



QLD GOLD Affinity Group Elections

Requirement to hold Elections

This is being sent to you as a member of the IEEE GOLD and being registered as a member within Queensland.

The QLD GOLD Affinity Group is in accordance with IEEE bylaws holding elections for the IEEE GOLD Affinity Group QLD. In accordance with the recent changes, these positions will be for a two-year term with fresh elections to be held late in 2009 for the 2010-2011 office bearers.

The process will be as follows

Nominations are being called at this time and will close on **17th August, 2007**.

Elections will be held closing on the **27th October, 2007**

Who is eligible to hold office?

Any Queensland section member who is designated as a GOLD member i.e. graduated in the last 10 years may hold an elected office position in the GOLD Affinity Group.

Who is eligible to vote?

Any Queensland Section GOLD Member may vote for the executive positions in the GOLD Affinity Group.

Who may nominate?

Any voting member may submit a nomination, including a nomination for themselves. The nominating committee will check eligibility and willingness to serve and will select 2-3 candidates for each position. A person may be nominated for more than one section officer position but will not be selected as a candidate for more than one section officer position. Self nominations will be accepted.

Call for Nominations

The following positions have been declared vacant.

- **Affinity Group Chair**
- **Chapter Vice-Chair**

Please forward nominations to Robert Ellen rellen@ieee.org

Or post to

Robert Ellen

Site Services

PO Box 618

Beenleigh, QLD, 4207

For those not familiar with these roles the following information may assist

Job Description

Affinity Group CHAIR

SUMMARY OF DUTIES AND RESPONSIBILITIES

1. You will need to identify members willing to volunteer to be part of the AG 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
2. For background information, review IEEE documents as they relate to Affinity Groups, including [IEEE Bylaws](#), [Policy Manual](#), and [RAB \(Regional Activities Board\) Operations Manual](#), 9.9 (*By 31 January*). You can find links for these documents at www.ieee.org/officers.
3. Insure that all Affinity Group officers are properly trained for their jobs.
4. Preside at meetings of the AG and the AG 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.
5. Operate the AG to maximize satisfaction of AG member needs with the resources available. Work with the AG Executive committee to develop plans for activity.
6. 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.
7. Utilize appropriate Section communication vehicles – email ListServ, Web pages, newsletters - to make announcements for meetings, etc.
8. Insure satisfactory performance from the other AG Officers and the AG Committee Chairs.
9. Represent the Affinity Group at all IEEE gatherings.
10. Transfer Affinity Group records to the new Affinity Group 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

Further Information

If you require further information, please contact myself via email peter.mclarty@pameacs.com or telephone on 0402094238

Alternatively contact the QLD Nominating Committee Chair Robert Ellison for additional information at rellen@ieee.org

Peter McLarty
GOLD Affinity Group Chair QLD

**NOMINATION FORM FOR:
2007 IEEE GOLD AFFINITY GROUP QLD CHAIR & VICE CHAIR
2008-2009 ROSTER**

POSITION FOR WHICH RECOMMENDED: _____

(Please Identify Specific Office - see reverse side)

NAME OF NOMINEE: _____
(The nominee must be a IEEE GOLD Member)

MAILING ADDRESS:

TELE: _____

FAX: _____

E-MAIL: _____

COMMENTS BY NOMINATOR: Include an evaluation of the nominee's particular experience and performance record for this nomination and the special attributes which prompted this nomination (attach additional sheets if needed).

BIOGRAPHICAL SKETCH: Please attach a current biographical sketch of the nominee.

Is the nominee willing to serve in this IEEE Chapter office?: YES NO DON'T KNOW

NAME AND ADDRESS OF NOMINATOR:

DATE: _____

TELEPHONE: _____

E-MAIL: _____

RETURN FORM TO:

Robert Ellen
Site Services
PO Box 618
Beenleigh, QLD, 4207

rellen@ieee.org