

# IEEE Baltimore Section Leadership Workshop 2005

**Date:** Saturday 19 March 2005, 0830-1300 hrs

**Place:** Historical Electronics Musuem, Linthicum, MD

**Directions:** <http://www.hem-usa.org/>

**RSVP to Jeff Friedhoffer** [jafried@ieee.org](mailto:jafried@ieee.org), 410-997-5366

**Presentations: Projector / Power Point Slides (Speakers please bring, USB Drive, or CD or forward presentation by 17 March Jeff Friehdoffer (jafried@ieee.org))**

## Agenda:

- **Continental Breakfast and Networking** 8:30 - 8:50
  
- **Welcome** 8:50 Jeff Friedhoffer
  - Facilities, Introductions, Request advance questions
- 9:00 - 9:15 IEEE structure Jeff Friedhoffer
- 9:15 - 9:35 Officer Roles / Responsibilities Jeff Friedhoffer
  - What are the key responsibilities and expectations of chapter and section chairs, vice chairs, secretary and treasurer. Other roles to consider in a chapter.
- 9:35 - 10:00 Reporting Boris Gramatikov
  - What reports, What are the financial requirements for chapter and section reporting? How to submit the reports? When are reports due. Appropriate expenses.
- 10:00 - 10:15 Resources Jeff Friedhoffer
  - IEEE Information, Web sites, virtual communities, SAMIEE
- 10:15 - 10:30 Membership Development Vil Arafiles
  - Senior Member Elevation, Awards & Recognition, GOLD the new Fellow requirements
- 10:30 - 10:45 Break
- 10:45 - 11:00 Running an Effective Chapter Jeff Friedhoffer
  - Activities to build membership. Finding good speakers and topics to draw interest.
- 11:00 - 11:15 Student Chapters and Activities Jeff Friedhoffer
  - Working with Student chapters, developing interest, typical activities and science fairs ,paper contest, robot.
- 11:15 - 11:35 Region 2 Thom Tullia
  
- **Lunch and Networking** 11:35 - 1:00 PM