

If you would like to contribute thoughts or articles please send them to

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Congratulations to Aidong Zhang

Please join the Buffalo Section in congratulating Dr. Zhang who has recently been elevated to the position of IEEE Fellow. Aidong Zhang is a full Professor in the Department of Computer Science and Engineering and the Principal Investigator and Program Director of the Buffalo Center for Biomedical Computing (BCBC). After receiving a Ph.D. in Computer Science from Purdue University in 1994, Zhang came to the University at Buffalo as Associate Professor.

She is the author of over one hundred research publications pertaining to her research in such areas as bioinformatics, geographic information systems, content-based image retrieval, distributed database systems, multimedia database systems, digital libraries, and database mining.

Since coming to UB, Zhang has received a number of very prestigious grants and awards for her work. She was the recipient of a National Science Foundation (NSF) "Early Career Development" (CAREER) award in 1998.

Selected on the basis of creative, career-development plans that effectively integrate research and education, the CAREER program recognizes and supports the early career-development activities of those teacher-scholars who are most likely to become the academic leaders of the 21st century.

In March of 2003, Zhang received a \$ 6 million NSF grant for bioinformatics research and in August 2003, she received a National Institutes of Health (NIH) grant to establish a pre-Center for Biomedical Computing.

Zhang received the SUNY Chancellor's Research Recognition award in 2002 and an "Exceptional Scholar" award from UB in April 200

http://ublib.buffalo.edu/libraries/units/archives/womens_work/bios/zhang.htm

IEEE Sections Congress

The Member and Geographic Activities (MGA) Board partnered with Region 7 and the Quebec Section in hosting Sections Congress 2008 in Quebec City, Quebec, Canada from September 19th to 22nd. This was the largest Sections Congress ever, including 1,072 attendees from 89 countries representing 293 Sections. Early feedback from the participants viewed Sections Congress as a tremendous success. We were overwhelmed by the enthusiasm and commitment to IEEE by the attendees.

Information that was presented at IEEE Sections Congress is available for your use as an IEEE Section officer at the IEEE SC08 website. If you are a new or continuing Section officer you should view the material available since they provide you with material you need to engage the member and promote IEEE locally.

* Core Track Training Material - The Core Training presentations explained the impetus for the MGA transition and provided a view of what MGA success will look like. MGA is about putting members first and at the center of IEEE. The guiding principles summarize it all: IEEE is the member and the member is IEEE. The MGA Board is a complete change from RAB and a shift in focus to the member. Sections are now part of an organization focused solely on the member and designed to inspire member's participation in IEEE. The stage is being set for MGA to be the primary touch point for IEEE members, engaging them throughout their careers and providing them with what they need, when they need it, to be successful in their profession. Section Chairs are being called to help support IEEE and act as the key point of contact for their members.

* Membership Breakout Sessions - The growth and nurturing of our 375,000+ members is a core value of IEEE. The material presented in this track focuses on how a member's relationship with IEEE can be enhanced through local engagement. Geographic unit leaders will be trained on the benefits of IEEE membership, and how to communicate and apply these benefits to the needs of members in their local area. Material presented also includes best practices for using the IEEE Membership Development tools, staff and volunteer network. Leveraging these resources will ultimately lead to significantly increased retention, recruitment and recovery of members at the local Section level.

* Section/Chapter Activities Breakout Sessions - The success of IEEE depends on the continued cooperation between geographic units at the local level. This material presented in this track focuses on how to promote and facilitate the delivery of technical, professional and educational material. Issues cover a broad range of topics such as learning how to leverage Standards; acknowledging contributions of members through awards and recognition; learning about new humanitarian projects supported by IEEE and its members; and working with students and student branches. Activities your Section can undertake to enhance its image and support IEEE are also discussed.

* Section Management Breakout Sessions - Running a successful Section requires having the tools and support to do the job. The material presented in this track provides information on obtaining support and resources from the IEEE organization and discusses best practices to follow. Several sessions address how to manage activities such as finances, conferences and affinity groups. Effective practices for planning successful meetings, volunteer recruitment and leadership development are also covered. New tools for supporting the volunteer administrative responsibilities will also be introduced.

* SC08 Recommendations - The highlight of every Sections Congress is when delegates develop and vote on recommendations that IEEE will address in order to best serve the needs of its members. The Top ten recommendations, as ranked by the primary Section Delegates, are available.

Multiphysics Simulation White Paper

Simulation in engineering and science aims for results that closely predict real-world behavior. In this paper, we trace the development of simulation technology in conjunction with advances in computer hardware and algorithms. To view this white paper, visit: <http://www.magnet10.com/ls.cfm?tid=2697554839&trk=yes&r=128055287&sid=5287372&m=611063&u=IEEENY&s=https://event.on2.com/eventRegistration/EventLobbyServlet?target=registration.jsp&eventid=112481&sessionid=1&key=7AAB4AA CD15132D1CE0D4DB8601632D7&sourcepage=register>

Slideshow: Meet the Universe's Ultimate Engineers

Prior to the release of Will Wright's epic game Spore, we asked our readers to use its Creature Creator function to design a specimen perfectly suited to be an engineer. Check out how we ranked the entries, and let us know in the comments which one is your favorite. View at: <http://www.magnet10.com/ls.cfm?tid=2697554839&trk=yes&r=128055287&sid=5287373&m=611063&u=IEEENY&s=http://spectrum.ieee.org/nov08/6985>

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Let the Games Begin

Organizers of the 2009 FIRST (For Inspiration and Recognition of Science and Technology) robotics competition in January are upgrading to 32-bit PowerPC-based embedded controllers. The move will enable more than 43 000 participating high school students to tackle tougher challenges than those of previous years. Read more at:

<http://www.magnet10.com/ls.cfm?tid=2697554839&trk=yes&r=128055287&sid=5287374&m=611063&u=IEEENY&s=http://www.spectrum.ieee.org/nov08/6912>

Playstation 3 Speeds Financial-Risk Calculation

One of the many things that have gone wrong on Wall Street this year has been the use and misuse of computational algorithms. The surviving financial firms, though, might get a little help from code produced for Cell, the processor behind Sony's PlayStation 3 as well as a number of IBM supercomputers. Read more at: <http://www.magnet10.com/ls.cfm?tid=2697554839&trk=yes&r=128055287&sid=5287375&m=611063&u=IEEENY&s=http://www.spectrum.ieee.org/nov08/6976>

Tech-Insider Webinar Series: Mobile WiMAX - Ready to Rumble

How will Mobile WiMAX develop as a device-based technology in the U.S.? How are chip suppliers and test gear companies responding to the rollout of

Mobile WiMAX? How will WiMAX help push the next generation of Internet-based communications devices? And what must service providers do to make Mobile WiMAX the success market analysts are projecting it to be? Learn answers to all these questions and more in IEEE's WiMAX webinar. Register Now:

<http://www.magnet10.com/ls.cfm?tid=2697554839&trk=yes&r=128055287&sid=5287376&m=611063&u=IEEENY&s=http://spectrum.ieee.org/webcast/6953>

For Those Without Hands, There's Air Guitar Hero

Researchers at Johns Hopkins have made Guitar Hero into a tool for amputees who are being fitted with the next generation of artificial arms. With a few electrodes and some very powerful algorithms, amputees can hit all the notes to "Hit Me With Your Best Shot" using only the electrical signals from their residual muscles. Read more at: <http://www.magnet10.com/ls.cfm?tid=2697554839&trk=yes&r=128055287&sid=5287377&m=611063&u=IEEENY&s=http://spectrum.ieee.org/nov08/6994>

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Trade secrets.

Just one of the Intellectual Property issues Phillips Lytle can help you with. Our attorneys have the diverse technical and engineering backgrounds to provide unique insight into all areas of the law, including trade secrets, patents, trademarks, copyrights, and IP litigation. To get in touch with our IP group, just call Mike Berchou at (716) 847-7078.



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Spectrum Podcast: Sun in A Bottle: Interview With Charles Seife

We've developed many ways of generating power, but all our current methods would be obsolete if we could tame the process that lights the sun: nuclear

fusion. Recently, we talked with Charles Seife about his new book, Sun in a Bottle, which details how the allure of limitless clean energy has driven many scientists to delusion. Listen Now: <http://www.magnet10.com/ls.cfm?tid=2697554839&trk=yes&r=128055287&sid=5287378&m=611063&u=IEEENY&s=http://spectrum.ieee.org/radio?date=06.10&segStart=3>

Energywise: Obama Promises Prompt And Aggressive Action On Climate

This week U.S. President-elect Barack Obama said he will proceed with the creation of a cap-and-trade carbon reduction program despite a slowdown in the economy. At the bipartisan Governors Climate Summit, Obama noted that climate change together with energy dependence threaten the country's national security. Read more and comment: http://www.magnet10.com/ls.cfm?tid=2697554839&trk=yes&r=128055287&sid=5287379&m=611063&u=IEEENY&s=http://blogs.spectrum.ieee.org/energywise/2008/11/19/obama_promises_prompt_and_aggr.html

The Risk Factor: Express Scripts Offers \$1 Million Reward for Info On Extortionist

An extortionist recently threatened the medical benefits manager Express Scripts with exposure of millions of its confidential patient records. In response, the firm said it "was establishing a reward totaling \$1 million for the person or persons who provide information resulting in the arrest and conviction of those responsible." Read more and comment:

http://www.magnet10.com/ls.cfm?tid=2697554839&trk=yes&r=128055287&sid=5287380&m=611063&u=IEEENY&s=http://blogs.spectrum.ieee.org/riskfactor/2008/11/as_i_noted_in_an.html

Tech Talk: New Top Supercomputers List

The good folks at top500 say Los Alamos National Lab's Roadrunner (which is among the most energy efficient because of its Cell processors) narrowly fended off a newcomer, Oak Ridge National Lab's Jaguar, which became only the second machine to top a petaflop. Read more and comment:

http://www.magnet10.com/ls.cfm?tid=2697554839&trk=yes&r=128055287&sid=5287381&m=611063&u=IEEENY&s=http://blogs.spectrum.ieee.org/tech_talk/2008/11/new_top_supercomputers_list.html

The Sandbox: What Recession? Games Boom.

All the bad news on Wall Street didn't stop Americans from shelling out on video games. NPD Group, the tech research firm that tracks game sales, just released a report that games generated a whopping US \$ 3 billion in October alone. Now that's a bull market.

Read more and comment: http://www.magnet10.com/ls.cfm?tid=2697554839&trk=yes&r=128055287&sid=5287383&m=611063&u=IEEEENY&s=http://blogs.spectrum.ieee.org/gizmos/2008/11/what_recession_games_boom.htm

Energywise

The conversion of energy from one form to another is at the heart of all economic activity, and the more important and faster growing a country is, the more imperative its energy needs. Read and Comment on IEEE Spectrum's blog on green cars, power, and climate. For more information: <http://www.magnet10.com/ls.cfm?tid=2697554839&trk=yes&r=128055287&sid=5287384&m=611063&u=IEEEENY&s=http://blogs.spectrum.ieee.org/energywise/>

New Initiatives to Highlight the Benefits of Society Membership

There are two new exciting initiatives set to launch in the near future that will highlight the benefits of Society Membership. The initiatives are working in concert with the start of the 2009 membership year and renewal billing cycle.

The first is a new "Featured Societies" web page that will highlight key benefits of IEEE Society membership. Visitors will have the opportunity to learn about upcoming events, read about a profiled member, view a list of publications, and join on-line. Three societies will be featured at a time, with the first three as Computer, Power & Energy and Power Electronics. This "Featured Society" page will be promoted throughout many IEEE web pages and newsletters in the coming months.

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The second initiative is a "Topic Invitation Letter". The letter allows societies to highlight the benefits of membership as they relate to a specific topic. The first topic is "Wireless Infrastructure" and the societies highlighting their benefits are Communications, Computer, and Signal Processing. The invitation will be sent to wireless industry professionals throughout the world. The content of the letter is an invitation from Vic Hayes, the 2007 IEEE Steinmetz Award Recipient to

come and learn about how being a member of an IEEE society allows them to be part of a community making valuable contributions to the wireless industry.

Roughly 53% of IEEE members belong to one or more of IEEE's 38 Societies. The goal of these initiatives is to not only educate new members, but also remind existing members of the essential elements of their society membership", says Ron Jensen, Chair, IEEE Strategic Planning Committee. We're optimistic that this will increase society membership across all fields of interest, and allow more opportunities for members to engage and further the core purpose of the IEEE.

Please download the Featured Society Presentation for use at your section and chapter meetings. Find the PowerPoint presentation in the right column, under "Recruitment Programs & Tools". Start the slide show and it will continuously play as people are coming into the meeting. Request that attendees consider the societies that are available to support them in their professional life.

For specific questions or to get involved, contact Ron Jensen.

IEEE Seeks Volunteers for Humanitarian Technology Challenge

The Humanitarian Technology Challenge (HTC) is a partnership between IEEE and the United Nations Foundation designed to bring together technical professionals and humanitarians to develop technological solutions for pressing challenges facing humanity.

A small number of IEEE members are needed to help shape the early stages of the program, working with humanitarians to further detail challenge definitions and outline a solution process. This is a unique opportunity for IEEE volunteers experienced in systems engineering to work directly with prominent humanitarian volunteers. The following initial challenges were identified by focus groups composed of representatives from ten humanitarian organizations:

- * Reliable Electricity - Availability of power for electronic devices
- * Data Connectivity of Rural District Health Offices -- Capability of exchanging data among remote field offices and central health facilities
- * Local Management and Tracking of Supply Distribution - Ensure that supplies are getting to the people that need them in order to maximize the impact of assistance
- * Incident Tracking - Determine locations and extent of medical problems in order to focus resources
- * Patient ID and Tie to Health Records - Maintain consistent patient records, including when patients visit different clinics and when they relocate.

IEEE volunteers should be experienced in the per week to the project. A conference call/webcast for early stage volunteers is scheduled to take place in late November, 2008. This will be followed by an in-person conference scheduled for the first quarter of 2009, where additional volunteers will be needed. For more information, visit the HTC Web site . Interested volunteers should contact Harold Tepper, IEEE HTC Project Manager.

2009 Officer Slate

At our November board (November 11, 2008) meeting the floor was opened for Nominations to serve as officers for the IEEE Buffalo section of the 2009 calendar year. The following candidates were nominated:

Chair: Thomas M. Heckmann
Vice-Chair: R. Kent Roberts
Secretary: Peter J. Capelli
Treasurer: Ashish Shah

Chapter Chairs:
Computer: Norman E. Schweitzer
Control Systems: Norman E. Schweitzer
Engineering Management: James R. Bates, PE
Microwave theory & Techniques and Antennas & Propagation: James J. Whalen, Ph.D.
Power Engineering: Christopher Mierzwa
Industrial Applications: Christopher Mierzwa
Communications: Sumita Mishra, Ph.D.

Membership Development: James R. Bates, PE

Student Activities: Jennifer L. Zirnheld, Ph.D.

To be a section officer you must be an IEEE member in good standing with the following Member, Senior Member or Fellow grade. The positions have the following job descriptions: Job Description for IEEE Section officer:

Job Description for SECTION CHAIR

The job of an IEEE Section Chair is to manage the operations of the Section in the best interest of the local members and to provide leadership, guidance and a sense of purpose for other Section volunteers.

The usual term of office for the position of Section Chair is one year. Term of office begins in January and continues through until the end of December. The time needed to fulfill this volunteer position is approximately 10 hours per week/month.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

application of technology to solve humanitarian issues and be willing to commit approximately two to four hours Within the first month or so of taking office, the following should be done:

Review IEEE and Section documents as they relate to Section and Chapter operations. These include the IEEE Constitution, IEEE Bylaws, IEEE Policy Manual, Member and Geographic Activities Board Operations Manual, (you can find links for these IEEE governance documents at www.ieee.org/officers.) and, if there is one, the Section Operations manual.

Identify appropriate volunteers for the Section's non-elected positions and present their appointments to the Executive Committee for review.

Establish annual Section goals, with the approval of the Executive Committee.

Ensure that all Section Officers, Committee Chairs, Chapter Chairs and Affinity Group Chairs are properly trained for their jobs (see www.ieee.org/officers).

Appoint a Nominating Committee. See Section Operations Manual or Section calendar for approximate date.

Ongoing tasks:

Preside at meetings of the Section and the Section Executive Committee (have an agenda and, if applicable, reports from your committee members).

Lead the Section to the attainment of goals established early in the year.

Operate the Section to maximize satisfaction of Section member needs with the resources available.

Develop and present plans for meeting members' needs to the Section Executive Committee for review.

Establish and support Chapters for Technical Societies having 12 or more interested members residing in the Section.

Establish and support Affinity Groups for those approved groups with 6 or more interested members residing in the Section.

Work with other Section Officers and the Section Committee Chairs to insure satisfactory performance.

Represent the Section at all IEEE gatherings.

Job Description VICE CHAIR

The primary function of an IEEE Section Vice Chair is to assist the Section Chair in managing the operations of the Section in the best interest of the local members and to provide leadership, guidance and a sense of purpose for other Section volunteers.

The usual term of office for the position of Section Vice Chair is one year. Term of office begins in January and continues through until the end of December. The time needed to fulfill this volunteer position is approximately 10 hours per week/month.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Review IEEE documents as they relate to Section and Chapter operations, including the IEEE Constitution, IEEE Bylaws, IEEE Policy Manual, Member and Geographic Activities Board Operations Manual. You can find links for these documents at www.ieee.org/officers. Doing this will give you a solid background regarding guidelines for Section activity and should be done within the first month of assuming office. Also review your Section's operations manual, if there is one.

Help establish Section goals with the approval of the Section Executive Committee. Support the Section in the attainment of goals set for the Section.

Track IEEE conference activity for your Unit's area through a periodic online search at www.ieee.org/conferencesearch.

Assist the Section Chair in operating the Section to maximize satisfaction of Section member needs with the resources available. For example:

"Help develop/review plans for Section and/or Chapter meetings of a Technical, Professional or Educational nature.

"Establish and support Chapters for Technical Societies having 12 or more interested members residing in the Section.

"Establish and support Affinity Groups for those approved groups with 6 or more interested members residing in the Section.

"Be aware that the Section should plan for at least one Social/Awards event for the year.

"Know what Student Branches are in your Section and see that the Section has plans to provide support for their activities.

"Find out what pre-college programs are available and which ones may be suitable for your area (www.ieee.org/eab)

Attend all Section Executive Committee meetings. In the absence of the Section Chair, preside at meetings of the Section and the Section Executive Committee (have an agenda and the reports from committee members, if applicable).

In the absence of the Section Chair, represent the Section at IEEE gatherings.

Assist and support the Chair as required / assigned.

Share your successes and communicate with other IEEE volunteers around the world. Join the Section/Chapter Volunteer Forum Virtual Community at https://www.ieeecommunities.org/section-chapter_vol.

Job Description

SECTION SECRETARY

The IEEE Section Secretary is an integral part of the Section's Executive Committee, with voting rights and privileges in making Section decisions. The Secretary manages the records and correspondence of the Section. Written summaries of the Section and Sub-unit activities provide an important record of events and decisions made throughout the year. The usual term of

office for the position of Section Secretary is one year. Term of office begins in January and continues through until the end of December. The time needed to fulfill this volunteer position is approximately 15 hours per week/month.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Review IEEE documents as they relate to Section activity, including IEEE Bylaws, Policy Manual, and MGA (Member and Geographic Activities Board) Operations Manual, 9. This should be done within the first month of assuming office. You can find links to these documents at www.ieee.org/officers.

Attend Section Executive Committee meetings.

Assist Section Chair and other officers in planning a master calendar of activities and meetings.

Maintain records of Section meetings:

"Record minutes of all Section meetings.

"Distribute agenda and meeting notices for all Section meetings.

"Obtain details regarding the best means of communication from the previous Secretary, the Section manual, or another experienced Section officer.

Report any changes of officers during the year as soon as possible, including those of subgroups such as Chapter and Affinity Groups, to the IEEE Regional Activities Department via the web at www.ieee.org/officer_report. NOTE: Other groups depend on your timely input (e.g.: Region officers, officers of other Sections, Society officers in the case of Chapters, etc.)

Submit meeting activity and officer reports to IEEE Regional Activities Department

"Be aware of deadlines (usually the 3rd week in February). Meeting and officer reports may be submitted as soon as the information becomes available throughout the year, but all should be complete by the deadline.

"Report all Section meetings using the proper form (www.ieee.org/L31)

"Ensure that all subunits have reported their activity

"Report election results, as soon as information is available, via the web at www.ieee.org/officer_report. (see "NOTE" on #5, above)

If the Section maintains a Section Operations manual, check to see that it is up to date. If necessary, make revisions and submit to the IEEE Section ExCom for review

Keep a file of capable and interested members for use in obtaining talent for Section jobs as required.

Maintain an adequate supply of stationary and other materials as required by the Section.

Share your successes and communicate with other IEEE volunteers around the world. Join the Section/Chapter Volunteer Forum Virtual Community at https://www.ieeecommunities.org/section-chapter_vol.

Job Description

SECTION TREASURER

IEEE is responsible for maintaining accurate and timely financial records for all its Units worldwide. Section Treasurers assist IEEE headquarters and the local Section in this effort by maintaining these records in appropriate formats. The Treasurer's activity is an important factor in helping the IEEE maintain its nonprofit tax-exempt status. In addition, the Section Treasurer is an integral part of the Section's Executive Committee, with voting rights and privileges in making Section decisions.

The usual term of office for the position of Section Treasurer is one year. Term of office begins in January and continues through until the end of December. The time needed to fulfill this volunteer position is approximately 10 hours per week/month.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Upon taking office, collect financial records from the outgoing Unit Treasurer.

Make sure bank accounts have as the authorized signatories: the current officers, and, where local laws and regulations permit, the IEEE Staff Director, Financial Services (By 31 January.)

Review IEEE documents as they relate to the position of Treasurer, including IEEE Bylaws, Policy Manual, and MGA (Member and Geographic Activities Board) Operations Manual, Section 9. You can find links for these documents at www.ieee.org/officers. Links for the Treasurers Handbook and the IEEE Finance Operations Manual can be found at www.ieee.org/geofinances. (By 31 January)

If a Finance Committee is in place, serve as Chair of that committee.

"Assemble volunteers to form a well-staffed Committee (By 31 January)

"Preside at meetings of this Committee.

Attend all meetings of the Section Executive Committee.

Oversee Section finances

"Prepare the annual budget for submission to the Section Executive Committee.

"Accurately maintain financial records for Section, presenting the check register(s) to the Section ExCom at least 2 times per year.

"Maintain bank accounts of Section funds and reconcile statements monthly.

"Make disbursements in accordance with the approved budget.

"Refer expenses outside the budget to the Section Chair for action.

"Insure that all Section expenditures and disbursements are made in accordance with IEEE policy.

Prepare financial reports

"Prepare periodic reports, as required, for the Section Chair, Section Executive Committee and Regional Director.

"Submit an annual report of financial activity to the IEEE Operations Center at year end, using the form L50

(www.ieee.org/scsreports). Provide follow-up as necessary to confirm that the report has been approved.

At term-end, transfer financial records to the incoming Treasurer and arrange for newly authorized signatures for each bank account.

Share your successes and communicate with other IEEE volunteers around the world. Join the Section/Chapter Volunteer Forum Virtual Community at https://www.ieeecommunities.org/section-chapter_vol

Job Description

TECHNICAL SOCIETY CHAPTER CHAIR

Chapter Chairs are an important part of the grassroots of IEEE leadership. The Chapter Chair is the principal managing officer of his/her Technical Society Chapter. Chapter affairs are administered according to the IEEE Member and Geographic Activities Board Operations Manual 9.6, direction from the specific national Society and the Section Executive Committee. Chapter Chairs have voting representation, either individually, or collectively, with other Chapters and Affinity Groups, on the Section Executive Committee.

The usual term of office for the position of Chapter Chair is one year. Term of office begins in January and continues through until the end of December. The time needed to fulfill this volunteer position is approximately 5 hours per week/month.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

You will need to identify members willing to volunteer to be part of the Chapter Executive Committee (your Section or Membership Chair may have some suggestions). Members with past experience would be very valuable.

"Contact committee members to set up a convenient time to meet

"Plan for several meetings in advance

"Determine goals for the year

"Delegate assignments to committee members

For background information, review IEEE documents as they relate to Chapters, including IEEE Bylaws, Policy Manual, and MGA (Member and Geographic Activities Board) Operations Manual, 9.6 (By 31 January after taking office). You can find links for these documents at www.ieee.org/officers.

Insure that all Chapter Officers and Committee Chairs are properly trained for their jobs.

If the Chapter has a web page, see that it has a webmaster and is kept up to date.

Preside at meetings of the Chapter and the Chapter Executive Committee. For Executive Committee meetings, have an agenda prepared to make sure everyone is doing what you expect of them. Send the agenda at least a week in advance so committee members can be prepared.

Operate the Chapter to maximize satisfaction of Chapter member. Work with the Chapter Executive committee to develop plans for Chapter activity.

Attend Section Executive Committee meetings regularly for information and/or action. Use your committee agenda and the reports from your committee members as basis for your report to the Section. If you need help or have problems, report it for action.

Utilize the appropriate Section communication vehicles - email ListServ, Web pages, newsletters - to make announcements for meetings, etc.

Insure satisfactory performance from the other Chapter Officers and the Chapter Committee Chairs.

Insure that all required Chapter financial reports are prepared and submitted to Section Treasurer at year end.

Use Web report form (www.ieee.org/L31) to submit Chapter Activity, copying the Section Secretary and, if appropriate, the Society Chapter Coordinator.

Represent the Chapter at all IEEE gatherings.

Transfer Chapter records to the new Chapter Chair at the end of the year.

Share your successes and communicate with other IEEE volunteers around the world. Join the Section/Chapter Volunteer Forum Virtual Community at https://www.ieeecommunities.org/section-chapter_vol.

Job Description

MEMBERSHIP DEVELOPMENT CHAIR

IEEE membership development efforts include the development, implementation and evaluation of programs intended to recruit new members, retain existing members and recover members who have allowed their membership to lapse. The IEEE Membership Development Committee leads this effort and relies on the contributions and volunteer work of the Region, Section and Society Membership Development officers. Visit the IEEE web site for more information, www.ieee.org/organizations/rab/md/. The usual term of office for the position of a Section Membership Chair is one year. Term of office begins in January and continues through until the end of December. The time needed to fulfill this volunteer position is approximately 10 hours per week/month.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

If you plan to have a committee, you will need to identify members willing to volunteer (your Section or Membership Chair may have some suggestions). Members with past experience would be very valuable.

"Contact committee members to set up a convenient time to meet

"Plan for several meetings in advance

"Determine goals for the year

"Delegate assignments to committee members

For background information, review IEEE documents as they relate to Membership Development, including IEEE Bylaws, Policy Manual, and RAB (Regional Activities Board) Operations Manual (By 31

January). You can find links for these documents at www.ieee.org/officers.

Maintain Section membership records

You may be asked to manage the Section membership database (SAMIEEE). Visit the IEEE web at www.ieee.org/organizations/vols/samieee/ for more information. If you have not used the new SAMIEEE program and need training, please register using the online form at the above site.

You will be asked to provide a regular membership status report with recommendations to the Section Executive Committee.

IEEE membership statistics and charts are available on the web at www.ieee.org/organizations/rab/md/mdresources.html.

For general information on the IEEE Membership Development web site, visit www.ieee.org/organizations/rab/md/keyurls.html

Provide analysis through Section membership records:

To identify membership problems and opportunities

To identify opportunities for recruitment of new members within the Section

To identify opportunities for member elevation within the Section.

Could include elevation of Associate to Member grade or Member to Senior Member grade. For information on the elevation process for member grades and the forms required, please visit www.ieee.org/organizations/rab/md/membershipforms.html

For a guide to reading IEEE Membership Statistical Reports, go to www.ieee.org/organizations/rab/md/mdresources.html

Coordinate Section membership exhibits

Coordinate membership exhibits for local conferences, including but not limited to use of IEEE Partnering Display Program (see www.ieee.org/organizations/rab/scs/prg/pubrel.htm).

Identify volunteers to staff booth, set up a staffing schedule with break periods

Submit requests as needed for membership development materials, including posters and applications, to IEEE Operations Center staff. For supplies and the request form, go to www.ieee.org/organizations/rab/md/mdresources.html.

Act as membership development resource within Section

Communicate regularly with the Regional Membership Development officer

Serve as resource to members seeking information on Senior Member elevations

Communicate regularly with GOLD (Graduates of the Last Decade) www.ieee.org/gold, student representatives, www.ieee.org/students, and Chapter

Chairs about membership recruitment and development opportunities within those groups.

Receive monthly mailings of Section membership statistics from IEEE Operations Center. For copies of the monthly (and archived) Membership Development Progress Report, see www.ieee.org/organizations/rab/md/mdprogrpt.html.

Provide all relevant records to successor at the end of term

IEEE provides a Membership Development Officer Resources site on the web at www.ieee.org/organizations/rab/md/mdresources.html.

Attend meetings. It may be appropriate that the Membership Development Chair attends and participates in the Section Executive Committee scheduled during the year. The Section Chair would advise if the attendance is required or requested and if any reports would be expected to be presented. For your activities, keep a log of activities you initiated, participated in, or organized to assist in developing reports. Also keep a communication log of who contacted you for information or membership reports and who you contacted for information or follow-up on a project.

Membership Initiatives. Each year there are IEEE initiative programs that can help recruit or retain membership in your section. Here are some that could have an impact in your area. For details, go to <http://www.ieee.org/organizations/rab/md/mdprograms.html>

Retention: Two-thirds of IEEE members that do not renew their membership in any given year are students and young professionals (GOLD). In talking to IEEE members in this group, the consensus was that this percentage can be substantially reduced through PERSONAL CONTACT from their IEEE colleagues. For more information on this program, visit www.ieee.org/organizations/rab/md/outreach.html.

Member-Get-A-Member (MGM) and Student-Get-A-Student (SGS) Programs. These campaigns encourage members to recruit their colleagues or fellow students to become IEEE members.

Senior Member Program. Becoming an IEEE Senior Member is a major achievement in a member's professional career. Find out how the Senior Member Program can benefit you, IEEE and your Section or Society. Visit www.ieee.org/organizations/rab/md/smprogram.html.

Nominate a Senior Member Initiative. The Nominate a Senior Member Initiative awards rebates to Sections and Societies for nominating candidates for elevation to Senior Member grade. The Senior Member Nomination Letter is an electronic document that is available for nominators to use and send to their prospective nominees. Visit the site for more information at www.ieee.org/organizations/rab/md/sminitiative.html.

Share your successes and communicate with other IEEE volunteers around the world. Join the

Section/Chapter Volunteer Forum Virtual Community at https://www.ieeecommunities.org/section-chapter_vol.

Job Description for IEEE Section officer STUDENT ACTIVITIES CHAIR

The Student Activities Chair helps Student Branches in a Section to maintain continuity, provides them resources for managing their activities, and ensures a steady contact with their Section. This role is important for maintaining Student Branch viability, to aid in student retention and to help in providing a source of volunteers for the Section when they graduate.

The usual term of office for the position of Affinity Group Chair is one year. Term of office begins in January and continues through until the end of December. The time needed to fulfill this volunteer position is approximately 10 hours per week/month.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Review IEEE documents as they relate to Students, including IEEE Bylaws, Policy Manual, and MGA (Member and Geographic Activities Board) Operations Manual (Sections 9.7 and 9.8), and for general information, the Student Concourse web site at www.ieee.org/students. (By 31 January)

Become familiar with IEEE Student Activities-related programs through contact with the Regional Student Activities Chair (RSAC), Regional Student Representative (RSR), and IEEE Student Services Staff (student-services@ieee.org).

Become familiar with the Student membership application process (visit the Student Concourse web site www.ieee.org/students/, and click on "Membership") and Student Branch Management (visit the Student Concourse web site www.ieee.org/students/ and click on "On Campus"). You will be asked questions. General IEEE membership information can be found at www.ieee.org/membership/.

With the approval of the Section Executive Committee, plan and execute training programs to address the needs and concerns of Student members and promote active involvement with IEEE after graduation.

Serve as liaison to Student Branch Counselors and Student Branch Chairs in the Section to maintain communication with the Section.

Be present at Student Branch activities, at least once a session for each Branch. This is important to build an effective link; they must see you.

Promote IEEE and/or Section Scholarships and grants.

Attend Section Meetings.

Provide a regular report to the Section Executive Committee about the status of Student Activities programs in the Section and in the geographic area.

If necessary, remind the Section that Sections receive a rebate for Student members (\$3 for each Student member).

Recommend candidates to the Section Awards & Recognition Committee.

Pass on to successor all relevant records of office at the end of term.

Share your successes and communicate with other IEEE volunteers around the world. Join the Section/Chapter Volunteer Forum Virtual Community at https://www.ieeecommunities.org/section-chapter_vol.

Job Hunting?

This is to serve as an announcement of slate but also a call for petition candidates. Petition must be signed by 1% of the Sections voting membership (but no more than 25 signatures shall be required). If you wish to submit a petition candidate petitions are due to sec.buffalo@ieee.org no later than December 24, 2008.

The IEEE Job Site, available exclusively to IEEE members, can help you locate career opportunities easily and confidentially. Just complete a profile of your qualifications and requirements, and you'll be notified via email when a suitable job becomes available. IEEE Job Site was named one of the top online recruitment sites by Weddle's Guide to Employment Web Sites. And top employers know that IEEE members are the most qualified electro technology and information-technology professionals in the world. Take a few minutes to register with the IEEE Job Site and check out your career options today! <http://www.ieee.org/jobs>

Advertise?

Would your company like to reach over 500 engineers and businesses with minimal effort and cost? Contact us by email: sec.buffalo@ieee.org or by U.S. mail at: Dr. J.L. Zirnheld, 312 Bonner Hall, Buffalo, NY 14260



IEEE

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