

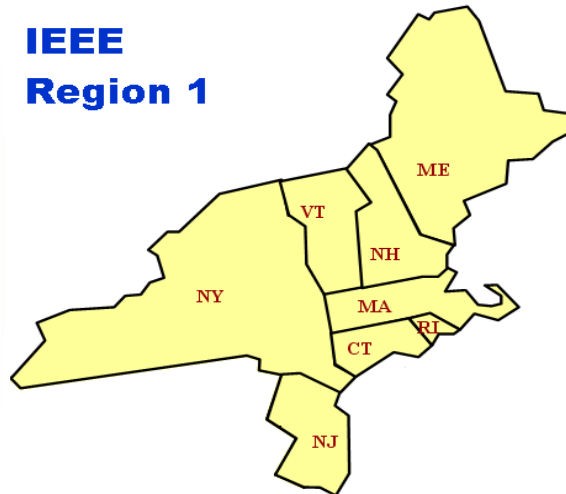
IEEE REGION-1 Summer Training Workshop
August 2009 – Springfield, MA

Engaging Chapter Chairs at the Section Level

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Region-1 Chapters Coordinator



IEEE
Region 1

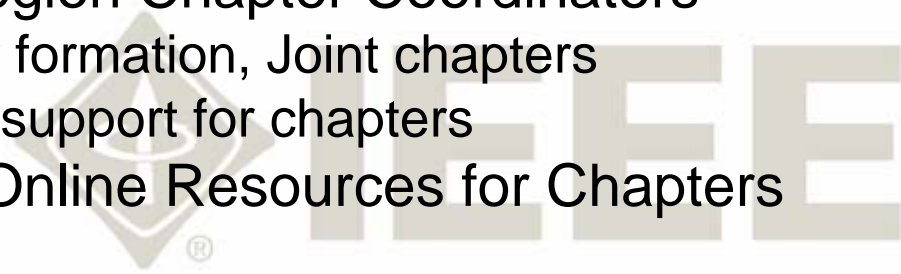


Speaker's Bio

- Student member'96, Member'04, Senior Member'07
- DVP-chair, IT Society, Waterloo Section (2002-4)
- COM/CS Joint Founding Chapter Chair, Maine (2005-7)
- COM/CS Treasurer, Maine Chapter(2005-present)
- Region-1 Student Conference Chair, 2006
- Maine Section Secretary (2006), Vice-chair (2007), Chair (2008)
- Technical Program Committees in 2009:
 - IEEE GCC (Kuwait), IWCMC (Germany), CWIT (Canada), WTS (Czech Rep.)
- IEEE Awards:
 - Regional Activities Board Friend of IEEE Award, 2006
 - Best North American COMSOC Chapter Chair, 2007

Overview

- Chapter Section Relationship
- How to find volunteers and keep them?
- Forming an strong executive committee
- Funding
- Engaging Chapter Chairs
 - Joint Activities
 - Site Visits
 - Technical conferences
 - Newsletter
- Society/Region Chapter Coordinators
 - Chapter formation, Joint chapters
 - Society support for chapters
- Region 1 Online Resources for Chapters



Find Volunteers

- SAMIEEE (Section Access to Membership Information)
- The data includes the name, address, telephone and email address of all members, as well as identifying their Society membership. In addition, volunteers who have held office, including students, are also identified with a "flag" on the member record.
- By utilizing the "filter" capability on the database, one can identify those individuals who have been involved with Section or Chapter activities in the past, and might be willing to do so again. SAMIEEE can also be used to identify any member new to your unit. Reach out to that new Section or Chapter member to invite them to be involved, and follow up with a phone call.

Volunteers

- Utilize SAMIEEE data to identify recently elevated Senior Members, and members who have recently moved into the area. A phone call or a short note reaching out to those individuals can sometimes bring an energetic and enthusiastic worker into the fold.
- It is also possible to check to see if there are any IEEE Award recipients, or recipients of awards from the IEEE major boards (MGA, TAB, EAB, IEEE-USA, etc.), by contacting those entities.
- Another resource is to check for authors from the Section or Chapter in recent publications, including transactions, as well as conference contacts. For more information, check the Organizations web site.

Keep Volunteers

- Most Sections and Chapters have at least four officers: Chair, Vice Chair, Secretary, and Treasurer. For many units, this allows for built-in succession. Each year, one new officer is identified and becomes (for example) the Secretary. Each of the remaining officers move up.
- This enables sharing of the responsibility, and bringing in new volunteers. It should be noted that while this is an effective mechanism for managing the unit, it should always be accomplished within the structure of the officer election process.

Executive Committee

- The make-up of an Executive Committee is important.
 - Does it reflect the membership of the Section or Chapter?
 - Does it consist of individuals from academia, industry, government, consulting enterprises?
- Recruiting Executive Committee volunteers from a variety of backgrounds will add strength and broaden the scope of the committee's work.
- In addition, consider what type of offices should be created for the unit.
 - Will the usual positions of Chair, Vice Chair, Secretary, and Treasurer suffice?
 - would "special officers" such as a Vice Chair for Chapter Operations, and a Vice Chair of Section Operations provide more depth?

Executive Committee Meetings

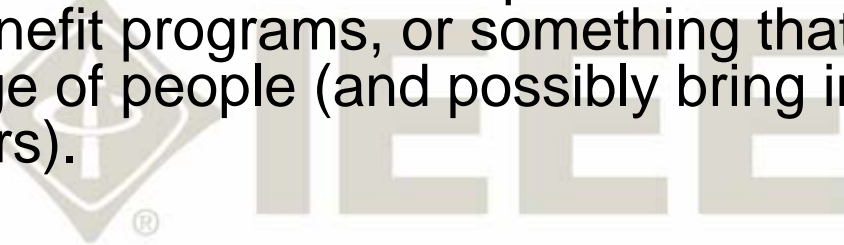
- Section ExCom meetings are an excellent opportunity to share ideas and information. If there are a number of Chapters, it can be difficult to get all the necessary reporting done in one evening meeting.
- In order to take full advantage of the assembled individuals, consider a "best practice" from the UK & Republic of Ireland Section:
 - periodically schedule a full-day meeting of the ExCom, and allow the morning for the exclusive purpose of Chapter Chairs sharing their experiences, expressing concerns, etc.
 - Written reports can be required to supplement the informal sharing that takes place.
 - To minimize the cost of face-to-face meetings, electronic meetings can be an inexpensive alternative.

Meeting Organization

- Find a good location for the meetings, where the gathering will always be welcome.
- It is tough enough for people to find a meeting, much less look for it in a new location every month.
- In addition, find a location with adequate parking and easy access.
- Try to have a regular schedule for meetings (the second Tuesday of every month, for example).
- It may be ambitious to consider, but if possible, schedule meetings for the entire year to come, and post that information on the web site (if there is one), or in newsletters, or e-mails.
- If possible, try to have a lunch/dinner meeting and get a local company or even section sponsor the food cost at least partially

Meeting Content

- Who is the audience?
- Are there Society members in the Section who have not yet been organized into a Chapter?
- Contact some of those Society members about having a technical meeting.
- Take advantage of the Distinguished Lecturers Program or contact a nearby Chapter or Section to see if they have invited someone for an upcoming meeting – maybe the unit can meet on the following night, and use the same speaker.
- If a general Section meeting is being organized, consider something geared more toward professional activities, i.e., ethics, or benefit programs, or something that would appeal to a broad range of people (and possibly bring in some guests or new members).



Funding

- An inactive chapter may be inactive due to the lack of funds to communicate with their membership (for printing, labels, mailing, etc.) or hold events
- Section financial support for chapters is an effective tool to engage chapter chairs
- Support decision may be based on past activities or plans for next year events
- What if your section has a tight budget?
- Funds are set aside annually by the Member and Geographic Activities Board for the support of Sections through requests submitted by the Region Directors.

Engaging Chapter Chairs (1/4)

Joint Activities

- Low attendance at meetings can be discouraging.
- Consider joint activities with your Chapters and Sections, and other organizations of similar interest in the same geographic area.



Engaging Chapter Chairs (2/4)

Site Visit

- A visit from the Region Director or a designated representative would excite members and volunteers
- Consider inviting the following officers:
 - Region director
 - Area chairs
 - Other Section chairs
 - Society president or distinguished speakers
 - Your senators or representatives

Engaging Chapter Chairs (3/4)

Technical Conferences

- Keeping in touch with the Society, Region, or Section, as appropriate, can often provide valuable information about Technical Conferences coming to the area.
- Participating in a Technical Conference, or jointly sponsoring such a conference, can be a boost to a unit activity, and may help recruit volunteers.

Engaging Chapter Chairs (4/4)

Newsletter

- Chapter newsletter:
 - Upcoming meetings
 - Past event reports
 - Survey members
- Section newsletter:
 - Chapter activities
 - Section activities
- Region newsletter



Society/Region Chapter Coordinator

- New chapter formation
- If forming a Chapter is impossible because there isn't enough membership from one Society to sustain a Chapter, it is possible to form a joint Chapter, made up of either the members of two or more Societies, or of two contiguous Sections.



Society Support for Chapters

- Many Societies provide financial support to their Chapters; e.g. COMSOC \$1K/Yr
- Some Societies endeavor to bring their many Chapter Chairs together periodically to discuss common problems and solutions, and to share ideas and experiences.
- A "Chapters Congress" is a very worthwhile activity; e.g. COMSOC RCCC

Region-1 Online Resources for Chapters

- Listserv: R1chapters@ieee.org (115 members)
- R1Chapters Website: www.ieee.org/r1chapters
 - Societies
 - Training resources
 - Calendar and more
- IEEE Online Communities: R1 Chapters
- Encourage your chapter chairs to **JOIN!**

Discussions



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