Secretary
Contents

• Overview
• Responsibilities
• Estimated Time Requirements
• L31 Reporting
• Resources
• Conclusion
Overview

• The Secretary acts as the gateway between the Chapter and the Section, having a leadership role in bringing the needs of the member to the Executive Committee. Part of the role involves having accountability and ownership of the records and correspondence of the Chapter including meeting records, reporting officer changes and submitting reports of committee activities.
Responsibilities

- Oversees Management of the Chapter: The principal responsibility of a Chapter Administrative Committee (AdCom) member is to oversee the management of the Chapter, and in so doing, serve the best interest of the IEEE and the Chapter.

- Prepare for, attend, and actively participate in all meeting of the Chapter AdCom. Exercise business judgment to act in what is reasonably believed to be in the best interest of the IEEE, its member and the general public and not on behalf of any individual, entity or interest group.

- Assist Chapter President and other officers in planning a master calendar of activities and meetings.

- Maintain records of Chapter Meetings. This includes recording the action/minutes of all Chapter meetings.

- Responsible for maintenance and/or storage of non financial Chapter documents (past officers, Chapter meeting minutes, presenters, contacts)

- Work with the Chapter President in developing meeting agendas.

- Ensure that Chapter AdCom meeting notices are distributed as needed.

- Maintain a roster of Chapter volunteers. Ensure that the listing of or any changes of officers are reported to IEEE MGA as soon as possible but no later than 31 January.
Responsibilities (cont.)

• Ensure that all Chapter meeting/activities are reported to IEEE MGA

• Responsible for maintaining and recommending revisions to the Chapter Operations manual, if applicable. Changes to the Chapter Operations Manual must be approved by the Chapter AdCom

• Provide recommendations in regards to suggested meeting locations and/or technical topics which assist in increasing Member Engagement. This requires familiarity with the Chapter member demographics.

• Be informed of the IEEE and its business, including its mission, services, policies and programs.

• Spend sufficient time and energy to be familiar with matters requiring the Chapter’s AdCom attention.

Responsibilities (cont.)

- Become familiar with IEEE Policies regarding funding sources, the appropriate use of IEEE funds, establishing bank accounts, contract administration, annual reporting requirements and insurance coverage.
- Provide leadership in the association's statement of vision, mission, and goals and the corresponding strategies, plans, and budgets to achieve them.
- Identify potential individuals to serve in this position at completion of your term of office. Act as mentor to successor and transfer records to the incoming Secretary.
- Exhibit highest standards of collaboration and collegiality.
Estimated Time Requirements

• Correspondence
  – As a Chapter officer, it is very important that you check your email messages on a regular basis.
    • 2-4 hours per week – This will vary depending on members and activities within the Chapter

• Meetings
  – 6 to 10 AdCom Meetings a Year
  – 6 to 10 Chapter Meetings a Year
    • These can be conducted at the same time
  – 1 Seminar a year
  – 1 Officer Training a year

• Reporting
  – 2-4 hours a month
• sites.ieee.org/vtools
  – Select vTools Meetings Reporting (L31)
  – Either Search for an previous Event (meeting) or Create a new event.
    • If you select a previous event, you can generate a new report that copies the
      information from the old report. This is much faster.
  – Select your Region (6), your section, and Organizational Unit: e.g. PES, IAS, ComSoc, etc.
  – Select a previous meeting as posted by your Chapter
    • Select “create from existing”
  – Fill in required fields.
  – You must file a minimum of 2 L31s per year to be considered an
    “Active” Chapter and to be eligible for a rebate from IEEE.
  – You should file reports for Chapter meetings, AdCom meetings, and Seminars.
Resources

- sites.ieee.org/vtools
  - vTools
    - Meeting reporting
    - Officer Reporting
    - Surveys
    - Officer Voting
    - Create Events (Chapter Meetings)

- ieee-elearning.org/CLE/course
  - Courses and resources on IEEE: positions, banking, structure, etc.

- www.ieee.org/concentration
  - CBR Banking, you don’t need this to be Secretary but it is good to know about.
  - You should also know your Chapter HOP number
Conclusion

• Summary
• Questions