Workshop - Goals

- Workshop is conducted every year at the IAS Annual Conference
  - One day workshop, usually on the Monday
  - Has been conducted regionally
- Workshop is intended to
  - Help orientate IAS Chapter volunteers
  - Provide the tools and information to help chapter volunteers operate successful chapters
  - Provide an opportunity for interaction between IAS volunteers at chapter, area and department levels
Workshop Format

– Session 1
  • IEEE, IAS and CMD Organization and Activities
– Session 2
  • Products and Services
– Session 3
  • Chapter Operations
– Session 4
  • Workshop Breakout session
Workshop Agenda

8:30 - 8:50 Welcome and Introductions
8:50 - 10:00 Session 1 - Chapters Department Overview and Activity
10:00 - 10:15 Break
10:15 - 12:00 Session 2 - Programs Available to Chapter and Members
11:00 – 12:00 Session 3 - Successful Chapter Operations
12:00 - 1:30 Lunch
1:30 – 2:00 Session 3 - Successful Chapter Operations
2:00 - 3:30 Session 4 - Breakout Session
3:30 Closing Remarks
# Area Chairs

<table>
<thead>
<tr>
<th>Region 1E</th>
<th>USA</th>
<th>Hector Martinez-Perdomo</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region 1W</td>
<td>USA</td>
<td>Gualtiero Faustoferri</td>
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</tr>
<tr>
<td>Region 2</td>
<td>USA</td>
<td>Dave M. McCombe</td>
<td>7</td>
</tr>
<tr>
<td>Region 3</td>
<td>USA</td>
<td>James H. Beall</td>
<td>9</td>
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<td>Region 4</td>
<td>USA</td>
<td>Matthew A. Zimmer</td>
<td>5</td>
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<tr>
<td>Region 5</td>
<td>USA</td>
<td>Sunita Kulkarni</td>
<td>8</td>
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<tr>
<td>Region 6S</td>
<td>USA</td>
<td>William Ghattas</td>
<td>6</td>
</tr>
<tr>
<td>Region 6N</td>
<td>USA</td>
<td>Curt R. Eckberg</td>
<td>4</td>
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<tr>
<td>Region 7e</td>
<td>Canada</td>
<td>Erling C. Hesla</td>
<td>2</td>
</tr>
<tr>
<td>Region 7</td>
<td>Canada</td>
<td>Darin W. Hucul</td>
<td>2</td>
</tr>
<tr>
<td>Region 8</td>
<td>Eur/Mid/Afr</td>
<td>Moshe Harpaz</td>
<td>15</td>
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<tr>
<td>Region 8</td>
<td></td>
<td></td>
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<tr>
<td>Region 9N</td>
<td>Mexico etc</td>
<td>Hector Martinez-Perdomo</td>
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<tr>
<td>Region 9S</td>
<td>S/Cent Am</td>
<td>Edison R.C. da Silva</td>
<td>7</td>
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<tr>
<td>Region 10E</td>
<td>Hong Kong</td>
<td>Gilbert K.K. Li</td>
<td>6</td>
</tr>
<tr>
<td>Region 10W</td>
<td>India etc</td>
<td>C. Satish</td>
<td>9</td>
</tr>
</tbody>
</table>
IAS CMD Budget

- Chapters
  - Videos, Tutorials, Awards, Area Chairs etc.
  - Support, Awards, Office Supplies
  - Seed Money, Promotion, Regional Workshops
  - Travel Costs for Speakers, Web Site

- Membership
  - Drives, Marketing, Brochures, Advertising, Office Supplies, Fees & Expenses
CMD Budget

IEEE has been operating with deficit budgets to support major investment initiatives

- electronic services such as Xplore etc
- Income shortfall due to Stock Market
- Corporate reserves exhausted
- Results in reduction of society reserves

Recent changes have helped put back on better financial footing
CMD Budget

- IAS 2002 Budget reduced (twice)
  - Reduced by $80K from $345K to $265K
  - Chapters and Membership budget
    - reduced from $94.8K to $66K
      - nb CMD is large portion of total IAS budget 25-30%
- IAS 2003 Proposed Budget is $94.8K
<table>
<thead>
<tr>
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<tr>
<td>T.A. No ndahl, Treasurer</td>
<td>$58,505</td>
<td>$39,199</td>
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<td>$22,827</td>
<td>$21,134</td>
<td>$3,760</td>
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<td>$32,500</td>
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<td>Chapters Communication Comm.</td>
<td>$577</td>
<td>$0</td>
<td>$5,104</td>
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<td>Chapters Development Comm.</td>
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<td>$2,565</td>
<td>$16,500</td>
<td>$1,545</td>
<td>$7,500</td>
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<tr>
<td>Chapters Manual Comm. Electronic Publications Committee</td>
<td>$0</td>
<td>$0</td>
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<td>$500</td>
<td>$500</td>
<td>$500</td>
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<td>Distinguished Lecturer Comm.</td>
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<td>$4,428</td>
<td>$9,600</td>
<td>$4,492</td>
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<td>IAS Membership Comm. Myers/Smith (Membership)</td>
<td>$17,846</td>
<td>$11,072</td>
<td>$29,250</td>
<td>$26,242</td>
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<td>$0</td>
<td>$0</td>
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<td><strong>Budgeted</strong></td>
<td><strong>64470</strong></td>
<td><strong>74800</strong></td>
<td><strong>87120</strong></td>
<td></td>
<td></td>
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</tbody>
</table>
IAS Budgets

- Services to Members through Chapters and Membership are considered fundamental.
- Funding is generally strong.
- CMD typically under-spends.
- Chapters are encouraged to take advantage of every thing that is offered.
IAS Administration
Office

Mark Harris
The Administrative Office of the IEEE Industry Applications Society functions as a planner, facilitator and coordinator of IAS activities while providing logistical support.

It is the contact point for the Society.

The Office reports to and is accountable to the Executive Board, operating within the policies of the Executive Board. The office formally reports to the board at each Exec. Board meeting on its activities.
IAS Administration Office

- Specific functions are as follows:
  - IAS Archives
  - IEEE Headquarters Liaison
  - IAS Exec. Board Administration
  - IAS Organizational Records
  - IAS Office Telephone
  - IAS Member Support
  - IAS CD Product Support
IAS Administration Office

- Chapter Administration
  - Keep track of chapters and volunteers
  - Maintain chapter database
  - Email and mail communications

- Maintain stock of
  - Videos
  - Membership and Chapter materials etc
IAS Administration Office

- Bob and Lee Myers
  - 799 Beverly Glen
    Los Angeles,
    CA 90077-3101
  - 310 446 8370 (Voice)
  - 310 446 8390 (Fax)
  - Email: lee.myers@ieee.org
  - Email: bob.myers@ieee.org
Chapter Development

Topics

- Strategic Plan
- New Chapters
- Intersociety Initiative
- Chapters Promotion
## Strategic Plan

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Grow Chapters by 5%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Rescue Inactive Chapters</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Sections' Congress</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter Officer Training Video</td>
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<td>X</td>
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<tr>
<td>World Wide Advertising</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tbody>
</table>
Chapter Development

- Topics
  - Strategic Plan
  - New Chapters
  - Intersociety Initiative
  - Chapters Promotion
Grow Chapters by 5%

- 5% means 4-5 new chapters per year
- North America and Canada more stable membership and regional organization
- High membership growth in R8
- More chapters to meet existing needs in Sections
Identify Potential Chapters

- Analyze Section and Society membership data to locate:
  - Sections without IAS chapters that have enough members to support a chapter
    - 12 members minimum requirement
    - 25 members more realistic

- Sources:
  - Annual Report of the Secretary
  - SAMIEEE Society membership database
<table>
<thead>
<tr>
<th>New Chapters Last 5 Years</th>
<th>R1-7</th>
<th>R8</th>
<th>R9</th>
<th>R10</th>
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</thead>
<tbody>
<tr>
<td>1998</td>
<td></td>
<td>Germany</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1999</td>
<td></td>
<td>Benelux</td>
<td>Peru</td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td></td>
<td>Egypt</td>
<td>Croatia</td>
<td></td>
</tr>
<tr>
<td>2001</td>
<td></td>
<td>Norway</td>
<td>Saudi Arabia</td>
<td>Yugoslavia</td>
</tr>
<tr>
<td>2002</td>
<td></td>
<td>Macedonia</td>
<td></td>
<td>Singapore</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Central Indiana</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Denmark</td>
<td></td>
<td></td>
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# Regional Survey

<table>
<thead>
<tr>
<th>Region</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAS Members</td>
<td>892</td>
<td>1198</td>
<td>1253</td>
<td>1150</td>
<td>1174</td>
<td>1376</td>
<td>753</td>
<td>1554</td>
<td>724</td>
<td>1302</td>
</tr>
<tr>
<td>Sections</td>
<td>22</td>
<td>25</td>
<td>42</td>
<td>23</td>
<td>24</td>
<td>34</td>
<td>20</td>
<td>41</td>
<td>23</td>
<td>45</td>
</tr>
<tr>
<td>IAS Chapters</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>7</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>13</td>
<td>12</td>
<td>14</td>
</tr>
<tr>
<td>Potential Chapters</td>
<td>6</td>
<td>5</td>
<td>8</td>
<td>5</td>
<td>6</td>
<td>9</td>
<td>3</td>
<td>9</td>
<td>2</td>
<td>13</td>
</tr>
</tbody>
</table>

*Potential Chapters defined as Sections with more than 25 IAS members*
Chapter Development

- Topics
  - Strategic Plan
  - New Chapters
  - Intersociety Initiative
  - Chapters Promotion
Joint Chapters

- A joint chapter can provide
  - Critical mass to establishing technical outlet to serve membership
  - A means of strengthening chapters in times of stress
InterSociety Cooperation

- InterSociety joint chapter initiative between:
  - PELS (Power Electronics Society)
  - PES (Power Engineering Society)
  - IES (Industrial Electronics Society)
  - IAS (Industry Applications Society)
- To identify potential opportunities for joint chapters where each society membership is small
- To identify weak chapters that may benefit from becoming a joint chapter
Chapter Development

Topics
- Strategic Plan
- New Chapters
- Intersociety Initiative
- Chapters Promotion
Chapter Promotion

- Chapter promotion is a continuous activity
  - Newsletter articles
  - Direct mail to Society members
  - E-mail to Society members
  - Direct mail and E-mail to Section leadership
  - Direct contact with Section and Regional leadership
  - Distinguished Lecturer Tour offers to Sections
Chapter Promotion

- Sections Congress
Membership Development

Clayton Reid
Membership Development Chair
## Members Holding Society Memberships

<table>
<thead>
<tr>
<th>Society Memberships</th>
<th># of Members</th>
<th>Percent of All Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Society</td>
<td>144,215</td>
<td>38.2%</td>
</tr>
<tr>
<td>2 Societies</td>
<td>51,980</td>
<td>13.8%</td>
</tr>
<tr>
<td>3 – 9 Societies</td>
<td>31,944</td>
<td>8.5%</td>
</tr>
<tr>
<td>10-19 Societies</td>
<td>543</td>
<td>0.1%</td>
</tr>
<tr>
<td>20 – 36 Societies</td>
<td>62</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total w/Society Memb.</strong></td>
<td><strong>228,744</strong></td>
<td><strong>60.6%</strong></td>
</tr>
<tr>
<td>Without Society Memb.</td>
<td>148,599</td>
<td>39.4%</td>
</tr>
</tbody>
</table>
Long-Term Membership Trends

1965: 154.2
1975: 166.5
1985: 179.8
1995: 213.8
2002: 314.3
2002: 377.3

IEEE IAS Chapters & Membership Department Workshop 2002
### Membership Totals by Region

<table>
<thead>
<tr>
<th>Region</th>
<th>2002</th>
<th>2001</th>
<th>% Change</th>
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<tbody>
<tr>
<td>1</td>
<td>42,576</td>
<td>42,359</td>
<td>+0.5%</td>
</tr>
<tr>
<td>2</td>
<td>35,474</td>
<td>34,450</td>
<td>+0.4%</td>
</tr>
<tr>
<td>3</td>
<td>30,832</td>
<td>30,059</td>
<td>+2.6%</td>
</tr>
<tr>
<td>4</td>
<td>24,511</td>
<td>24,196</td>
<td>+1.3%</td>
</tr>
<tr>
<td>5</td>
<td>30,170</td>
<td>29,909</td>
<td>+0.9%</td>
</tr>
<tr>
<td>6</td>
<td>62,965</td>
<td>62,089</td>
<td>+1.4%</td>
</tr>
<tr>
<td>US</td>
<td>225,628</td>
<td>227,062</td>
<td>+1.2%</td>
</tr>
<tr>
<td>7</td>
<td>14,707</td>
<td>14,738</td>
<td>(-0.2)%</td>
</tr>
<tr>
<td>8</td>
<td>48,532</td>
<td>49,796</td>
<td>(-2.5)%</td>
</tr>
<tr>
<td>9</td>
<td>12,720</td>
<td>13,593</td>
<td>(-6.4)%</td>
</tr>
<tr>
<td>10</td>
<td>57,474</td>
<td>53,431</td>
<td>+7.6%</td>
</tr>
<tr>
<td>Non US</td>
<td>133,433</td>
<td>131,558</td>
<td>+1.4%</td>
</tr>
<tr>
<td>Total</td>
<td>377,342</td>
<td>366,135</td>
<td>+1.3%</td>
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IEEE IAS Chapters & Membership Department Workshop 2002
## Regional Percentages of Total Membership

<table>
<thead>
<tr>
<th>Region</th>
<th>% of Total 2002</th>
<th>% of Total 2001</th>
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<tbody>
<tr>
<td>1</td>
<td>13.2%</td>
<td>11.7%</td>
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<tr>
<td>2</td>
<td>10.6%</td>
<td>9.5%</td>
</tr>
<tr>
<td>3</td>
<td>8.9%</td>
<td>8.5%</td>
</tr>
<tr>
<td>4</td>
<td>7.1%</td>
<td>6.8%</td>
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<tr>
<td>5</td>
<td>8.9%</td>
<td>8.4%</td>
</tr>
<tr>
<td>6</td>
<td>19.3%</td>
<td>17.4%</td>
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<tr>
<td>US Subtotal</td>
<td>68.3%</td>
<td>62.4%</td>
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<tr>
<td>7</td>
<td>4.0%</td>
<td>4.2%</td>
</tr>
<tr>
<td>8</td>
<td>12.7%</td>
<td>14.0%</td>
</tr>
<tr>
<td>9</td>
<td>2.2%</td>
<td>3.9%</td>
</tr>
<tr>
<td>10</td>
<td>13.0%</td>
<td>15.4%</td>
</tr>
<tr>
<td>Non-US</td>
<td>31.7 %</td>
<td>37.6 %</td>
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</table>
IEEE Membership by Grade

- Member: 60.5%
- Associate: 13.6%
- Fellow: 1.5%
- Senior Member: 7.0%
- Student: 17.4%

69% Voting
31% Non-Voting
<table>
<thead>
<tr>
<th>Membership Total by Grade</th>
<th>2002</th>
<th>2001</th>
<th>Growth %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorary</td>
<td>20</td>
<td>20</td>
<td>+ 0.0%</td>
</tr>
<tr>
<td>Fellow</td>
<td>5,754</td>
<td>5,600</td>
<td>+ 2.8%</td>
</tr>
<tr>
<td>Sr Member</td>
<td>27,165</td>
<td>26,312</td>
<td>+ 3.2%</td>
</tr>
<tr>
<td>Member</td>
<td>217,329</td>
<td>219,087</td>
<td>(-0.8%)</td>
</tr>
<tr>
<td>Associate</td>
<td>44,479</td>
<td>44,431</td>
<td>+0.1%</td>
</tr>
<tr>
<td>Subtotal</td>
<td>294,927</td>
<td>295,450</td>
<td>(-0.01%)</td>
</tr>
<tr>
<td>Student</td>
<td>64,134</td>
<td>59,170</td>
<td>+8.7%</td>
</tr>
<tr>
<td>Total</td>
<td>359,061</td>
<td>354,620</td>
<td>+1.3%</td>
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## IEEE Student Membership

<table>
<thead>
<tr>
<th>Region</th>
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<th>2001 Total</th>
<th>Growth %</th>
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<tr>
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<td>3,377</td>
<td>2,961</td>
<td>14.0</td>
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<td>3,345</td>
<td>3,029</td>
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<td>3</td>
<td>4,360</td>
<td>3,651</td>
<td>19.4</td>
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<td>4</td>
<td>3,529</td>
<td>3,192</td>
<td>10.6</td>
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<td>5</td>
<td>3,859</td>
<td>3,498</td>
<td>10.3</td>
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<td>6</td>
<td>6,028</td>
<td>5,141</td>
<td>17.3</td>
</tr>
<tr>
<td>7</td>
<td>2,898</td>
<td>2,890</td>
<td>0.3</td>
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<tr>
<td>8</td>
<td>11,246</td>
<td>12,007</td>
<td>-6.3</td>
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<tr>
<td>9</td>
<td>6,383</td>
<td>7,141</td>
<td>-10.6</td>
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<tr>
<td>10</td>
<td>19,289</td>
<td>15,660</td>
<td>23.2</td>
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<tr>
<td>Total</td>
<td>64,314</td>
<td>59,170</td>
<td>8.7</td>
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1998 to 2001 Retention Rates

<table>
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<tr>
<th>Year</th>
<th>Higher Grade members</th>
<th>Student members</th>
<th>Overall</th>
</tr>
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<tbody>
<tr>
<td>1998</td>
<td>84.8%</td>
<td>50.0%</td>
<td>55.0%</td>
</tr>
<tr>
<td>1999</td>
<td>87.5%</td>
<td>55.0%</td>
<td>60.0%</td>
</tr>
<tr>
<td>2000</td>
<td>88.3%</td>
<td>60.0%</td>
<td>65.0%</td>
</tr>
<tr>
<td>2001</td>
<td>85.8%</td>
<td>65.0%</td>
<td>70.0%</td>
</tr>
</tbody>
</table>
IAS Membership Goals

- 3% Growth Each Year
- 1999 Actual: -4.7% (changed fee structure)
- 2001: -1.26%

FACT

- It Takes Approximately 1,600 New Members a Year to Maintain Zero Growth
Membership Statistics

Year | Members
--- | ---
92  | 11,395
93  | 11,199
94  | 11,143
95  | 12,122
96  | 12,514
97  | 12,937
98  | 12,793
99  | 12,185
00  | 11,581
01  | 11,382

IEEE IAS Chapters & Membership Department Workshop 2002
Senior Member Incentives

- Encourage Senior Member Applications
  - 10+ years active professional practice including at least 5 years significant performance, contributions and accomplishments in the profession
  - Requires 3 Senior Member or Fellow references
- IEEE sends $10 to Section for each new Senior Member
IAS Membership Survey

- Industry Applications Society conducted an extensive membership survey in 1999.
  - Over 2,400 members participated in the survey.
- The IAS Executive Board performed a preliminary evaluation of the survey results in December 2000.
- IAS Congress held in Portland, Oregon 2001
  - IEEE IAS Pulp & Paper Industry Conference
Attendees included representation from:

- IAS Administrator
- IAS Conference Coordinator
- IAS Magazine & Trans. Editors (2)
- IAS Executive Board Members (6)
- IAS Society Officers (5)
- IAS Operating Departments Chairs (4)
- IAS Staff Departments Chairs (6)
- IAS Technical Committees Chairs (16)
Two critical, strategic issues were the focus of this IAS Congress

- Attracting more "Graduates of the last decade" (GOLD) young engineers to become active in the IEEE IAS at both the Technical Committee level and at the Local Chapter/Section level.
- Providing a significant increase in continuing education opportunities (tutorial outreach ++++) focused on our industrial members.
IAS Congress - Results

- Restructure the Education Dept. to focus on tutorials with participation by each conference offering tutorials and on asynchronous continuing education

- To do market research for tutorials and continuing education - via Surveys at meetings P&PIC, PCIC and IAS Annual meeting
IAS Congress - Results

- To collect and organize past and future IAS tutorials on our IAS Website
- To set up monthly IAS member email message (on screen only) with hyperlinks
- To develop a mentoring program within IAS
- To develop technology-focused, regional workshops
Workshop 2001

During IAS 2001 a breakout session organized to discuss the concept of “IAS TECHNOLOGY-FOCUSED REGIONAL WORKSHOPS”

– Split into three groups to brainstorm the concept of regional workshops

– Plenty of ideas
  • Varied approaches

– Ideas collected here for consideration
Breakout Sessions

- Group 1
  - Regional Workshops are a good idea.
  - Funding would come from sponsorship, nominal fee and IAS support. The key here is to keep cost low to attract “younger” engineers and more than one engineer per company.
  - An alternative is to use the University facilities to keep costs low.
  - Take advantage of the Distinguished lecturer program to offer high quality presentations.
  - A challenge to overcome is the means for engineers to attend. Some IEEE regions are very large. There is an advantage for more concentrated areas.
  - One day is an ideal time frame. Two days may be good also depending on the topics.
Breakout Sessions

- Group 1 continued
- IEEE should present benefits of IEEE, Insurance, technical expertise, and awareness of graduated fee schedule for starting engineers.
- The program should have technical and non-technical topics.
- Subdivision of the chapter to accommodate special interests.
- Tutorials and seminars may be used to subsidize.
- The time of day would be determined on the local traditions and past successful time frames.
- These could attract new people. The information sessions could attract endorsement of supervisors and principals by informing them of IEEE advantages. The local student organizations should participate (no charge for students).
- Advertising should be done at colleges and universities.
Breakout Sessions

- Group 2
  - The regional workshop should focus on consultants.
  - Use the Distinguished Lecturer program and Regional Speaker program.
  - Markets differ in different parts of the country so workshop should be tailored to meet regional variations.
  - Weekends are preferred.
  - Presentation should not be a sales pitch. It should be generic in nature.
  - Serial presentations rather than parallel sessions would be preferred.
Group 3

- The regional workshops should include a variety of event schedules (some weekly, some monthly, and some on major events in the local area)
- Make the workshop a chapter activity.
- Cooperate with other societies.
- Present general topics so they will be of interest to everybody.
- Research the idea of a symposium.
- Attract people from industry. The color books are good topics to achieve industrial support.
- Use the distinguished lecturer program and regional speaker program. Invite color book specialists.
Chapters Workshop

15 Minute Break
IAS Mission Statement

- IAS is a world leader in the advancement of technology and dissemination of technical information to support professionals engaged in the applications of electrical and electronic engineering to industry.

- *Chapters and Membership Programs provide that “technical information dissemination”*
The IAS provides a number of products and services to support that objective

- Speaker Programs
  - IAS Distinguished Lecturer
  - IAS Regional Speaker Program
  - Intersociety Distinguished Lecturers
- Video Library
- Tutorials
- Regional Workshop Support
Products and Services

- The IAS provides a number of services to support chapters and membership
  - Chapter Workshop
  - Awards
  - Startup funds
  - Support funds for projects
  - Chapter Leadership Manual
Established in 1990
Six DLs elected to two-year terms. DLs must be IEEE Fellows
$12,000 annually (24 lectures)
How Program Works
– Society reimburses DL for travel up to $500 per lecture
– Chapter makes arrangements with DL
– Chapter/Section covers local expenses
2002 Distinguished Lecturers

2002/2003 IAS Distinguished Lecturers

The six DL's below will serve from 1 Jan 2002 through 31 Dec 2003.

DL's biographical and contact information
- Available on Web at IAS CMD site
- Brochure?
- or by sending blank email to
  - info.distlec.ia@ieee.org
Distinguished Lecturer

- Dr. Ajit K. Chattopadhyay
  - Cycloconverter-fed Drives: A Status of Review
  - Power Electronics—Past, Present and Future
  - High Power AC Drives-Recent Trends

- Dr. Alfio Consoli
  - Sensorless and Intelligent Control of AC Motor Drive Systems
Distinguished Lecturer

- Mr. Caio Ferreira
  - Electrical Starter Generators for Gas Turbine Applications
  - Power Electronics and Conditioners for Actuators
  - Electric Machines and Power for Aerospace Applications

- Dr. Ray Findlay
  - Losses in Electric Machines: Stray-Load Losses in Induction Machine
  - Bearing and Shaft Currents in Large Induction Motors
  - Modeling of Aluminum Conductor Steel-Reinforced (ACSR) for Overhead Transmission Line Systems
  - Engineering Leadership in Business World
Mr. Bruce McClung
– Electrical Safety Requirements

Dr. Muhammad Rashid
– Power Electronics: Devices, Converter Circuits, Topologies and Applications

Distinguished Lecturer
Inter-Society DL Program

- Allows IAS Chapters access to DLs from IES, PELS & PES (Societies with similar technical interests)

- How Program Works
  - DL expenses covered from sponsoring Society
  - Chapter makes arrangements with sponsoring Society DL Program Chair
    - www.ieee.org/organizations/tab/ciaoverview1.html
Intersociety Contacts

- IEEE Power Electronics Society
  - info.distlec.pel@ieee.org

- IEEE Power Engineering Society
  - info.distlec.pe@ieee.org

- IEEE Industrial Electronics Society
  - info.distlec.ie@ieee.org
Regional Speaker Program

- Provides access to quality presentations by knowledgeable regional speakers
- Regional Speaker can be a past DL or expert.
  - Doesn’t have to be from a specific list
- $4,500 annually (15 engagements)
- How Program Works
  - Society reimburses RS for travel up to $300 per lecture
  - Chapter makes arrangements with RS
  - Chapter/Section covers local expenses
Past IAS DL speakers

- 2000 2001
  - Dr. Tadashi Fukao (F’94) Bearingless Drive and Power Electronics
  - Dr. Don Koval (F’90) Industrial Power Systems Reliability
  - Dr. Russ Kerkman (F’98) High Frequency & Shaft Current in AC Drive
  - Dr. Ron Harley (F’92) Intelligent Control of AC Machines & Drive
  - Dr. Bob Lorenz (F’98) Sensorless and Advanced Control of Drives
  - Dr. Paolo Tenti (F’99) EMC Design Aspects and European Standard

- 1998 1999
  - Dr. Hirofumi Akagi (F’96) Power Electronics and Active Filters
  - Mr. Jim Cooper (F’94) Commercial Power System and Transformer
  - Dr. Mehrdad Ehsani (F’96) Switched Reluctance Motor and Converters
  - Dr. Mo El-Hawary (F’90) Advances - Power System Economic Dispatch
  - Dr. Donald Zipse (F’94) Lightning Protection Systems and Grounding
  - Dr. Daan Van Wyk (F’90) Industrial Power Quality & Power Electronics
Past IAS DL speakers

- 1996 1997
  - Dr. C.C. Chan (F’92) Electric Vehicles and Motor Drives
  - Dr. Gordon Slemon (F’75) Modeling of Machines and Transformers
  - Mr. Kao Chen (F’83-Deceased) Energy Efficiency and Power Quality
  - Mr. Ed Hammer (F’92) Energy Efficient Fluorescent Lighting
  - Dr. Joachim Holtz (F’93) Control of AC Machines and PWM System
  - Dr. Jose Jardini (F’90) Power System Automation and Protection

- 1994 1995
  - Dr. Tom Barton (F’78) AC Variable Speed Drives and Electronics
  - Dr. Bimal Bose ( F’89) Power Converters & Advanced AC Drives
  - Dr. Tom Jahns (F’93) AC Adjustable Speed Drives
  - Dr. Don Novotny (F’87) Electric Machine in Changing Environment
  - Dr. M. Ramamoorthy (F’88) Power Conditioner & Compensation System
  - Dr. William Shepherd (F’91) Puzzles in Power Electronics & harmonics
Past IAS DL speakers

- 1992 1993
  - Dr. Tom Lipo (F’87) Advances in Adjustable Speed Drives
  - Mr. Pete Morley (F’88) Mine Power Systems and Protection
  - Mr. Ion Inculet (F’78) Electrostatic Processes and Application
  - Dr. Michel Poloujadoff (F’82) Electric Machines and Deign Optimization
  - Dr. Koji Imai (F’86) Power Electronics in Innovation Age

- 1988 1991
  - Mr. Daniel Love (F’86) Protection of Industrial Power systems
  - Dr. William McMurray (F’80) Power Electronics-Inverters/Cycloconverters
  - Mr. Ray Stratford (F’82) Non-sinusoidal currents in power systems
Tutorial Outreach Program

- Allows IAS Chapters access to successful tutorials presented at an IAS conference

How Program Works
- Run by the IAS Education Dept
- Tutorials will be selected by Education Dept
- Up to $1,250 (each) will be reimbursed by IAS for up to two presenters to cover travel/materials
- Four on-site tutorials funded for 2001
Tutorial Support

- Provides seed money to chapters to assist with the development of chapter tutorial programs
- $500 per chapter tutorial
- How Program Works
  - Chapter requests funds from Chapters Dept
  - If the tutorial is successful the funds should be returned for other chapters’ use
TECHNOLOGY-FOCUSED REGIONAL WORKSHOPS

How Program Works

- Chapter(s)
  - present plan and budget
- CMD Provides
  - Financial help
  - Help with material
    - Tutorial, speakers etc
- Chapter(s) organize the event
Technical Video Library

- Provides chapters access to quality technical videos for use at IAS chapter technical meetings
- $1,000 annually (2 new titles)
- How Program Works
  - New titles added based on chapter requests
  - Videos loaned to chapters
  - VHS & PAL formats
  - List available on IAS CMD Website under “Programs”
Annual Chapters Workshop

- Full-day workshop for chapter chairs at the Society’s Annual Meeting
- $11,500 annually (20-25 chairs)
- How Program Works
  - Dept provides full registration to conference
  - Workshop covers programs & strategic plans
  - Provides forum for discussion
  - Workshop booklet provided
Chapters Newsletter

- Semi-annual newsletter
- How It Works
  - 4-6 page document providing information on chapter programs, news and department initiatives
  - E-mailed in PDF to chapter chairs
  - Mailed to those w/o e-mail
Chapters Leadership Manual

Darin Hucul
Vision Statement

To publish an IAS Chapter Leadership Manual that will help chapter executives around the world build, maintain and grow strong and healthy chapters that deliver timely, informative and professional programs to IAS members.
Goal

For all chapter leaders to have a current, accurate and easy-to-use reference manual.
Chapters Leadership Manual

- Published in November 2000
- Issued to all Chapter Chairs and Area Chairs
- Topics Include:
  - Operations
  - Sources of Help
  - Program Planning
  - Chapter Development
  - Contacts
  - Data
  - Forms
- Available through Chapters Department
- Available on the CMD Webpage
Contents

- Basic Chapter Operations
- Sources of Help
- Program Planning
- Chapter Development
- IAS CMD Contacts
- Useful IEEE E-mail and Web Sites
- Forms
Chapter 1 – Basic Chapter Operations

- Responsibilities
- Maintaining the Health of your Chapter
- Reporting to Section and Area
- Duties of Chapter Officers
- Setting Goals
- Meetings
- Membership
- Money
Chapter 2 – Sources of Help

– Money
– Certificates and Stationery
– Membership Information
– Membership Lists /Address Labels
– IEEE Contact List
– IAS Area Chair
Chapter 3 – Program Planning

- Building a Better Chapter
- The Bare Minimum
- Striving for Excellence
- Over the Top
- Planning the Program of Chapter Meetings
- Membership Activities
- Chapter Activities
Chapter 4 – Chapter Development

- Keeping a Chapter in Good Condition
- Chapter Executive Committee
- Election of Officers
- Finances
- Danger Signals
- Starting a New Chapter
- Restarting an Inactive Chapter
- Joint Chapters
- Awards Program
- IAS CHAPTERS & MEMBERSHIP DEPARTMENT CONTACTS
- Useful IEEE E-Mail Addresses / Web Sites
IEEE Chapter Support

- TAB Chapter Support
  - http://www.ieee.org/organizations/tab/ciaindex.html

- Rab Chapter Support
  - http://www.ieee.org/organizations/rab/scs/
IEEE Society Chapter Homepage

Society Chapters are your local link to the valuable resources available from the IEEE and the 36 IEEE Technical Societies.

IEEE Society Chapters - The Personal Side of Membership

- A Chapter is the technical subunit of one or more IEEE Sections.
- Society Chapters consist of members from one or more Societies who share technical interests.
- Chapter activities may include guest speakers, workshops and seminars as well as social functions.
- Chapters provide Society members with valuable opportunities to network at a local level enabling their personal and professional growth.

Featuring... Entity Web Hosting

The IEEE has space available on its computers for Chapter websites. You create and maintain your webpage and the IEEE will provide the hardware. For more information visit http://www.eesh.ieee.org
IEEE Chapter Support

IEEE Section Chapter Support

Section/Chapter Support staff provides assistance to the volunteers of IEEE's geographic units worldwide. If you want to order officer pins, review your bylaws, or have a question about your Section rebate, please get in touch with us. We're here to help.

IEEE Regional Activities Department
Section/Chapter Support
445 Hees Lane, PO Box 1331
Placentia, NJ 08865-1331
+1 732 562 5512 Voice
+1 732 463 9380 Fax
sec-chap-support@ieee.org

Bank Account Signature Authority Information

PAB/TAB Section Chapter Support Committee

IEEE IAS Chapters & Membership Department Workshop 2002
IAS Web Services

- IAS Home Page
- IAS Chapter and Membership Home Page
- IAS and IAS Joint Chapter Pages
  - Linked to CMD
- IEEE Web services
  - Volunteer help
  - Chapter Help
  - Web Help
Join the IAS discussion forum
Links to IAS Advertisers
Visitor number 00001

For further information on IEEE IAS, please contact IAS Administrative office: Robert Moore
Send Comments or Suggestions to: p.esieti@ieee.org
IEEE IAS membership directory is currently available online for IAS members ONLY.

Please enter your valid 9-digit IEEE membership number and press submit.
(For access you must be a member of IEEE and also a member/associate member of IAS)

Password: 
Submit  Clear

To become a member of IEEE-IAS, follow this link
Welcome to the IAS Chapters & Membership Department Web Site!

The Chapters & Membership Department exists to support chapters and offer any assistance you may need to run successful programs for your members. We appreciate any comments or suggestions from chapters on programs and services you would like to see from the Society.

Mark Harris
Chapters & Membership Department Chair
m.harris@ieee.org
Why a Chapter Web Site?

- Effective means of communication
- Single location with “most current” information
- Convenient reference for Chapter members.. and visitors
- Cost is minimal - just need to update regularly
  - Important to keep up to date
Items to Include

- Chapter activities and special events
- Chapter officer information with hyperlinks
- Society / Section affiliation
- On-line meeting registration
- Copy of Chapter newsletter (in PDF)
- Links to IAS CMD web site and Region web site
- Information regarding membership
IEEE EWH Services

Entity Web Hosting

- Free service available to IEEE chapters
- Register for service
- Entity responsible for data backup
- Provides template service and style guides
- FTP uploads

www.ewh.ieee.org
IEEE Entity Web Hosting

Available to Regions, Sections, Councils, Societies, Chapters and Student Branches.

This service is intended to meet the needs of IEEE entities who want to develop, create and maintain their own website on an IEEE host.

The general philosophy is that posting entities will be responsible for their content, its maintenance and its conformance to IEEE policy.

Entities are expected to choose a single webmaster who is skilled in managing web content. This webmaster will be the entity contact and the only one authorized to post content to the web site. The webmaster will be expected to work with IEEE staff to insure that site security measures are effective.

If you need assistance, please contact your Regional Electronic Communication Coordinator.

Register Now!
<table>
<thead>
<tr>
<th>Entity Web Hosting Tools</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CGI Repository</strong></td>
<td>A modest collection of CGI scripts.</td>
</tr>
<tr>
<td><strong>Javascript Repository</strong></td>
<td>A collection of javascripts.</td>
</tr>
<tr>
<td><strong>Web Counter</strong></td>
<td>Find out about implementing a web counter.</td>
</tr>
<tr>
<td><strong>Mailbox fillout form</strong></td>
<td>Create and use Web based fill out forms.</td>
</tr>
<tr>
<td><strong>Search EWH</strong></td>
<td>Search our site (<a href="http://www.ewh.ieee.org">www.ewh.ieee.org</a>).</td>
</tr>
<tr>
<td><strong>EWH Web Templates</strong></td>
<td>Create web pages with EWH Web templates.</td>
</tr>
<tr>
<td><strong>Private Directories</strong></td>
<td>Request private directories (<a href="http://www.ewh.ieee.org">www.ewh.ieee.org</a>).</td>
</tr>
<tr>
<td><strong>Web Calendar</strong></td>
<td>Request web calendar.</td>
</tr>
<tr>
<td></td>
<td>View a sample of the calendar.</td>
</tr>
<tr>
<td><strong>Personal Search Engine</strong></td>
<td>Get a search engine for your site.</td>
</tr>
<tr>
<td><strong>E-ConfTools</strong></td>
<td>Tools for on-line conferencing: IRC, Newsgroups, and calendars.</td>
</tr>
</tbody>
</table>
Welcome to the IEEE Jacksonville Chapter of the IEEE Power Engineering Society & Industry Applications Society

- About the Jacksonville Chapter
- IEEE Power Engineering Home page
- IEEE Jacksonville Section
- IEEE Industry Applications Home page
- Calendar
- IEEE Home page
- Substations of the First Coast Contest
- IEEE Membership

Welcome to the Chicago Section of the IEEE Industry Applications Society (IAS)

- Program Schedule
- 2001 Schedule
  - 3/14/02 Transients in Motor & Applications - Information
  - 3/26/02 Powering the West - Information
  - 4/1/02 IEEE Gordon Bell Award - Information
- 2002Schedule
  - 2/2/02 The Next Generation of Power Supplies - Information
  - 3/8/02 The New Power Supply - Information
  - 3/22/02 The Future of Power - Information

IEEE IAS Chapters & Membership Department Workshop 2002
RESPONSIBILITIES

- CMD officers help select and obtain
  - Technical Materials
  - Speakers
  - Seed Money
- Local chapter will
  - Plan and Prepare budget
  - Look after local arrangements
Outstanding Chapter Awards

Erling Hesla
Chapters Communications Chair
What Works for Awards?

- Good Service to Members
- Good Records and Reports
- Tutorials & Seminars
- Attendance at Annual Chapters Workshop
Chapter Awards

CMD Area Chairs solicit information from chapters twice yearly
- Officer data for record keeping
- Activity data for award assessment
- Four categories of awards
  - Large Chapter (>70 IAS members)
  - Small Chapter (<70 IAS members)
  - Large Joint Chapter
  - Small Joint Chapter
Who Excelled This Year?

- Small Chapter Award
  - Calumet Chapter, Region 4

- Small Joint Chapter Award
  - Gujarat Chapter, Region 10
Who Excelled This Year?

- Large Chapter Award
  Baltimore Chapter, USA

- Large Joint Chapter Award
  New York / Long Island Chapter, USA
Planning Successful

Chapter Meetings

Erling Hesla
Chapters Communications Chair
Definition #1

“A Chapter is a technical subunit of one or more Sections, or a Regional Council, constituted by a minimum of 12 members of a Society…. concerned to represent and fulfill the needs of the members and the missions of IEEE.”

-TAB Bylaws, Section T-1001
Definition #2

“A Chapter is a technically-oriented organizational unit... formed to promote the interests of Section Members in a specific technical area associated with one or more of the IEEE Societies.”

-TAB Operations Manual, Page 49
Definition #3

“(IEEE) purposes are: a) scientific and educational, directed towards the advancement of the theory and practice of electrical engineering, electronics, radio and allied branches of engineering... b) professional, directed towards the advancement of the standing of the members of the profession it serves.”

-IEEE Constitution, Article 1, Section 2
Dissemination Channels

Channels for technical information exchange:

- Publications
- Conferences / Meetings / Symposia...
- Chapters
Chapter Advantages

- Faster
- More informal
- More responsive
- Present new technologies
- WIP / incomplete ideas can be presented
- Directly involves the working/research people
- Can do tutorials, educational presentations
Chapter Advantages

- Can present non/marginally technical areas
- Can feed into Society, its technical publications and meetings

In summary

- Can respond quicker
- The bar is lower
- Be more flexible
Importance of Meetings

- One of the most visible and valuable ways in which a chapter serves its members
- Help achieve the goals of education and professional advancement
- Provide a uniform way to manage chapter business
- Maintain a healthy environment for membership retention and growth
Structure for Success

- Set up a committee to implement activities
  - The Chapter officers may not be enough
  - Someone must have the ultimate responsibility
- Spread the effort
  - Avoid getting spread to thin
  - Avoid burn-out
  - Get a variety of inputs / viewpoints
Structure for Success

- Periodic meetings/telecom to see how things are going
- Keep a record of past technical activities that gets passed on to new volunteers
  - Can be used to identify “hot” topics
  - Source of speakers for other chapters
Successful Meetings

Basics generally include:

- Selecting a subject and format
- Finding a good speaker
- Logistics: location and schedule
- Planning a social dimension
- Publicizing the meeting
- Reporting the meeting
Selecting Subject

- You usually have a good idea of the kinds of subjects that interest your chapter members
- Ask your members to submit suggestions
- Ask your IAS Chapters Area Chair
- Subject matter does not need to be limited to electrical engineering
Selecting Format

Seminar, tutorial, conference or lecture?
- Present diverse opinions on a current topic?
- Will members benefit most from the knowledge of several authorities or the expertise of a single individual?
- How much time do you have available?
Selecting a Good Speaker

- Survey recently published papers and contact authors of appropriate or interesting material
- Consult other Chapters or Area Chair
- Contact local colleges or universities
- Corporations in your area are another possible source of speakers
Logistics

Location

- Centrally located, conveniently accessible, with adequate parking
- If possible hold meetings at same location each time

Schedule

- Regular schedule (i.e. second Tuesday of every month)
Social Dimension

An element of socializing offers many benefits

- Likely to help keep attendance high
- Provides networking opportunities for members
- Allows time for speaker and attendees to interact
- Allows chapter officers opportunities to recruit new members and volunteers
Publicizing the Meeting

Easy and inexpensive ways to publicize:

- Bulletin boards
- Internal mail - colleges and large companies
- Newsletters
- Section Communications
- Direct mail
- Electronic mail
Reporting the Meeting

Done and not reported is NOT DONE!

- Report meeting to Section
  - Used for rebates from IEEE
  - Keeps chapter from being dissolved

- Report meeting to IAS Chapters Area Chair
  - Annual Chapter awards
  - Monitor health of Chapters
Chapter Technical Activities

- Seminar / Talk
  - Local technical work
  - Paper to be given at conference
  - Paper submitted or accepted for publication
  - Distinguished Lecturer
  - Pre-recorded talks (video)
  - Conference reviews
- Tours of local company or facilities
Chapter Technical Activities

- Demonstrations
  - Software / Internet
  - Designs
- Half or full day series of talks in a particular technical area
  - Tutorial, short course
  - Registration fee: minimal
  - Appropriate room, A/V, refreshments
- Workshop, Conference, Symposium...
Chapter Technical Activities

- Talks in other technical areas:
  - CAD tools
  - The Internet
  - New emerging technical areas
  - The past and future

- Non-technical talks:
  - Ethics
  - Entrepreneurial considerations
Ideas for Chapters

- Encourage members to identify “hot” topics and suggest speakers to address those topics
- List Chapter meetings on Section or Chapter’s web site
- Send meeting announcements via e-mail
- Develop Chapter mentoring program
Ideas for Chapters

- Have joint meetings among Chapters in related technologies or with related non-IEEE groups such as national societies
- Offer free admission to lunch/dinner meetings to members who bring prospective members
- Booths at college days to publicize IEEE (increase awareness at pre-college level)
Ideas for Chapters

- Encourage senior member applications from your membership (Section receives $10 for each new senior member)
- Publicize meetings to more than members
- Tutorials
TECHNOLOGY-FOCUSED REGIONAL WORKSHOPS

Where do we start?

(How do you eat an elephant?
One bite at a time and
Bring lots of friends)
WORKSHOP GOALS

- Develop technology-focused, regional workshops in a cost effective accessible format to members
  - Regional (minimum travel cost)
  - Affordable
- Technical information, tutorials of interest to local members
- Information about IEEE and IAS of interest to local members
RESPONSIBILITIES

- CMD officers help select and obtain
  - technical materials
  - speakers
  - seed money
  - helpful advice
RESPONSIBILITIES

- Local chapter(s) will
  - prepare budget
  - look after meeting room, accommodations
  - advertise locally
  - conduct meeting
  - obtain feedback
  - prepare closing report
TYPICAL AGENDA

Morning
- technical presentation
- break
- outline of IEEE financial programs
- technical program
- lunch and informal discussions
TYPICAL AGENDA

- Afternoon
  - outline relationship with sister societies
  - technical program
  - break
  - outline value of IEEE and IAS
  - technical program
  - open discussion, comments
PROSPECTIVE ATTENDEES

- IAS members and prospective members
- Sister Society members (IES, PELS, PES)
- Related societies (ISA, Professional Engineers, others)
Complete the first round in time to report and review at the IAS Annual Meeting in October, 2002
Summary

- Technical activities are vital to Chapters
- Put together a solid structure to implement the technical activities program
- Properly publicized, well-planned meetings will contribute to the personal and professional growth of Chapter members who attend and will help your Chapter grow
Volunteers and Chapter Leadership

Mark Harris/Erling Hesla
IEEE Sections Congress 1999

- Personal Leadership and Management Skills
  - John Reinert
    Past President IEEE-USA
    Past Director, Region 5

- How to be an Effective Chairman/Vice Chairman
  - Larry G. Nelson Sr.
    Chairman
    Worcester County Section

- Available on the IEEE web
Drucker on Leadership

- Leadership must be learned and can be learned
- Leadership personality, traits, style: they don’t exist
Drucker on Leadership

- A leader is someone who has followers
- An effective leader is someone whose followers do the right things
- Leaders are highly visible: Set examples
- Leadership is not rank, privileges, titles or money. It is responsibility
The Environment

Business is becoming more complex
- Faster changing, worldwide markets
- Businesses struggle to compete
- Shortened product life cycles
- More demanding customers

Organizations and individuals must be efficient, dynamic, and responsive to survive.
<table>
<thead>
<tr>
<th>The Workplace</th>
<th>Old</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>The work</td>
<td>Done by individuals within a department</td>
<td>Done by teams across departments and functions</td>
</tr>
<tr>
<td>Education</td>
<td>Finite</td>
<td>Continuous Learning</td>
</tr>
<tr>
<td>Job skills</td>
<td>Mostly static</td>
<td>Always changing</td>
</tr>
<tr>
<td>Career advancement</td>
<td>The career ladder</td>
<td>multiple strategies</td>
</tr>
<tr>
<td>Worker expectations</td>
<td>Security</td>
<td>Personal growth</td>
</tr>
<tr>
<td>Career management</td>
<td>Company directed</td>
<td>Individually owned and shared</td>
</tr>
</tbody>
</table>

Carl Wick, PERSPECTIVES, 1-98
Skills for Today’s Engineer

- A customer focus
- Teaming skills
- A process orientation
- Technical skills
- Professional skills
- Competency in key technologies
Professional Skills

- Listening skills
- Communication skills: written / oral
- Presentation techniques
- Negotiating skills
- Teamwork roles
- Project management knowledge
- Meeting management techniques
- Empathy
Leadership and Volunteers

- Volunteer work is leadership development
- Chapter and Section operations offer opportunities to develop leadership skills
- Volunteering helps to satisfy the need to contribute to a community
- Volunteering is an opportunity for mentoring to and being mentored to
- Not a program but an added benefit
People Skills

- IEEE is volunteer operated at the local levels
- You are not paying for services from your other section officers
- If you neglect them, they can quickly become disappointed and walk away
- Work with people and empower them
People Skills

- Compromise
- Find out what each individual wants
- Individuals will volunteer if they are allowed to do the things that they enjoy doing as well
- Give lots of praise, It's FREE
- A happy volunteer STAYS
Conflict Resolution

- Resolve conflicts
- Foster communications
- Avoid Alienation. If not careful, you may end up losing both volunteers
- Avoid dwelling on the negative
- Point out the positive aspects of each argument and guide towards a common solution.
Organization Skills

- Maintain a calendar
- Do not commit to every task
- Follow through on every commitment
Communication Skills

- Public speaking skills
- Listening
- Give attention to all that communicate with you.
- Reply to all messages
Communication Skills

- Write reports
- Write letters
- Write recommendations.
Listening Skills

- Pay attention
- Ask members questions
- Listen to the answers
- Determine exactly what is wanted
- Get the individual to open up
- Work with them and others to provide positive steps towards solving the problems.
Delegation Skills

- Do not try to do everything yourself
- Spread out work and responsibility
- Do not burn out your core group
Consistency

- Do not be inflexible
- Follow through on commitments
- Keeping the section running smoothly is a lot like raising children
- Correct mistakes as soon as possible
- Never deny mistakes
Consistency

- Set consistent goals, rules, and programs
- Establish global goals and continue to work towards them
- If you change course every day you will never reach your destination
- You may need corrections, that's OK
- Cancel the trip if required
Trust

- Trust those working with you
- Foster trust in them for you
- Lead by example.
- Follow up on projects
- Give support and help as needed.
- Do not micromanage every task
Have Fun

- Above all have fun
- Enjoy what you do
Chapter Experiences

- Activities
  - Meetings
  - Tutorials
- Volunteers
  - Recruitment
  - Young Members and Mentoring
- Finances
- Sections and cooperation
Chapter Experiences

Does the Society provide anything useful to the chapters?

What could the Society provide?