

1.0 About This Document

1.1 Overview & Objective

This Operations and Procedures Manual of Region I IEEE is intended as a working document for Region Officers, Regional Committee Members, Standing Committees, Section Chairpersons, and other Regional Entities. It specifies the relevant functions, composition and administrative guidelines and procedures for Region 1.

To this end, the Manual objectives are to:

1. Describe the IEEE organization as it relates to the Region.
2. Describe the Region’s organization and the interrelation of each regional entity.
3. Identify the elements of the IEEE Constitution, Bylaws and Policies and Procedures which relate to Regional activities.
4. Define the objectives, responsibilities and procedures for:
 - a. Members of the Board of Governors, (BoG)
 - b. Members of the Region Executive Committee
 - c. Standing Committees and their Chairs
 - d. Other units within the Region

This Operations Manual has evolved from the efforts of the Ad Hoc O&P committee and feedback from the various Regional officers and committees. The document is written in a format that provides general information separately from specific operating procedures for each element of the Region. This feature allows for updating of each section as required. A calendar of activities has also been provided as a guide to allow the Regional Committee sufficient notification of upcoming events.

1.2 Applicability

The Region 1 Operations Manual applies to the Region 1 Board of Governors, the Region 1 Executive Committee, the Region 1 Assembly, the Region 1 Officers, and the Region 1 Committee Chairs.

1.3 Approver(s)

The Approver for this document is the Region 1 Director.

1.4 History of Changes

Whenever this document is reissued, the reason(s) will be provided in this section.

Issue	Date	Effected Page(s)	Reason(s) for Change/Modification
No Change	1989		
Rev A	31 March 2006	all	Complete re-write

1.5 How to Obtain a Copy of This Document

To obtain a copy of this document, go to the IEEE Region 1 web site at <http://www.ieee.org/reg/1>.

1.6 How to Comment on This Document

To report errors or suggest changes to this document, contact the Secretary.

2.0 **Introduction**

2.1 The Region within the IEEE

Figure 1 illustrates the organizational structure of the IEEE. The IEEE constitution, Bylaws and Policy and Procedures Manual address the functions of the Region and its Director in IEEE affairs.

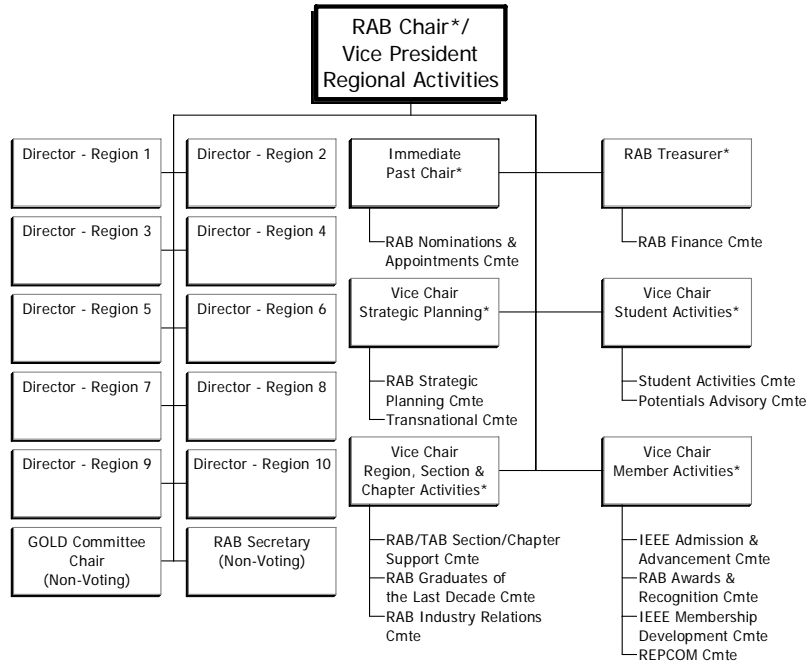


Figure 1

2.2 The Region and its Entities

References to the IEEE Bylaws describe the geographical units within the Region and identify the Region 1 BoG and its interaction with the various IEEE Boards and Societies.

The Region 1 structure follows the IEEE Bylaws format, however, it supplements these responsibilities by the addition several Ad Hoc committees. The Region 1 Bylaws identify the officers and members of the Region 1 Board of Governors; The Region 1 Assembly, the Region 1 Executive Committee, the Area Chairs and the Standing Committees, describes how they are chosen and lists their responsibilities. It also provides for the appointment of Ad-Hoc Committees.

The Regional Organization consists of a BoG that has the following entities:

1. Officers: Director, Director Elect, Secretary, Treasurer, and Past Chair.
2. Geographic Representatives: Area Chairs, Section Chairs and Council Chairs.
3. Standing Committees: Audit, Awards and Recognition, Budget, Educational Activities, Electronic Communications, GOLD, Membership Development, Nominating, PACE, Strategic Planning and Student Activities.

2.3 Vision Statement

Through the leadership of it's volunteers, and in conformance with the IEEE and RAB visions, the Region 1 BoG will make regional IEEE activities relevant to it's members and the community and enhance the profession to result in holding IEEE membership in the highest esteem.

2.4 Mission Statement

The mission of the Region 1 Board of Governors is to fulfill on a local level, IEEE's educational, scientific, and professional goals for the benefit of the members and the community by maintaining, enhancing and supporting IEEE programs. The Board of Governors works to enhance the relationship between IEEE organizational units (Sections, Societies, Chapters and other units).

2.5 References

The policies, procedures and Institute regulations are embodied in the following documents:

1. The IEEE Constitution, which is available at the following URL:
<http://www.ieee.org/portal/pages/about/whatis/constitution.html>
2. The IEEE Bylaws, which is available at the following URL:
<http://www.ieee.org/portal/pages/about/whatis/bylaws/i-101.html>
3. The IEEE Regional Activities Board, (RAB) Ops Manual, which is available at the following URL: <http://www.ieee.org/organizations/rab/rab/RABOpsMan/OpMan-index.html>
4. The IEEE Policy and Procedures Manual, which is available at the following URL:
<http://www.ieee.org/portal/pages/about/whatis/policies/p13-8.html>
5. The IEEE Region 1 Bylaws, which cover the governing regulations at the regional level, is available at the following URL: <http://ewh.ieee.org/reg/1/archives/R1Bylaws02.pdf>

3.0 **Region 1 Governance**

3.1 **Board of Governors**

The Board of Governors (BoG) is responsible for assuring that the Region is operated in accordance with the Institute Constitution, Bylaws and statements of Policy. It participates in the development of the Institute through recommendations to the Board of Directors, Regional Activities Board and the Sections comprising the Region.

3.1.1 *Responsibilities*

The BoG, which functions under the leadership of the Region Director, has the following responsibilities:

1. Assist in the establishment of the policies, goals and long-range plans of the Region.
2. Advise on the operating plan prepared by the Regional Director.
3. Nominate candidates for the office of Regional Director Elect.
4. Foster and coordinate activities within the Sections of the Region.
5. Advise the Regional Director on Committee Chairperson appointment.
6. Identify talent that could be utilized by the Region.
7. Fill vacancies in office.
8. Advise and approve the annual Regional budget.
9. Solicit nominations for IEEE and Regional awards.
10. Encourage the submission of nominations for appointment to IEEE Standing Committees and Boards.
11. Approve Regional Conference plans and Conference Chairperson appointment.

3.1.2 *Authority*

The BoG supports the Regional Director in the operation of the Region under the authority specifically granted to it by the Region 1 Bylaws, and which is not specifically prohibited by the IEEE Constitution and Bylaws.

3.2 **Executive Committee**

The Regional Executive Committee (ExCom) is responsible for assisting the Regional Director in the management of the Region between meetings of the full Regional Board.

3.2.1 *Responsibilities*

1. Within its authority, act for the BoG between meetings of full Board.
2. Carry out the recommendations of the Regional Director and the BoG.
3. Make recommendations to the BoG on matters requiring final action by the full Board.

3.2.2 *Authority*

The ExCom supports the Regional Director and BoG in the operation of the Region under the authority is specifically granted to it by the Region 1 Bylaws, the Regional Director and/or BoG and which is not specifically prohibited by the IEEE Constitution and Bylaws.

3.3.3 *Relationship*

The ExCom functions under the leadership of the Regional Director.

3.4 Assembly

The Region Assembly consists of the voting members of the Region 1 BoG as follows:

1. The ExCom.
2. Each of the Section Chairs.
3. Additional voting members appointed by the Region Director with the approval of the Assembly.

The Assembly is chaired by the Region Director, with the Region Director Elect serving as Vice Chair. The responsibilities of the Assembly include the determination of the slate of candidates for the office of Director Elect in accordance with the provisions of Section 8.0 of the Region 1 Bylaws.

4.0 **Region 1 Management**

4.1 Director

The Region 1 Director has responsibilities both outside and within Region 1.

4.1.1 *Responsibilities Outside Region 1*

1. The Region 1 Director represents the membership of Region 1.
2. The Region 1 Director serves as a voting member of the IEEE Assembly and RAB (Regional Activities Board) Assembly. These assemblies meet three times a year in February, June, and November.
3. The Region 1 Director is a voting member of the IEEE Board of Directors and as such services the interest of all IEEE members and the public. There are rare times when the interests of the Region 1 members and the overall IEEE membership may be in conflict. Should this occur, the Region 1 Director acts in the best interest of the Region 1 membership. The IEEE Board of Directors meets three times a year in February, June, and November.
4. The Region 1 Director serves as a voting member of RAB. RAB meets three times a year in February, June, and November.
5. The Region 1 Director may serve as a representative of RAB to other IEEE organizational units. These other IEEE organizational units such as the IEEE Infrastructure Oversight Committee (IOC) and the Educational Activities Board (EAB), may meet during the Board series year in February, June, and November or at other times.
6. The Region 1 Director may serve on committees of RAB such as the RAB Strategic Planning Committee or an ad hoc RAB Review Committee. These RAB committees normally meet during the Board series year in February, June, and November.
7. The Region 1 Director serves as a member of the IEEE - USA Board. This Board normally meets during the Board series year in February, June, and November.
8. The Region 1 Director may also serve as a member of the IEEE-USA OpCom, which usually meetings three times a year – in January, May, and October.

Generally for all these boards and committees meetings the agenda and attachments are available on the website about one to two weeks prior to the meeting so that the Region 1 Director can diligently prepare for the meeting.

The Region 1 Director submits a report of Region 1 activities to RAB about a month before each RAB Meeting and a summary report for the RAB Annual Report.

The Region 1 Director submits a report of liaison activities to RAB about a month before each RAB Meeting.

When serving on the IEEE Board, the Region 1 Director does not have an individual authority, but rather the Director's authority is part of the group authority of the entire Board.

4.1.2 *Responsibilities within Region 1*

1. The Region 1 Director serves a term of two years and is the Chair of the BoG with responsibilities and authority as identified in the Region 1 Bylaws (see Paragraph 3.1.1 of the Bylaws).
2. The Region 1 Director serves on the Executive Committee is the Chair of this committee. (see Paragraphs 7.2.2 & 7.2.3 of the Bylaws). The Region 1 Director may call an Executive Committee meeting at anytime between Board of Governors meetings when there is appropriate business to conduct for the good of the Region. Notice, which may be written or oral, must be given to the members at least one week in advance of the meeting. (see

Paragraph 7.2.4 of the Bylaws). The Region 1 Director prepares a meeting agenda that is circulated prior to the meeting so that all members are aware of their required inputs.

The Executive Committee may meet during one or both Region meetings. In addition the Executive Committee meets two additional times. One of these meetings is within Region 1 and frequently the other meeting co-locates with an Executive or Region meeting in another Region to gain insight on best practices of other Regions and how they may be applied to Region 1. The Region 1 Director reviews the list of meetings in other Regions early in the year to determine which meeting may be appropriate.

3. The Region 1 Director appoints the Region 1 Treasurer and Secretary (see Paragraph 3.3 of the Bylaws), Standing Committee Chairs, and ad hoc Committee Chairs (see Paragraphs 7.1 & 7.4.1.5 of the Bylaws). Generally the Region 1 Director has determined his appointees and gotten their occurrence by late November before his/her terms begins. The Region 1 Director details the specific responsibilities of the appointees and sets goals for each of them.
4. The Region 1 Director may appoint an IEEE Entity Representative for each IEEE Entity that is designated and approved by the Board of Governors (see Paragraph 9.1 of the Bylaws).
5. The Region 1 Director is a member of the Region 1 Board of Governors (see Paragraph 4.1 of the Bylaws), serves as the Chair of this board, and has the right to cast a vote only if it will change the outcome, or when a secret ballot is taken (see Paragraph 4.2.1 of the Bylaws). The Region 1 Director prepares a meeting agenda that is circulated prior to the meeting so that all members are aware of their required inputs.
6. The Region 1 Director may appoint additional voting members to serve on the Board (in addition to the Director, Past Director, Director-Elect, Treasurer, Secretary, PACE Chair, the Regional Student Activities Chair, the Strategic Planning Committee Chair, each Section Chair and each Area Chair), not exceed three in number, for terms of one or two years, to serve concurrently with hers/his term. They are subject to confirmation by two-thirds of those present at a BoG meeting and eligible to vote (see Paragraph 4.2.4 of the Bylaws).
7. The Region 1 Director delegates to the Area Chairs various matters for these Area Chairs to act as the representatives of the Region Director at the local Area level (see Paragraph 5.1.3 of the Bylaws).
8. The Region 1 Director chairs the Region 1 Assembly, which consists of the voting members of the Region 1 Board (see Paragraph 6.1 of the Bylaws). The Region 1 Director prepares a meeting agenda that is circulated prior to the meeting so that all members are aware of their required inputs.
9. The Region 1 Director is an ex officio member, without voting privilege, of all Standing and ad hoc Committees with the exception of the Audit Committee (see Paragraph 7.3.1.1 of the Bylaws).
10. Before September 1 of the year preceding an election, the Region 1 Director appoints a Nominations Committee consisting of one person from each of the four Areas that make up the Region, plus the Committee Chair, and notifies all Section Chairs of these appointments (see Paragraph 7.3.6.3 of the Bylaws).
11. The Region 1 Director appoints a Tellers' Committee from the Assembly members present, if there are more than two nominees for Region 1 Director-Elect (see Paragraph 8.6.2 of the Bylaws).
12. Region 1 funds are deposited in Region 1 IEEE accounts in banks designated by the Region Director or Treasurer. Withdrawals require the signature of the Region Director or of the Region Treasurer (see Paragraph 11.1 of the Bylaws).

13. The Region 1 Director is authorized to expend special or discretionary funds from the following sources: (a) Funds allocated to the Region by the Institute Board of Directors or by Institute policy, (b) Funds received from other than normal Regional sources, (c) Funds provided by specific Institute approved programs or purposes (see Paragraph 11.2 of the Bylaws).
14. The Region 1 Director may at his/her discretion delegate specific areas of Region management to the Region 1 Director-Elect.
15. The Region 1 Director encourages Section participation in the Region 1 Meetings and address problems faced by the Sections.
16. The Region 1 Director encourages Section/Chapter interaction and is responsible to see that Sections and Chapters remain active.
17. The Region 1 Director develops an appropriate leadership development program and encourages Section Officers to participate.
18. The Region 1 Director encourages student activities including the formation and successful operation of Student Branches and Student Branch Chapters
19. The Region 1 Director approves Section and Chapter formations and forward petitions to Vice President, Regional Activities for ratification and transmission to RAB.
20. The Region 1 Director approves Student Branch and Student Branch Chapter formations and forward petitions to the Vice Chair, Student Activities for ratification and transmission to RAB.
21. The Region 1 Director encourages membership development, including recruitment, retention and recovery.
22. The Region 1 Director participates in and encourages Region 1 Sections to send a representative to Sections Congress.
23. The Region 1 Director ensures that the Region financial statements and Region Committee roster reports are submitted to the Regional Activities Department in a timely manner.

The authority of the Region 1 Director within Region 1 is commensurate with the above responsibilities.

4.1.3 *Qualifications*

The Regional Director must hold Senior Member or Fellow grade.

4.2 Director-Elect

4.2.1 *Objectives*

1. Work with the Director in the coordination of efforts of the Region Officers and Chairpersons toward assuring quality and meaningful Region services.
2. Assure Region longevity and growth by implementing the current Director's plan during her/his term that focuses on attaining the Region Goals and Objectives.
3. Assume the Directorship for the Region at the end of term for the incumbent Director.

4.2.2 *Responsibilities*

The Region 1 Bylaws identify the following responsibilities for the Director-Elect:

1. The Region Director Elect shall serve a term of two years concurrent with the Region Director and is the Vice Chair of the Board of Governors.

2. The Director Elect shall be empowered at the discretion of the Region Director, to attend and vote in place of the Director at any IEEE meeting to which the Region Director is entitled to attend and vote, and at which the body holding the meeting shall accept this proxy.
3. The Director-Elect is a member of the Region 1 Executive Committee.
4. The Director-Elect serves in place of the Region 1 Director if he/she is unable to serve.

The following are additional responsibilities of the Director-Elect:

1. Organize, coordinate, and execute the training portion of the Region 1 Summer Meeting. The training usually takes place on Friday from 8 AM to about 4 PM to allow for a 4 to 5 pm meeting between the Area Chairs and their respective Sections.
2. Provide input on topics for the Region 1 Strategic Planning Committee to consider. The Director-Elect serves as a member of the Region 1 Strategic Planning Committee providing major input since many of the results of the recommendations may not be apparent until the Director-Elect's term as Region 1 Director.
3. Serves as a member of the RAB/TAB Section Chapter Rejuvenation Subcommittee, serving as the overall lead in Region 1 for monitoring those Region 1 entities that require attention and notifying the appropriate Area Chairs to initiate action.
4. The Director-Elect has the responsibility to keep the list of those who want to speak to an issue during the Region 1 Board of Directors meeting.
5. Generation and execution, with the Region 1 Secretary, of the yearly Leadership Training Program.
6. Additional responsibilities as assigned by the Director.

As a member of the Region 1 Executive Committee, the Director-Elect is responsible for seven (7) direct reports, whom he/she represents at the Executive Committee Meetings. These direct reports include:

- a. The Membership Development Coordinator
- b. The Life Member Coordinator
- c. The Graduates Of the Last Decade (GOLD) Coordinator
- d. Historian
- e. Chapter Coordinator
- f. Industry Relations Coordinator
- g. Women In Engineering (WIE) Coordinator

4.2.3 *How appointed and term of office*

The Director Elect is elected by the Region 1 membership for a two-year term.

4.2.4 *Qualifications*

The Regional Director Elect must hold Senior Member or Fellow grade.

4.3 Secretary

4.3.1 *Responsibilities*

1. Timely distribution of all notices and meetings.
2. Assisting the Director in the preparation of Regional agendas.
3. Maintenance and issuance of the BoG Roster to all Officers, all Standing, and Committee Chairpersons.

4. Have the minutes for all Regional meetings held during the prior five years and a current catalog of motions brought before the Region for those years available during Regional meetings.
5. Transfer all documents to her/his successor at the end of his/her term in office.
6. Provide the Regional Historian with copies of documents that could be or are archival in nature or that may be requested by the Historian.
7. Arrange the meeting place for all Regional BoG and ExCom meetings, including meals and refreshments.
8. Handle the correspondence as directed by the BoG.

4.3.2 *How appointed and term of office*

The Secretary is appointed to a two year term by the incoming Director.

4.4 Treasurer

4.4.1 *Responsibilities*

1. Overseeing the financial matters of the Region.
2. Assist the Chair of the Budget Committee in the preparation of the annual budget for the Region.
3. Oversee Region funds so that a written report of the latest financial status of the Region is available at each Regional Committee meeting; specifically a report of the expenditure status versus hedger should be available at all Regional Committee meetings.
4. Make recommendations concerning the investment of the non-budget residual funds held for the Region.
5. Establish accounts with various financial institutions as required to conduct business. The working funds of the Region will normally be deposited in the IEEE Concentration Bank Account. The advantages of doing this include: no “per-check” fee, no fees of any kind, a higher interest rate than could be expected by having individual accounts (normally, the six-month CD rate is paid on daily balances), an ease of transferring funds between IEEE entities, free checks, account statements available on-line, no need for banking resolutions, etc. The Region maintains complete control of these funds.
6. Receive all funds due Region 1 on behalf of the Region.
7. Pay all justified expenses for which the Region is liable.
8. Audit, or participate as a member of the Audit Committee, for all conferences sponsored by the Region, but should not be Treasurer of such conferences.
9. Participate, ex-officio, in all audits of Region 1 financial accounts.
10. Participate in all meetings and/or teleconferences of the region treasurers called by the RAB Treasurer.
11. Attend appropriate training sessions conducted by IEEE.
12. At the close of each fiscal year, normally in early February, prepare the Annual Region 1 Financial Report, L-50, and submit it to IEEE Headquarters. The report is prepared electronically, on the forms developed by IEEE and provided to the Treasurer. The report is submitted electronically.

4.4.2 *How appointed and term of office*

The Treasurer is appointed for a two year term by the incoming Director. The Treasurer takes office on January 1st. Reappointment of the incumbent Treasurer is permissible.

4.5 Past Director

4.5.1 *Objective*

1. Advises, counsels and gives suggestions to the incumbent Region officers, based on experience and understanding of Region affairs.
2. Assures continuity in day-to-day operation of the Region after an incoming Director has assumed office.

4.5.2 *Responsibilities*

1. Member of the Regional Committee with voting privileges
2. Chair the Budget Committee
3. Chair the Nomination and Appointment (N&A) Committee
4. Oversight responsibility for the Audit Committee, the Conference Coordinator, the Award Committee, and the Section Congress Coordinator
5. Fulfills specific assignments as requested by the incumbent Region Director

4.6 Area Chair

4.6.1 *Responsibilities*

1. Provide an informal and direct communication link between the Director and the Sections, Society Chapters, Councils, Subsections and members
2. Meet with the Section Chairs within their Area during the Region 1 summer and winter meetings
3. Routinely visit each section within the area, typically at an EXCOM meeting and/or annual awards meeting
4. Serve as “middle management” reminding the Sections within their Area to prepare the Section report for the Region 1 winter & summer meetings, submit annual reports to the IEEE, and other items as requested by the Region Director and/or Region Secretary.
5. Promote exchange of information and ideas among the Sections within an Area.
6. At the Executive Committee level, represent the interests of the Sections in their Areas. They also act as the representatives of the Region Director at the local Area level in matters delegated to them by the Region Director
7. Work with the Director-Elect to prepare an agenda for the training sessions at the Region 1 summer meeting.
8. Work with the Director-Elect, who represents the Region on the RAB/TAB Section/Chapter Rejuvenation Committee, to ensure that all existing Chapters within their Area are removed from the action-required list through rejuvenation, not dissolution
9. Work with the various Region 1 Committee Coordinators
10. Serve as members of the Region 1 Awards Committee

4.6.2 *Guidelines*

The Area Chair is expected to

1. Develop an open and active communications between the Area Chair and the Sections chairs, typically using email.
2. Organize, within funding limitations, meetings where senior personnel from all sections in the Area can come together to discuss items of interest to the Sections.

4.6.2 *Authority*

Each Area Chair operates under the direction of the Regional Director, and within the authority specifically granted to them by the Region 1 Bylaws. Each Area Chair is provided with a Budget Line Item to enable him/her to carry out his/her Area Chair function.

4.7 Audit Chair

4.7.1 *Responsibilities*

1. Conduct an audit at least twice a year, not later than February 15 and August 15 of the Regional financial records, books and transactions.
2. Prepare a written report and have it signed by all members of the Audit Committee present at the audit.
3. Present the results of the audit at the next Region 1 meeting.
4. Conduct audits of other Region 1 entities (Sections, Councils, etc.) as necessary or as requested.

4.7.2 *How appointed and term of office*

The Auditor is appointed for a two year term by the incoming Director. The Auditor takes office on January 1st. Reappointment of the incumbent Auditor is permissible.

4.8 Awards and Recognition Chair

4.8.1 *Purpose*

1. Region 1 encourages all Sections, Sub-Sections, Chapters and Councils to recognize their members for their significant accomplishments and contributions in each of the seven categories:
2. New Technical Concepts in Electrical Engineering.
3. Electrical Engineering Professionalism.
4. Promotion for Self-Development for Practicing Electrical Engineering.
5. Enhancement of IEEE in Industry and Community Service.
6. Electrical Engineering Management.
7. Electrical Engineering Support for Student Activities.
8. The William Terry Distinguished Lifetime Service Award, (one per year if worthy).

Members should also consider nominating a Section for the Alex Greenwald Region 1 Pace Award, which includes a \$1000 check for the Section. (Limit of one per year.)

4.8.2 *Responsibilities*

1. Maintain familiarity with IEEE Governance Documents as they relate to Awards & Recognition, including IEEE Bylaws, Policy and Procedures, and RAB Program Manual. Reading material available through Regional Activities Department.
2. Maintain, by individuals and Sections, historical records of Region 1 Awards. Arrange to have these records posted on Region 1 Website by contacting Website coordinator.
3. Submit any new Region 1 Award to RAB Awards and Recognition Committee for approval.
4. Stimulate through Area Chairs and Section Chairs, nominations for Region 1 and RAB Awards to recognize those IEEE Members and Organizational Units who have significantly contributed to the Engineering Profession and the IEEE.
5. Provide assistance in preparing nomination forms.

6. Preside over, coordinate and schedule meetings and/or teleconferences of Award and Recognition Committee members to review all Region 1 Award nominations and prepare a list of those individuals and organizational units worthy of an award.
7. Recommend candidates for a Region 1 Award to the Region 1 Board of Governors, for their approval, at the summer meeting.
8. Procure a plaque for each awardee for distribution at the Region 1 Board of Governors at the winter meeting.
9. Determine budget allocation requirements for Region 1 Awards Committee and submit it to Region 1 Budget Committee with justification.
10. Serve as Region 1 representatives at the RAB Awards and Recognition Committee meetings.

4.8.3 *Nominating Guidelines*

1. Nominations should be mailed and postmarked no later than June 15 of the year for which the award is to be made.
2. State which award this individual is being nominated to receive.
3. State specifically why this individual deserves this award. These statements should be relevant to the award category.
4. Submit three endorsement letters.
5. Endorsement letters should be from individuals who know the candidate in the context of the award. The endorser should describe how they know the candidate and how they are in a position to evaluate the candidates.
6. Keep the nomination short. The nomination form should contain all relevant information in the space provided. Avoid attachments.
7. Do not submit any company confidential or proprietary information.
8. Timeline
9. February 1 – The Section Awards Chair should consider those individuals within the Section, who are eligible for the 7 categories of Region 1 Awards.
10. March 1 – The Section Awards Chair should seek out sponsors to nominate these potential Region 1 awardees and remind these sponsors that each nomination requires 3 endorsers.
11. April 1 – The Section Awards Chair should check that the sponsor has found the 3 required endorsers.
12. June 1 – The Section Awards Chair should make sure that he/she has received all the nomination forms and the required endorsement letters.
13. June 15 – The Section Awards Chair forwards the Section package of nomination forms and endorsement letters to Region 1 Awards Chair (deadline listed on the Region 1 Home page). This deadline needs to be strictly maintained with no nomination walk-ins that have plagued us in the past.
14. July 1 – The Region 1 Awards Chair collects all the various Section packages and sends them to the Region 1 Awards Committee, which consists of the Region 1 Awards Chair and the four Area Chairs. The Region 1 Awards Chair includes a rating system for his committee to use when evaluating the individuals in the various awards categories.
15. At least two weeks prior to the Region 1 Summer Meeting, which normally takes place between mid to late August – The Region 1 Awards Chair holds a teleconference with his committee to determine the list of awardees and the appropriate citations.

16. Region 1 Summer Meeting – The Region 1 Awards Chair presents the resultant list of the Region 1 Awardees to the Region 1 Board for (pro-forma) approval.
17. September – December – The Region Awards Chair arranges for the plaques.

4.9 Budget Chair

4.9.1 *Responsibilities*

1. Prepare a budget (in consultation with the Officers and Committee Chairs of Region 1 for the next fiscal year, and shall submit it for approval at the Annual Meeting.
2. Forward copies of the budget mailed to the Board of Governors at least twenty days prior to the Annual Meeting.
3. Monitor the budget throughout the year, working with the Region 1 Treasurer.

4.9.2 *Timeline (each year)*

The annual budget is developed in the spring of each year and approved at the Annual Meeting. As soon as possible after its approval, a copy of the budget is forwarded to RAB for their information. The incoming Region 1 BoG reviews the previously approved budget for any required modifications. Such modifications are approved at the BoG winter meeting.

1. February/March. – The Regional Director appoints Committee members. Recommended Committee members could be the Treasurer, the Chair of the Audit Committee, the Director-Elect, and the Region Director as ex-officio.
2. Mid-March. – The Chair of the Budget Committee requests from the Treasurer, a spreadsheet listing all of the budget line items, the responsible person and three columns: The first two columns list the ACTUALS for the previous two years. The third column lists the APPROVED budget for the current year.
3. Mid-March to Mid-April. – The Budget Committee issues a CALL for budget items requests for the following year. The CALL is issued to all Board of Governor members and committee chairs responsible for budget line items. The CALL can be made by email through the Region Secretary. It includes:
 - a. The spreadsheet from the treasurer as an attachment, which will be used as a reference.
 - b. A budget request form, which asked the each program/activity and its brief justification be listed with the expense estimated on a quarterly basis
 - c. A deadline for submission of budget request, allowing sufficient time for the Committee to prepare a draft budget for review by the ExCom at its spring meeting. It is recommended that the deadline be approximately two weeks prior to the ExCom meeting.
4. Approximately three weeks prior to ExCom meeting. – Deadline for budget submission.
5. Approximately two weeks prior to the ExCom meeting. – The Budget Committee meets by telecon or face-to-face to draft the preliminary budget by completing the new budget worksheet from the received inputs. If there is no response is received by time of Budget Committee meeting, the Committee fills the items in question from common sense and historical data.
6. Spring ExCom meeting. – The preliminary budget is submitted to ExCom. The Budget Committee works with ExCom for review and fine-tuning, and request ExCom endorsement of the budget.
7. At least 20 days before Annual Meeting in August. – The Secretary distributes the final budget to the Board of Governors as an action item for vote at the Annual meeting.
8. August Annual meeting. – The Budget Committee Chair submits the budget to the Board for approval (typically a PowerPoint presentation highlighting the budget, followed by a motion for approval. Being a motion by a Committee, it does not need to be seconded).

9. October 1. – Submit the approved budget to IEEE Regional Activities Department.
- 4.9.3 *How appointed and term of office*
 The Past Director is the Chair of the Budget Committee. The members are appointed by the Region Director, with the concurrence or recommendation of the Committee Chair.
- 4.10 Conference Coordinator
- 4.10.1 *Responsibilities*
1. Facilitate the planning, development, implementation, coordination and provide oversight for Region 1 conferences, conventions, and technical shows that are sponsored or cosponsored by Region 1.
 2. Monitor the IEEE conference schedules to seek out and assemble opportunities for Region 1 entities (Sections, Areas, Councils, etc.) to participate in these conferences.
 3. Assist the candidacy of Region 1 entities in attracting and participating in these conferences.
 4. Periodically review the effectiveness of all regular conferences sponsored by Region 1 organizational units, including:
 5. Recommend improvements as appropriate to the conference leadership and sponsoring units.
 6. Suggest new conferences where a need is recognized and suggest termination of conferences no longer needed or posing undue financial liability.
- 4.11 Educational Activities Coordinator
- 4.11.1 *Responsibilities*
1. Foster continuing education, professional development and training opportunities for IEEE members in Region 1.
 2. Provide guidance and assistance to Region 1 organizational units in organizing short courses, and publicizing educational opportunities available from the Institute.
 3. Promote educational activities at the member level and communicate to the Educational Activities Board (EAB) the educational concerns of the membership.
 4. Serve as a non-voting member of the SEOC.
- 4.11.2 *Guidelines*
1. Become knowledgeable about the IEEE educational products. Keep abreast of new programs and products as they are developed and made available.
 2. Prepare presentations for the Region summer meeting on how to organize short courses at the section level
 3. Communicate with section EACs to identify needs and programs. Assist them as required in establishing educational programs within their sections.
- 4.11.3 *Authority*
 The EAC operates under the direction of the Region Director, and within the authority specifically granted to him/her by the Region 1 Bylaws. The EAC is provided with a Budget Line Item to enable him/her to carry out his/her functions.
- 4.12 Electronic Communications Coordinator
- 4.12.1 *Responsibilities*
1. Maintain the Region 1 website.
 2. Assist the Region 1 entities in setting up and maintaining their websites.

4.13 Employment and Career Activities Coordinator4.13.1 Responsibilities

1. Arrange for and participate where possible in employment and career related workshops with such topics as career changes and how to prepare for them and career management.
2. Encourage and track job fairs and local jobs listing services run by the Sections.
3. Be aware of and advise the Sections of any new and/or upgraded IEEE- Careers web sites.
4. Serve as the E&CS Region I Representative on the IEEE-USA Committee, which works on the national level jobs listing services, developing material for workshop presentations and publications, and being a resource at the national level related to E&CS issues.
5. Work with Region 1 PACE Coordinator in developing the PACE training programs.

4.14 Graduates of the Last Decade (GOLD) Coordinator4.14.1 Responsibilities

1. Promote the establishment of GOLD entity committees within Sections, Chapters or other Region 1 entities.
2. Measure, track, and report on GOLD program effectiveness within Region 1.
3. Promote programs of interest to recent graduates such as those offered by the GOLD Lecturers Bureau, which focuses on topics relevant to GOLD members including professional and personal issues.
4. Attend the annual meeting of the IEEE GOLD Committee.
5. Promote strategies to retain and recruit graduating students and recent graduates, including:
6. Contact graduating student branch leaders and provide them with GOLD contacts within their Section to help them make the transition from student to young professional and to encourage them to make the transition from Student to Member grade.
7. Follow up with information on local section activities to new graduate, local GOLD Affinity Group activities by copying GOLD Affinity Group Chair.
8. Share any information with local Section Chair, GOLD Affinity Group Chair, and IEEE Staff on issues/success/needs, etc.

4.15 Government Activities Coordinator4.15.1 Responsibilities

Keep abreast of and make available information, concerning government activities that affect Region 1.

4.16 Historian4.16.1 Responsibilities

1. Store and maintain Regional IEEE history archives.
2. Prepare Regional IEEE history report for Regional Board of Governors Meeting.
3. Personalize the report to reflect the history of the Section hosting the meeting.
4. Prepare and maintain a "Living History" for IEEE, Region 1.
5. Correspond with Sections regarding local IEEE history, including the following:
6. Request Sections appoint a history chair.
7. Encourage the Sections to collect local IEEE history and provide copies for Regional history archives.

8. Encourage Sections to nominate significant local electrical/electronic milestones to the IEEE History Center, and provide copies to Region 1 Historian.

4.16.2 *Guidelines*

Maintaining Regional history archives is a continuous process as additional data is received.

Report to Regional Board of Governors provided to Regional Secretary at least 2 weeks prior to meeting.

Maintaining Living History document is a continuous process as new data is obtained.

Set up an e-mail correspondence with the individual responsible for history at the local Section.

Correspondence should be semi-annual with information provided by the Section as generated.

4.16.3 *Authority*

The Historian Coordinator operates under the direction of the Region Director, and within the authority specifically granted to him/her by the Region 1 Bylaws. He/she is provided with a Budget Line Item to enable him/her to carry out his/her functions.

4.17 IEEE-USA ARC Representative

4.17.1 *Responsibilities*

1. Represent Region 1 on the IEEE-USA's Awards and Recognition Committee.
2. Seek out and recognize Region 1 candidates, whose professionalism, technical achievement, and literary contributions to public awareness and understanding of the engineering profession, make them eligible for IEEE USA awards.

4.18 Industrial Relations Liaison

4.18.1 *Responsibilities*

1. Act as a liaison with RAB's Industrial Relations Committee.
2. Coordinate the Region 1 input to RAB's Industrial Relations Committee.
3. Encourage Sections to have a person responsible for industrial relations within the Section.
4. Assist Sections with development of their local Industrial Relations initiatives

4.19 Life Member Coordinator

4.19.1 *Responsibilities*

1. Encourage Sections to have Life member Groups within the Section.
2. Encourage Life members to attend and participate in Chapter and Section meetings.

4.20 Membership Development

4.20.1 *Responsibilities*

1. Conceive, create, implement and analyze programs designed to motivate Sections in the areas of member retention, IEEE recruitment, Society recruitment, and grade level elevation.
2. Work closely with the Regional Director to set membership development goals.
3. Recommend to the Regional Director proposed programs to accomplish the mutual goals of the Regional Director, IEEE, and the Coordinator

4.20.2 *Resources*

The task of successfully implementing the goals set forth in the Mission Statement is made easier by the judicious use of the following resources:

1. IEEE Membership Development staff in Piscataway, NJ
2. Past Regional Membership Development Chairs

3. Current and past Regional Directors
4. Current and past SPC Chairs
5. Other Regional Membership Development Chairs
6. Society Membership Development Chairs

4.20.3 *Tools*

The information and tools that are available to assist in the creation of the programs essential to the task of helping Sections motivate themselves to improve membership statistics in the region include but are not limited to the following:

1. "IEEE Administrative Membership Statistics Report" issued monthly by Headquarters (mailed).
2. "IEEE Regional Membership Statistics" issued monthly by Headquarters (mailed).
3. "IEEE Membership Development Progress Report" issued monthly by Headquarters (e-mailed).
4. "Membership Statistics" (supplement to the MD Progress Report) issued monthly by Headquarters (e-mailed).
5. "Senior Member Update" issued monthly by Headquarters (e-mailed)
6. IEEE Membership Development On-Line Virtual Community, https://www.ieeecommunities.org/ieee.md.net?invitation_key=517-103C28C9339.
7. SAMIEEE Database, <http://www.ieee.org/samieee/>.

4.20.4 *Training*

The Membership Development Coordinator is responsible for the training of Section leadership responsible for membership development. To assist him/her in that role, once every two years the IEEE has a Membership Retreat for all Regional and Societal Membership Development Chairs. It is held in the May-June time period on all even numbered years. This retreat, held over a three day period, offers training on all aspects of membership development and the opportunity to network with IEEE Membership Development staff and the other Membership Development Chairs.

4.20.5 *Milestones*

The following is a schedule of milestones that the Region 1 Membership Development Coordinator should use a guideline to schedule the tasks of this position:

1. January
 - a. Firm up the goals which have been mutually agreed to by yourself and the Regional Director for the year.
 - b. Communicate with all Sections introducing yourself and delineating the goals that you are hoping to achieve during the year.
 - c. Set up a schedule with the Sections to arrange a personal visit to the Executive Committee meetings during the year if requested.
 - d. Distribute data to all of the Sections regarding Membership Development statistics for the calendar year just concluded.
2. February
 - a. Distribute data to all of the Sections regarding Membership Development statistics for the month of January.
 - b. Prepare a presentation to be given at the Region 1 Winter meeting on the status of the Membership Development program.

3. March
 - a. Distribute data to all of the Sections regarding Membership Development Statistics for the month of February.
 - b. Advise all Sections that the data from the “Terminator” program (members in arrears) is available through the SAMIEEE database and encourage them to personally contact these members to renew their membership in IEEE.
 4. April
 - a. Distribute data to all of the Sections regarding Membership Development statistics for the month of March.
 5. May – June
 - a. Distribute data to all of the Sections regarding Membership Development statistics for the respective previous month.
 - b. Attend Membership Development Retreat if being held that year.
 - c. Advise the Regional Budget Coordinator of the financial needs of membership development for the following year.
 6. July
 - a. Distribute data to all of the Sections regarding Membership Development statistics for the month of June.
 7. August
 - a. Distribute data to all of the Sections regarding Membership Development statistics for the month of July.
 - b. Participate in the Membership Development training of the Sections at the Region 1 Summer meeting
 8. September
 - a. Distribute data to all of the Sections regarding Membership Development statistics for the month of August
 9. October
 - a. Distribute data to all of the Sections regarding Membership Development statistics for the month of September
 10. November
 - a. Distribute data to all of the Sections regarding Membership Development statistics for the month of October
 11. December
 - a. Distribute data to all of the Sections regarding Membership Development statistics for the month of November
- 4.21 Nominations & Appointments Chair
- 4.21.1 Responsibilities
1. Solicit and process nominations for the position of Region Director-Elect
 2. Present nominations to the Region’s Assembly for the selection of candidates to be placed on the election ballot.

4.21.2 *Timetable*

1. First Year (even years):
 - a. August Meeting timeframe. The Region Director appoints the Committee members. The N&A Committee members can nominate candidates for Director Elect, but must not be candidates themselves. The August date is a deadline as per the Region 1 Bylaws. However, it is advantageous to have this committee selected and seeking candidates by March
 - b. By September 15. The N&A Committee issues a "CALL FOR NOMINATIONS", typically to the Board of Governors and Councils, soliciting recommendations for candidates to serve as Region Director Elect. It is recommended that the CALL include a description of the schedule and a print out of Article 8 of the Region's bylaws. While the September date is a deadline as per the Region Bylaws, an ideal time for this CALL FOR NOMINATIONS is at the Region 1 Winter Meeting and reiterated at the Region 1 Summer Meeting. Anyone can nominate a candidate. Email submissions are acceptable. Self-nominations are allowed. The submissions should include:
 - i. The name of nominee.
 - ii. A short bio/summary of the nominee's qualifications (maximum one page).
 - iii. A statement of the nominee's willingness to serve.
 - iv. An optional short (not more than 100 words) position statement from the nominee.
 - c. December 1. Deadline due date for submission of recommendations. Submissions after December 1 will not be accepted.
 - d. Between December 2 and December 10. N&A deliberation (face-to-face or telecon) and selection of not less than two, not more than three nominees to be forwarded to the Region Assembly.
 - e. No later than December 10. The N&A notifies said nominees of their selection.
 - f. Prior to January 1, 2005. Material for petition candidates submitted to N&A Committee. The procedure is described in Article 8 of the Region bylaws. Self-nominations are allowed.
2. Second Year (odd years):
 - g. No later than 20 days prior to first Board of Governors (BoG) meeting of the year. The N&A Committee submits to the Assembly all nominees that qualify for consideration. Submitted material to include a summary of nominees' qualifications and statement of willingness to serve. Submission is by email if confidentiality can be assured. Otherwise regular mail in sealed envelopes should be used.
 - h. First BoG meeting of odd year – Assembly meeting. The N&A Chair formally presents the nominees to the Assembly. The Assembly, chaired by the Region Director, selects by secret ballot a slate of two candidates to be forwarded to IEEE. Voting is according to the Region's bylaws.
 - i. A short time after the closing of BoG meeting. The Region Secretary forwards the slate to Piscataway.

4.21.3 *How appointed and term of office*

The Past Director is the Chair of the N&A Committee. The Chair of the N&A Committee normally recommends four Region 1 members to the Region Director, generally recommending one from each

of the four Areas. The Region Director considers these recommendations and appoints the N&A Committee members.

4.21.4 *Authority*

The N&A Committee operates under Article 8 of the Region 1 bylaws.

4.25 Pre-College Activities Coordinator

4.25.1 Responsibilities

1. Coordinate pre college activities for the various Sections and the Region. I to effect improvements in the math, science, and technology education of all pre-college students in Region 1 and to help raise their functional and technological literacy.
2. Work with the Pre College Activities Board under IEEE USA, attending 2 face to face meetings per year and phone conferences as needed.
3. Encourage each Section to have a pre-college representative.
4. Create and maintain a Region 1 Peers web page.

4.26 PACE Chair

4.26.1 *Responsibilities*

1. Enhance the professional development of IEEE Members in Region 1. This is accomplished by developing and fostering, within the framework of the Sections, an awareness of the programs available from IEEE-USA, ensuring the viability of the programs through disbursement of program funds and mentoring of Section Leadership, and communicating back to IEEE-USA leadership which programs are effective and which do not seem to meet our Member's needs.
2. Serve as a voting Member of the Region I Board of Governors and Executive Committee. In this role, support all activities of the Region and represent the Region Membership in voting matters.
3. Allocate IEEE-USA funds available for PACE Programs, MPACs, and attendance by PACE Section Representatives at the IEEE-USA Leadership Conference. Ensure that all Sections have an opportunity to participate and that the criteria for participation are understood.
4. Oversee the following direct reports:
 - a. Regional Employment & Career Activities Coordinator
 - b. Government Activities Coordinator
 - c. Educational Activities Coordinator
 - d. IEEE-USA Awards and Recognition Chair
5. Formally report on all activities at Regional Meetings.
6. Maintain communication and support with the various Chairs, ensure adequate funding is available for their programs, and make recommendations to the Regional Director for filling vacancies and succession planning.
7. As a member of the IEEE-USA PACE Committee, actively participate in the programs of that committee.

4.27 Regional Chapter Coordinator

4.27.1 *Responsibilities*

1. Establish and maintain communications with the Region 1 Chapters.
2. Work with the Area Chairs to help rejuvenate inactive Region 1 Chapters.

3. Assist the Sections and the Societies in the creation of new Region 1 Chapters.
4. Find meaningful solutions to concerns and problems that are raised by the Region 1 Chapters.
5. Enhance Region 1 Chapter management.
6. Develop appropriate training curricula, materials, and programs for Chapter officers, researching what the Societies have to offer.
7. Encourage mutual Chapter support by Societies and Sections.

4.28 Regional Society Coordinator

4.28.1 *Responsibilities*

1. Attend the Region Board, ExCom, and Strategic Planning Committee meetings as a non-voting member.
2. Become familiar with the Region's activities, plans, issues, and challenges.
3. Contribute to and participate in the Region's activities, plans, issues, and challenges as requested and to the extent practical and helpful.
4. Represent to the Region leadership the activities, plans, issues, and challenges of IEEE TAB and, to the extent practical, the individual Societies and Councils.
5. Work with IEEE TAB and the Region Conference Coordinator to promote to Sections and TAB-based conferences a scheme by which such conferences could make relevant Sections aware of proposed geographic areas for future conferences in a timely way that would allow relevant Sections/Chapters to make venue and local support proposals for such conferences.
6. Assist the Sections and the Region by providing a means of obtaining speakers for Section programs in addition to the Distinguished lecturer Program.
7. Promote Society membership throughout the Region through presentations at the Region meetings and/or brief articles in the Region newsletter.

4.29 Regional SPAC Coordinator

4.29.1 *Responsibilities*

1. Coordinate SPACs in Region 1.
2. Work with the PACE Activities Coordinator and Regional Student Representative.

4.30 Regional Student Representative

4.30.1 *Responsibilities*

1. Serve as a member of the Student Activities Committee.
2. Represent all IEEE Student Members, Graduate Student Members and Student Branches in Region 1.
3. Be the most visible contact for Students and making information and latest news available to them.
4. Identify students, who are willing to support Section Activities and coordinate their efforts.
5. Create a direct dialogue between SAC and Section's Student Members.
6. Make students aware about the existence of IEEE Units.
7. Introduce IEEE programs to student branches, such as SPAC, Branch Leadership Training Workshop, etc.
8. Motivate students in organizing new/creative activities.
9. Increase the interaction and the joint activities between student branches within Region 1 and also with other Regions.

10. Be a bridge between the Region 1 SAC and student branches.
11. Solve the problems and difficulties faced by student branches/student members.

4.31 SAMIEEE Specialist

2.31.1 Responsibilities

1. Be the Region 1 SAMIEEE expert.
2. Be a bridge between SAMIEEE and the Region.

4.31 Sections Congress Coordinator

2.31.1 Responsibilities

1. Act as the liaison between Region 1 and the Sections Congress Planning Committee.
2. Advise the Section Chairs of the registration schedule for the Congress, as well as the funding from the Region.
3. Explain the Sections Congress recommendation procedure and coordinate the recommendations from Region 1 assigning recommendation champions as needed.
4. Assist the Region 1 Director at the Congress by chairing the Region 1 caucus session.
5. Follow up on those Sections, who have not registered.

4.32 Strategic Planning Chair

4.32.1 Objectives

1. The Objective/Goal of the Region Strategic Planning Committee (SPC) is to support the Region in planning for the future. The Committee is responsible for developing long-range plans for the Region 1 Board of Governors that is in concert with the **Strategic Plan** of the Regional Activities Board, the IEEE USA Board, as well as the Institute. The SPC is responsible for maintaining the **Strategic Plan**. The Chair of the SPC is responsible for the supervision of the Committee, and serves at the behest of the Region Director. The Chairman is responsible for instructing the Committee as to the goals and objectives of the Region Director. The SPC is also responsible for carrying out other tasks assigned to the Committee by the Region 1 Director and to provide council to the Region 1 Director and the Region Executive Committee to minimize problems in the operation of the Region.
2. The SPC identifies the areas of concern within the Region – namely, *what are the critical issues of the Region*, and, depending on depending on what we are trying to do, and the very specific competitive climate within that opportunity, we have very distinct challenges, in terms of our strengths and weaknesses, opportunities and threats (SWOT's).
3. Once the SPC has identified the issues, and looked at the challenges within those issues, they can then consider the goals to be set in order to address these issues.
4. These goals can be **short-term** – those which can be accomplished within a short (1 year) period of time, or **long-term**, which can extend over several years, or are considered on-going. The SPC shall then identify the individual units within the Regional organization that will assume the responsibility and championship of the goal.
5. The SPC will provide the metrics for determining the outcome of these goals, which the individual units will use in the development of their tactical implementation plan. The SPC will be responsible for tracking the progress of the tactical implementation plans to assure that the strategic goals are being met. **This is defined as the Region Strategic Plan.**

4.32.2 Responsibilities

1. Define the long range goals and objectives for Region 1.

2. Oversee the development and execution of the Region 1 strategic and operating plans.
3. Coordinate the Region's internal plans to meet the goals and objectives of Region 1.
4. Advise Region 1 on their alignment with the RAB, IEEE-USA, and IEEE Strategic Plans.
5. Monitor progress against the Region 1 strategic plan and provide an annual report to the Region 1 Director.

4.32.3 *Guidelines*

1. Because of time constraints, it would be advisable to meet with the new Director prior to the first meeting of his/her term of office to establish the Strategic Plan for the Region for the next two years. Provide input and council as needed. There will be a review of the previous short-term goals to see if they have been accomplished, as well as the long-term goals to determine their progress and whether there is need to continue in the present mode, or whether they should be adjusted to accommodate any needs.
2. The committee will then develop a baseline set of new/modified goals for the Executive Committee to review prior to the first meeting of the Board of Governors.
3. The SPC will then expand the goals, and consider the individual units that might champion or accept responsibility for the completion of these goals. The SPC will present these goals to the Executive Committee and the Director for discussion prior to the summer meeting. The individual champion(s) will be contacted to seek their acceptance of the responsibility of the tasks assigned.
4. The SPC will present the goals to the Region Board at the summer meeting, and seek their approval and acceptance. **Their approval will set the Region Strategic Plan in motion.**
5. The SPC will review interim reports that will be provided by the individual units responsible for moving the region goals forward, according to the report schedules established as part of the individual goals.
6. The Chair of the SPC will provide the Regional Director with a term-end report, which will summarize the results of the goals set by the Committee – were they met, did they accomplish their objectives, what were the learned in the process.

4.32.4 *Governance*

The membership of the Region Strategic Planning Committee are governed by the Region By-Laws. The Committee meets at least three times in a calendar year, either face-to-face, or by teleconference as needs dictate.

4.33 Student Activities Coordinator

4.33.1 *Responsibilities*

1. Encourage student activities in the Region, including Student Members, Graduate Student Members and Student Branch operations.
2. Provide general supervision of student activities and meetings when held on a Regional basis.
3. Foster and coordinate student activities with Sections and Councils.
4. Contact Section Chairs to encourage them to appoint a person responsible for student activities in each Section.
5. Promote the professional development of those students in Region 1 engaged in the study of IEEE designated field.
6. Working with the Region 1 Conference Coordinator, advise students in the local area, where a Society is sponsoring a technical conference, whether students are entitled to a special rate.
7. Maintain a list of the officers and faculty advisors of all the Student Branches in the Region.

8. Coordinate Region wide competitions and events
9. Be a bridge between the Region 1 SAC and Student Branch Counselors.
10. Be a bridge between the Region 1 SAC and RAB SAC.

4.34 Training Manual Editor

4.34.1 *Responsibilities*

Create and maintain the training manual that includes the responsibilities of the Section Chair, Vice Chair, Secretary, Treasurer and various Section committees and affinity groups, and a recommended planning calendar for the Section.

4.35 Women in Engineering Coordinator

4.35.1 *Responsibilities*

1. Encourage the development of a WIE Affinity Group within a Section as well as Student Branch Affinity Groups for students.
2. Keep abreast of and make available information regarding gender related educational issues within Region 1, which may improve the entry into and the retention of women in engineering.
3. Encourage the participation of woman volunteers in Region 1.
4. Participate in WIE Committee Meetings (two in person and monthly conference calls).
5. Report to the Region Director on WIE status and activities.
6. Inform WIE Committee of local activities that might be interest to the WIE membership.

5.0 Reference Materials

5.1 Who to Contact at the IEEE

Regional Activities

regional-activities@ieee.org

<http://www.ieee.org/organizations/rab/>

Tel: +1 732 562 5501

Fax: +1 732 463 3657

5.2 Relevant Forms

Region 1 Award Form, <http://ewh.ieee.org/reg/1/awards/r1form.htm>

Region 1 PACE Project Form, <http://ieeusa.org/volunteers/pace/sectfund.html>

Expenses Form, <http://ewh.ieee.org/reg/1>

5.3 A Guide to Financial Transactions

5.3.1 *Purpose*

The purpose of this subsection is to provide the members of the Region 1 Board of Governors with uniform guidelines for committing, and expending Region 1 funds in the conduct of Region 1 business, and for the proper submission of expense reports in order to avoid unnecessary delays in obtaining reimbursement for those expenditures.

5.3.2 *General*

1. The IEEE and its individual organizational units are governed by the same Internal Revenue Service rules, and has similar accounting standards, as most companies. Therefore, it is expected that Region 1 Board of Governors Members will follow the same sort of guidelines in filling out their Region 1 expense vouchers as they would their company expense vouchers.
2. Members of the Region 1 Board of Governors will **ONLY BE REIMBURSED FOR THE ACTUAL, NECESSARY, REASONABLE AND PROPER EXPENSES** incurred on behalf of the Region in connection with the normal operation of the Region 1 Board of Governors, its committees and subcommittees.
3. All items shall be detailed on a daily basis.

5.3.3 *Vouchers*

1. All requests for the reimbursement of Region 1 expenses shall be made on an approved expense voucher.
2. There are two types of vouchers used to request reimbursement for Region 1 expenses, the individual, Travel Expense Report and the Region 1, "Other Expense Report." Both reports are available on the Region 1 Web Site and are also appended to this section of the Operations Manual for information.
3. The Travel Expense Report is to be used for all individual travel and associated meeting expenses. The form must be completed electronically, then printed and signed. Only **SIGNED**, "hard-copy" submissions with original signatures and receipts, will be accepted.
4. The Other Expense Report should be used for all other expenses, i.e., mailing costs, telephone calls (not in connection with a hotel stay), group functions (bus trips, coffee breaks or luncheons for Region 1 meetings, etc.), award plaques, stationary, duplicating, etc. While this form need not be completed electronically, it must be signed. Again, only **SIGNED**, "hard-copy" submissions with original signatures and receipts, will be accepted.
5. A separate voucher shall be submitted for each transaction or for a group of related transactions.

6. All expense reports must be submitted in a timely fashion, IEEE guidelines call for "All expense reports to be submitted within ten working days after the expense is incurred." However, thirty days will be considered to be reasonable time frame by Region 1.

5.3.4 Receipts

1. All submittals must include all required receipts. These include, but are not limited to: airline and train fares, lodging, parking, telephone calls (including an itemization of the telephone bill to clearly identify the IEEE business nature of the call), miscellaneous items such as postage and shipping costs, etc., and any expenditure exceeding \$25.00. other transportation items not normally given (such as taxis, airport buses, etc.) are not required.
2. Original receipts must be submitted with each expense report. Copies of receipts are not acceptable. In addition, the receipt must be directly from the entity or company providing the good or services, i.e., a copy of the credit card bill, are not acceptable. In line with this, a member of the Board of Governors should not pay somebody for a required service, then make out a check to himself for that amount and use the check as a receipt.
3. However, where the expenses are being shared with another organization and IEEE Region 1 is being requested to only reimburse a portion of the expense, readable photocopies of the receipts will be accepted.
4. For ordinary purchases, an original receipt attached to the voucher is sufficient. However, for certain expenses, additional information **must** be provided as follows:
5. For **TAXI** and **BUS** expenses, the date, fare, starting point and destination are required.
6. For the submitter's own **MEAL** expenses, the date and amount spent for each meal, i.e., "Breakfast," "Lunch" and "Dinner," must be entered.
7. For the meals of "**OFFICIAL GUESTS**," the date, place, list of persons participating and their IEEE function, as well as a brief statement of the IEEE purpose, is required. Basically, the IEEE guidelines for meal expenses follow the IRS rules for entertainment.
8. For **TELEPHONE CHARGES**, list the person called and the IEEE purpose of the call next to the number of the party called on the original copy of the bill and attach it to the expense voucher. Please note that the reimbursement of the cost of a separate, IEEE dedicated telephone line requires the written approval of the Region 1 Director.
9. For **TIPS & GRATUITIES**, the date, the amount spent and a description of the expenditure is required.
10. If the Travel Expense Report is being used, the above details shall be provided on Page 2 of that report. If the Other Expense Report is being used, the above details shall be provided in the section marked "**FOR**."
11. For **OTHER** expenses, i.e., those not specifically listed on Page 1 of the Travel Expense Report, provide the details on Page 1 of the report, as indicated, and attach complete support information.
12. Expense reports which do not have the proper supporting documentation, will be returned.

5.3.5 Reimbursable Expenses

The following paragraphs set forth the guidelines for the reimbursement of expenses incurred on behalf of the Region by members of the Region 1 Board of Governors. However, they are not meant to be all-inclusive. The general rule of "actual, reasonable and proper," as stated in Paragraph 4.3.2.2, should be applied in cases not specifically covered. The following expenses are generally reimbursable by Region 1:

1. Transportation

- a. The cost of travel by commercial airline, train or bus. The use of coach accommodations is required for all air and rail travel inside and outside the United States.
 - b. The cost of travel by taxi, airport bus or other public livery.
 - c. The cost of travel by private automobile. This cost shall include: mileage at the current rate per mile authorized by IEEE (the Region 1 Treasurer will provide advice on this), tolls and parking.
 - d. The cost of travel via a rented automobile. However, **AUTOMOBILE RENTALS MUST BE APPROVED IN ADVANCE BY THE REGION 1 DIRECTOR.** Requests for car rental reimbursements will **NOT** be honored unless the Region 1 Treasurer has a copy of the approval prior to the event for which such authorization is being requested. Automobile rentals will only be approved where they are the only means, or clearly the most economical means, of providing transportation required for conducting Region 1 business. Standard car rental agreements provide for optional collision damage and personal injury insurance coverage. Board of Governors members authorized to use a rented vehicle should accept, and will be reimbursed for, these options. In addition, the cost of gasoline, tolls and parking are also reimbursable.
 - e. The method of transportation used by a member of the Region 1 Board of Governors shall be based on availability and economy.
2. Lodging and Meals
 - a. The cost of hotel accommodations at the single-room rate, including all taxes, and related tips. Premium priced hotels are not to be used unless other suitable accommodations are unavailable. When possible, hotels in which related meetings are being held should be used. Reimbursement is limited to the day(s) of the meeting(s) and/or the prior night.
 - b. In the case of the normally scheduled meetings of the Region 1 Board of Governors, this shall be interpreted to mean one night's lodging for each day of the meeting. In addition, the Region 1 Secretary normally reserves a block of rooms for all Region 1 Board of Governors Meetings and arranges for "master billing." All IEEE members attending the meeting should advise the hotel that they are attending the Region 1 Meeting when making their reservations and, upon check-in, verify that their room cost will be transferred to the master bill. This allows the Region to avoid sales taxes on the hotel room and avoids the member having to wait for the reimbursement of the cost of his hotel room to be sent to him.
 - c. If you have made a hotel reservation or advised a meeting coordinator that you intend to participate in a Region 1 sponsored function, but revised plans necessitate your being unable to attend, notify the meeting coordinator promptly to avoid the Region's having to pay for an unused hotel room or an unconsumed meal.
 3. The cost of laundry and valet service is reimbursable for travel of five or more days in duration only, except for unusual circumstances, which are to be fully explained on the expense report.
 4. The cost of meals and related tips based on actual, reasonable charges. When dining at the hotel where you are staying, it is recommended that you charge the meals to your hotel room to reduce the need for additional receipts.
 5. In the event that a member of the Region 1 Board of Governors chooses to extend his stay to obtain special discounted air-fares, etc., for which he would not otherwise be eligible, the additional hotel room and personal meal expense will be reimbursed up to the maximum of reasonable costs actually incurred, or the savings in the fare, whichever is less.
 6. Telephone Calls

- a. The cost of all local and long distance telephone calls made by a member of the Region 1 Board of Governors or one of its standing committees, when those calls are made to conduct Region 1 business.
 - b. The cost of personal calls of a reasonable number and duration in order to maintain necessary family contact while the member of the Region 1 Board of Governors is "Away from Home" on Region 1 business. Other personal calls are not reimbursable.
7. Business/Committee Meetings
- a. The cost of meals or incidental expenses, including tips, when incurred by Region 1 Board of Governors members, Standing Committees, and their chairs and vice chairs in connection with local or "out-of-town" business meetings and functions related to Region 1 business.
 - b. The cost of meeting expenses paid for by a member of the Region 1 Board of Governors, such as meals, coffee and room rental costs (where private rooms are used to hold the meeting). If you have indicated that you intend to participate in a function sponsored, in whole or in part by Region 1, which includes a meal, but revised plans necessitate your being unable to attend, notify the meal coordinator promptly to avoid the Region's having to pay for an unconsumed meal.
8. Miscellaneous
- a. Audio-visual equipment for meetings, award plaques, duplication services, envelopes, imprinted checks, mailing labels, postage and shipping charges, stationary, and any other incidental expenses required due directly to conducting Region 1 business.
 - b. Tips - Reasonable tips for meals, taxis, luggage handling, etc.

5.3.6 *Authorization*

1. All expense reports must have the proper signatures. Only the Region 1 Officers (including the Past Director) and the Region 1 Standing Committee Chairs are authorized to sign the Other Expense Reports, and then, only up to the limit of their budget.
2. The Region 1 Officers and Standing Committee Chairs listed in Subsection 2.2, Item No. 1, plus the 22 Section Chairs, the 2 Council Chairs and those specifically authorized by name by the Region 1 Director in writing, are authorized to sign the Region Travel Expense Reports.
3. Anyone else submitting an expense report must have one of the authorized committee members countersign the report. This is especially true of Standing Committee members, such as the Student Activities Committee, or participants at the Annual Workshop Meeting where we do not know all of the attendees, their positions, or whether they were authorized by their committee chairs or section chairs to attend.
4. All officers and Standing Committee chairmen shall stay within their authorized budgets. In the event of extenuating circumstances, necessitating that their budget be exceeded, they must first obtain the approval of the Region 1 Director or the Region 1 Executive Committee. **NO ONE** is authorized to exceed their budget without the prior approval of the Region 1 Director or the Executive Committee.

5.3.7 *Non-Reimbursable Expenses*

1. Payment for the time spent doing Region 1 activities.
2. Expenses associated with IEEE activities that are not directly related to conducting the business of Region 1.

3. The incremental cost of food, lodging, transportation, or other expenses for Board of Governors members' spouses, children or other traveling companions in connection with attendance at meetings.
4. Child, parent or other dependent care expenses.
5. The cost of life insurance for air travel, travel insurance and trip cancellation insurance.
6. Automobile rental expenses incurred on, or associated with, personal side trips.
7. Stopovers/layovers for personal reasons which increase the cost of a trip are considered personal expenses and, therefore, are not reimbursable by the Region.
8. Clothing, luggage and other miscellaneous personal care items.
9. The installation of a separate telephone line, for the sole purpose of conducting Region 1 business, is specifically **NOT AUTHORIZED**. Normally, there is insufficient justification to warrant such action. However, if an appropriate Region 1 business reason exists for installing a separate telephone line, the Region 1 Director may approve that installation. However, it must be in writing with a copy forwarded to the Region 1 Treasurer.
10. Certain expenditures are prohibited by the IEEE. The majority of these items are listed below:
 - a. Payment for the presentation or preparation of papers, except for reasonable travel expenses. This does not apply if a fee or tuition is charged for attendance.
 - b. Monetary awards or equivalent prizes over \$500 for any individual.
 - c. Electioneering of any kind, for any IEEE or IEEE Unit office.
 - d. Electioneering of any kind, for any government office.
 - e. Commercial promotional activities.
 - f. Donations of a philanthropic nature, including scholarships, unless authorized in advance by the IEEE Executive Committee.
 - g. Personal or commercial loans of any kind.
 - h. Purchases of real estate, without the prior approval of the IEEE Executive Committee.
 - i. Investment of surplus funds in other than a bank account or Certificate of Deposit issued by a bank, without the prior authorization of the IEEE Executive Committee.
 - j. Legal expenses, without the prior approval of the IEEE General Manager.

5.3.8 *Advances*

The IEEE prohibits the issuance of "blank checks." However, where a large outlay of money is required, e. g., as seed money for a meeting, the member of the Board of Governors responsible for such outlay can request an "Advance" from the Region 1 Treasurer.

The advance must be requested using the appropriate expense voucher. All requirements for voucher approval must be met.

Advances can be made to "third parties" (hotels, bus companies, restaurants, etc.) when required to reserve those facilities for a Region 1 function. The advance requires that an appropriate expense report, signed by the member of the Region 1 Board of Governors arranging for the function, be submitted to the Region 1 Treasurer. The Region 1 Treasurer will then issue the required check to the aforementioned "third party."

Following the event, the member of the Board of Governors who requested the advance is responsible for obtaining receipts, completing the final expense reports and submitting them to the Region 1 Treasurer in a timely fashion.

If money is due back to the Region following the event for which the advance was requested, a check for the correct amount shall accompany the expense voucher.