

Resources



Baltimore Section Officer Training

Jeff Friedhoffer

March 19, 2005 HEM

Websites

Timely and flexible source of information
(or getting there)

- Maintained by each Section
- Current Calendar of Events Easy to access

Section

- Baltimore www.ieee.org/baltimore
- NOVA ewh.ieee.org/r2/no_virginia/
- WS ewh.ieee.org/r2/washsec/
- eScanner ewh.ieee.org/r2/capitalarea/eSCANNER/

Region 2

- www.ieee.org/region2



Baltimore Section - Mozilla

File Edit View Go Bookmarks Tools Window Help

http://www.ewh.ieee.org/r2/baltimore/ Search

Home Bookmarks srch AT&T Baltcomsoc Cal Columbia IEEEBalti Karen&art MapQ NBCI Sciam Ver wash.post website Yelpg

Baltimore Section IEEE Virtual Communities... https://www...=wireframe IEEE Virtual Communities... IEEE Virtual Communities... IEEE Virtual Communit



About IEEE | Join IEEE | Search IEEE | IEEE Home

- [Bylaws](#)
- [Calendar](#)
- [Chapters: Technical](#)
- [Centennial](#)
- [Employment](#)
- [GOLD](#)
- [Information](#)
- [License Plates](#)
- [Local Events](#)
- [Newsletter](#)
- [Officers](#)
- [Professional Engineer](#)
- [Robot Challenge](#)
- [Secretary Guidelines](#)
- [Senior Membership Info](#)
- [New Senior Members](#)
- [Students Chapters](#)
- [Treasurer Guidelines](#)
- [Up Coming Meetings](#)

[2004 Section Officers](#)

The Baltimore Section



Section Meeting March 14, 2005

AGENDA

Meeting [Minutes](#)

LOCATION: (HEM) [Historic Electronics Museum](#) MAP
1745 W. Nursery Rd., Linthicum, MD (410) 765-2345

Technical Meetings 2004

See chapters

[LEOS March 23 Student Poster Contest at APL](#)

[COMSOC March 1 at HEM](#) **Building a Secure and Highly Available Network Infrastructure**

[Computer Society Organizational Meeting March 17 at HEM](#)

[ED/SSC March 22 GaN based FET at HEM](#)

IEEE Communities



IEEE-hosted tool for forums

- Many chapters and SIGs have them
- www.ieeecommunities.org/
- **Section-Chapter Volunteer Forum URL**
www.ieeecommunities.org/section-chapter_vol
- Need an IEEE “web account”

IEEE National Capital Area Virtual Community

- <https://www.ieeecommunities.org/nca>
- Must register to access
- Discussion groups, events, meeting minutes

IEEE Resources for Volunteers

RESOURCES for People Involved in Sections

TOP

Administration/Finance

- [Concentration Banking](#)
- [Financial Operations](#)
- [Order Certificates, Plaques, Banners](#)
- [New Officer Information](#)
- [RAB Operations Manual](#)
- [Required Reports](#)
- [Section Rebate](#)

Other

- [Chapters](#)
- [Entity Web Hosting\(EWH\)](#)
- [GOLD](#)
- [Interactive Web Meetings](#)
- [Public Relations Toolkit](#)
- [Region Pages](#)
- [Regional Activities](#)
- [Resources for Officers'](#)
- [SAMieee](#)
- [Section/Chapter Support](#)
- [Section Pages](#)
- [Sections Congress](#)
- [Volunteer Recruitment](#)

Membership

- [Membership](#)
- [Membership Development](#)
- [Promote Membership](#)

RESOURCES for People Involved in Chapters

TOP

Administration/Finance

- [Chapter Funding Guide](#)
- [Financial Operations](#)
- [Forming a Chapter](#)
- [New Officer Information](#)
- [Required Reporting](#)
- [Record Retention Guide](#)
- [Section/Chapter Home](#)

Membership

- [Chapter Development](#)
- [Forming a Chapter](#)
- [Membership Development](#)
- [Promote Membership](#)

Other

- [Interactive Web Meetings](#)
- [Public Relations Toolkit](#)
- [Societies](#)
- [Technical Activities Page](#)
- [Volunteer Recruitment](#)

Access from ieee.org, left side
Volunteer Resources



[Resources for Officers](#)

[Electronic Communications](#)

[Financial Resources](#)

[Helpful web links](#)

[New Officer Info](#)

[Newsletters](#)

[Officer Training](#)

[Publications, Guides, Handbooks](#)

[Reference Material](#)

[IEEE Governance Documents](#)

[IEEE Volunteer Resources](#)

[Section/Chapter Support Home Page](#)

>> Local Activities

IEEE Unit Officer Training

Administrative Training PowerPoint Presentations

To view: click on link.

To download: right click over link and "save target as" to location of your choice.

- [IEEE Section Management Orientation](#)
- [Financial Management](#)
- [Treasurer Training Program](#)
- [Recognition for IEEE Sections and Chapters](#)
- [Section Newsletters](#)
- [Educational Activity Resources](#)
- [How to Run an Effective Meeting](#)
- [IEEE Presentation Template](#)

More Information:

- [Officer Job Descriptions](#)
- [New Officer Information](#)
- [Forms for IEEE Officers](#)
- [Leadership Skills Training Program](#)
- [Brief Guidelines for Section Officers](#) (in MS Word format)
- [Chapter Chairs' Reference Guide](#) (in pdf format)

Pubs, Guides, Handbooks

Address <http://www.ieee.org/organizations/rab/scs/Resources/Publications.htm>



[IEEE HOME](#) [SEARCH IEEE](#) [SHOP](#) [WEB ACCOUNT](#) [CONTACT IEEE](#)

[Membership](#) [Publications](#) [Services](#) [Standards](#) [Conferences](#) [Careers/Jobs](#)

[Resources for Officers](#)

[Electronic Communications](#)

[Financial Resources](#)

[Helpful web links](#)

[New Officer Info](#)

[Newsletters](#)

[Officer Training](#)

[Publications, Guides,
Handbooks](#)

[Reference Material](#)

[IEEE Governance
Documents](#)

[IEEE Volunteer Resources](#)

[Section/Chapter Support
Home Page](#)

» [Local Activities](#)

Publications, Guides, Handbooks

There are a number of sources available to provide ideas, guidance and resource information to volunteer officers. In addition to the the links to the guides and manuals, check out our

newsletters:

[SCOOP](#) - for Section Chairs

[Chapter Briefs](#) - for Chapter officers

GUIDES, MANUALS, HANDBOOKS:

[Chapter Chairs' Reference Guide](#)

[Chapter Funding Guide](#)

[How to Hold Successful Meetings](#)

[Presentation Guide](#)

[Program Resources Guide](#)

[Public Relations Toolkit](#)

[Rejuvenation Strategies for Units](#)

[RAB Awards & Recognition Manual](#)

[RAB Operations Manual](#)

[TAB Conferences Manual](#)

[Treasurers' Handbook](#)

[Volunteer Recruitment Toolkit](#)



>> Local Activities

Section/Chapter Rejuvenation Strategies - some suggestions

[Metrics](#)

[Strategies for Rejuvenation](#)

[Next Steps](#)

[Intervention Strategies](#)

[Section Formation/Section Dissolution Process Flow](#)

[Chapter Formation/Chapter Dissolution Process Flow](#)

[Rejuvenation Home](#)

[Section/Chapter Support Home Page](#)

[SAMIEEE](#)

[Executive Committee](#)

[Section Executive Committee Meetings](#)

[Succession of Officers](#)

[Joint Activities](#)

[GOLD](#)

[Region Committee](#)

[Site Visit](#)

[Section Support Via Regions](#)

[Volunteer Candidates](#)

[Volunteer Recruitment](#)

[TAB Colloquia](#)

[Technical Conferences](#)

[Program Resources Guide](#)

[Newsletter](#)

[Meeting Organization](#)

[Meeting Content](#)

[Councils/Areas](#)

[Joint Chapters](#)

[Merging with Another Unit](#)

[Advisory Committee](#)


[Society Support for Chapters](#)

[Society/Region Chapter Coordinators](#)

[Cooperation between Sections](#)

Electronic Communications

Address http://www.ieee.org/organizations/rab/scs/Resources/Electronic_Communications.htm

 [IEEE HOME](#) [SEARCH IEEE](#) [SHOP](#) [WEB ACCOUNT](#) [CONTACT IEEE](#)

[Membership](#) [Publications](#) [Services](#) [Standards](#) [Conferences](#) [Careers/Jobs](#)

[Resources for Officers](#)

[Electronic Communications](#)

[Financial Resources](#)

[Helpful web links](#)

[New Officer Info](#)

[Newsletters](#)

[Officer Training](#)

[Publications, Guides, Handbooks](#)

[Reference Material](#)

[IEEE Governance Documents](#)

[IEEE Volunteer Resources](#)

[Section/Chapter Support Home Page](#)


>> Local Activities

Section Electronic Communications

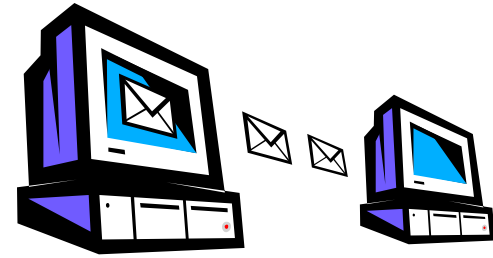
Resources for your electronic communications needs.

- For information about obtaining an IEEE alias and setting up email mailing lists, go to [Email Aliases & Lists](#).
- To create your web page with Entity Web Hosting and link to the IEEE site, go to [Entity Web Hosting](#).
- For Section Access to Membership Information (from the IEEE membership database), see [SAMIEEE](#).
- For help maintaining your Section's email distribution list for newsletters or meeting announcements, go to the [e-Notice web page](#).
- Need some ideas? Here are the [Top 10 Items Every Section Should Have on Their Web Page](#) and [Additional Items for Every Section's Web Page](#).

Web site Alias
www.ieee.org/portal/pages/web/developers/aliasregistration.html



Email



Local Contact lists - moderated

- baltimore-section- excom baltimore-section@listserv.ieee.org
- baltimore-section-chairs baltimore-section-chairs@listserv.ieee.org
- baltimore-section-secretaries baltimore-section-secretaries@listserv.ieee.org
- baltimore-section-treasurers baltimore-section-treasurers@listserv.ieee.org
- baltimore-section-leaders Baltimore-Section-Leaders@listserv.ieee.org

Follow the rules – no spam, don't overuse

Don't Reply All – ever!

SAMIEEE

SAMIEEE = Section Access to Membership Information

- **Web based**
- **Automatic access for volunteers**
- **Training available**
- **Membership data “refreshed” every Monday**
- **Pre-set reports**

Contact Helen Shiminsky, samieee@ieee.org,

+1 732 563 5517

www.ieee.org/samieee

- [Access Traditional SAMIEEE](#)
- [Terms of Condition and Use](#)
- [Training](#)
[register/slides/survey](#)
- [System / Browser Requirements](#)
- [Login Questions or Problems](#)
- [User Guide](#)
- [Reference Materials](#)
- [IEEE e-Notice](#)
Electronic Newsletter Project
- [Report Data Corrections to IEEE](#)

>> Volunteer Resources

SAMIEEE


The new version of SAMIEEE is a web enabled query tool that allows ad-hoc querying, reporting and downloading of IEEE's membership data.

Access to this system is limited to registered users (similar to the registered SAMIEEE user) and automatic access for many [volunteer positions](#).

All users must have an [IEEE Web Account](#).

Data available is based on OU and volunteer position. Example: A Section chair will automatically have access to all Section members. A Society Presidents will have access to all members of that Society.

The data is updated weekly, pulled directly from the IEEE's membership database, reflecting the most current information made available by members.



By clicking 'Begin' you agree to accept the [terms of condition and use](#)

<< [Begin](#) >>

If you would like to contact the IEEE Webmaster, email to webmaster@ieee.org
© Copyright 2003, IEEE. [Terms & Conditions](#). [Privacy & Security](#).
(samieee@ieee.org)
URL: <http://www.ieee.org/samieee>
(Modified:)