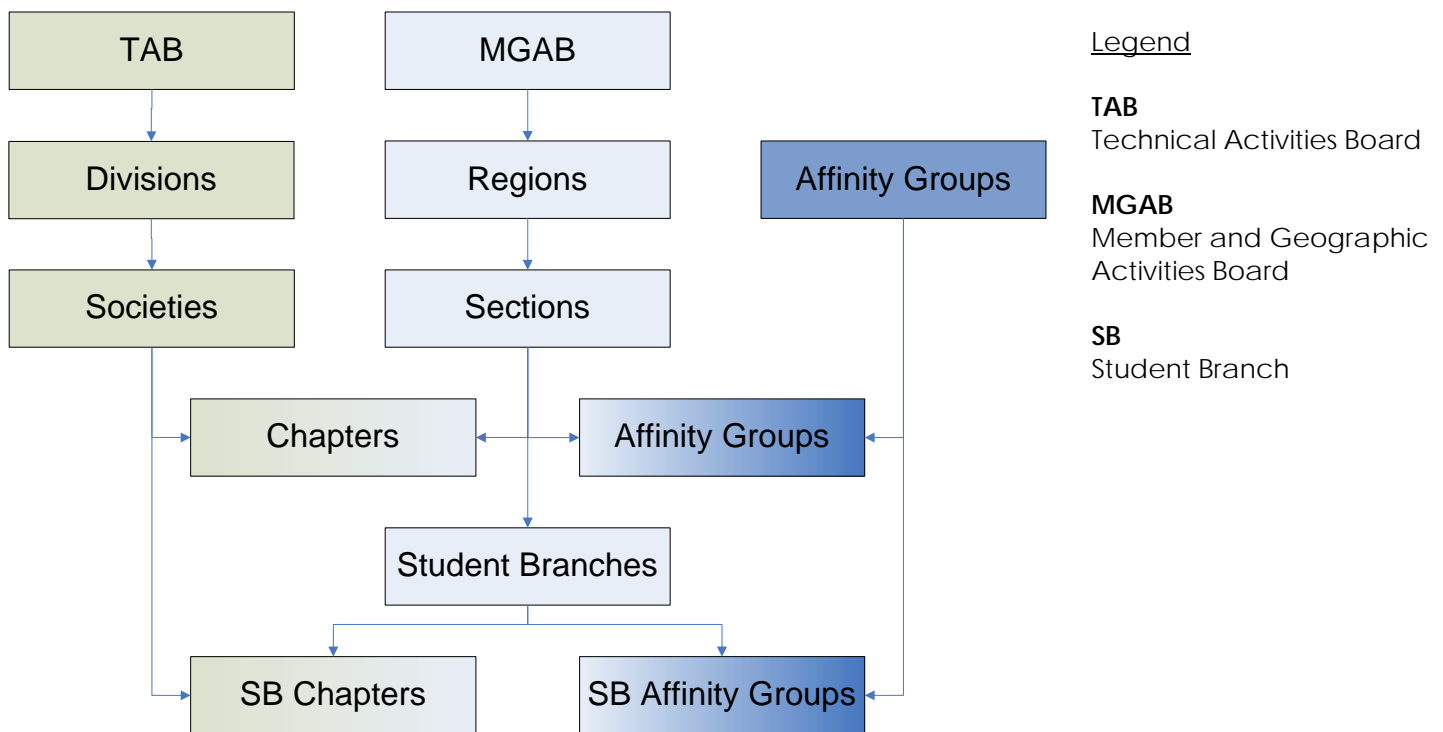


Figure 1 IEEE Organizational Structure

Student Branches are members of their local Section (for example Toronto), which is also a member of their Region (i.e. Canada, or Region 7). For support, Branch Leaders may consult with either 1) their local Section Chairs (who may also have a Student Activities Chair) or 2) their Regional Student Activities Committee (your RSR and RSAC).

SB Chapters and SB Affinity Groups are a subset of Student Branches and they directly report and seek support from their local Student Branch. The goals and visions of the SB Chapters are inline with the Societies and Chapters (i.e. Signal Processing Society, EMBS), and the SB Affinity Groups’ goals and visions are inline with the sectional and regional Affinity groups (GOLD, WIE).

Student Branches are responsible for liaising between the SB Chapters/Affinity groups and the Sections.

See Sections 9.7 and 9.8 of Operations Manual for more information on SB Chapters/Affinity Groups.

Executive Committee Duties (at a Glance)

- *Chair*
 - ✓ Oversee branch running
 - ✓ Organize and run branch meetings
 - ✓ Work with sub-committee heads
 - ✓ Prepare reports for IEEE Student Services in November and May (these get branch \$\$)
 - ✓ Arrange election of new executive and ensure smooth transition
 - ✓ Liaise with other IEEE entities (when necc.)

- *Vice-Chair*
 - ✓ “The chair when the chair's not there”
 - ✓ Provide support to the Chair
 - ✓ Brainstorm for ideas with the Chair
 - ✓ Duties can vary

- *Secretary*
 - ✓ Keep detailed record of meetings and activities
 - ✓ Make sure Branch is operating within constitution
 - ✓ Help with email notices/flyers/advertising

- *Treasurer*
 - ✓ Maintain bank account and financial records
 - ✓ Prepare budget and summary of sending
 - ✓ Oversee fundraising/finance committee
 - ✓ Propose budgets for large events

- *Webmaster*^{**}
 - ✓ Get/manage webspace from University
 - ✓ Keep website up-to-date with current events, activities, etc (more on this later)

- *Membership Development Chair*^{**}
 - ✓ Ensure that the Student Members understand all the benefits of their membership
 - ✓ Create a plan to attract and keep new members
 - ✓ Promote GOLD to graduating members (ensure we keep them as members)

See Sections 9.7 and 9.8 of Operations Manual for more information on SB Executives.

^{**} These positions are not required by the Operations Manual, but they are strongly recommended

Reporting

Annual Plan of Activities – gets you money!

- Required by IEEE Student Services by November 1st, or 2 months after start of academic year
 - Forms online, in Student Handbook
 - Outlines planned activities for upcoming year in specific format
 - Helps Branch focus on what to do in the months to come
- Incentive rebate of US\$50/US\$100 for Branches who submit Plan to Student Services (based on member count on 31 Dec)

Annual Report of Activities

- Required by IEEE Student Services by May 1st, or 2 months after end of academic year
 - Forms online, in Student Handbook
 - Documents activities and financial status of Branch, and chance to outline initial plans for upcoming year
 - Great way to bring old, new executives together
- Incentive rebate of US\$2.00/member for Branch (based on member count on 31 Dec)

Resources

If you are looking for information on specific topics, we will suggest some links/points of contact below.

- 1) **All information relating to running a Student Branch and Awards**
 - a. Student Concourse: <http://www.ieee.org/web/membership/students/index1.html>
- 2) **Local information relevant to your Student Branch (Student Activities Section):**
 - a. Local Section Website (Note: most sections have a Student Activities Chair – work with them, too!)
 - b. Region Website
- 3) **Student Branch Workshop: Branch training for Executive Members**
 - a. Every year, your Region will have a Student Branch Workshop (Student Congress) – contact your RSR or RSAC to find out when it is
 - b. During the Student Branch Workshop (Student Congress), you should receive a branch training manual, which has all the information on:
 - i. Operations Manual
 - ii. Reporting
 - iii. Fundraising
 - iv. Contacts
- 4) **General assistance or questions**
 - a. RSR/RSAC
 - b. Student Branch Counselors/Mentors – keep them engaged!!!
 - c. Student Activity Chair (if section has one) or else Section Chair.
- 5) **Information updates and questions your RSR/RSAC can't answer ☺:**
 - a. Student services: student-services@ieee.org