



Section 5 - 5.2.1: Region 10 Student Representative (RSR)

Purpose Statement

To help bridge student branches by keeping IEEE student members informed of current activities and events within the region and institute-wide so that student members can effectively network, learn and cooperate as one body.

Goals

- i. To assist the Region 10 Student Activities Committee Chairperson in achieving the projects and goals set forth by the SAC such as increasing student membership, increasing the retention rate of graduating students, and increasing student involvement in the institute.
- ii. To keep student branches mailing list up-to-date and be in continual communication with all the sectional SAC, branch counselors and branch chairperson so that information at the regional level pertaining to students will flow effectively top-down to the students.
- iii. To ensure student branches are reporting properly twice a year and any form of subsidies given out to student branches are received and verified.
- iv. To be fully in-charge of the annual student branch website contest.
- v. To be part of the GOLD and WIE committees and contribute positively to see that students are bridged smoothly into GOLD and WIE categories.
- vi. To be pro-active in making recommendations to SAC concerning student programs and policies based on involvement and experiences with regional programs and branch activities.
- vii. To help the organizers of regional, national and sectional student congresses' organizers for quality and successful events.
- viii. To guide newly formed student branches and ensure that they understand the purpose, values and benefits of IEEE.
- ix. To setup the goals at the start of the year and presently bi-yearly report to Student Activities Committee Chairperson, Regional Director & MGA SAC Chair.
- x. To constantly keep up to date the RSR Operational Manual.
- xi. To aid in recognizing effective student branches.

Methods

- i. To be fully aware of and understand the goals of IEEE and R10 SAC so as to recognize and implement effective programs or means to meet these objectives. In short - be fully involved.
- ii. To be constantly updated in order to be a credible adviser:
 - a. Be familiar with the IEEE Bylaws and regional rules.
 - b. Attend all SAC meetings each year.
 - c. Attend regional meetings each year.
 - d. Attend section meetings and encourage the attendance of other students in section meetings.
- iii. To keep region 10 student branches informed of the latest news:
 - a. Ensure that the SAC website is constantly updated.
 - b. Communicate with branches by sending emails and writing in Regional newsletter.
 - c. Encourage student branches to send publications/write-up on their activities and uploaded them to the SAC web for sharing and learning purpose.
 - d. Excellent student branches publication should be selected to be published in the R10 Newsletter.
 - e. Be in email exchange with all student leaders.
- iv. Update Student Mailing List to ensure effective communication:
 - a. To effectively compile the student list, one should first get in touch with all section chairpersons and SACs since they should be the first to be informed in times of re-appointment. Their contact details can be obtained from IEEE Asia Pacific Office (APO) through Fanny Su (Manager) or Ewell Tan (Coordinator). Their contact details can be obtained from the "IEEE Geographical Roster" on the IEEE website.
 - b. In additional, mailing details could be gathered from past RSAC, RSR and the R10 Student Branch mailing list.
 - c. The student branch contact list should be uploaded to the R10 SAC website and re-new once every six months.
- v. Ensure branches subsidies are pay out effectively:
 - a. Student branches that are new start-ups or have shown enthusiasm and efficiency will be rewarded in monetary form. It is important that these subsidies reach them promptly so that they can be encouraged and subsequently improve on the quality and quantity of activities.
 - b. Constantly review the effectiveness of the Money Flow Procedure. (Appendix A)
 - c. Ensure "Student Branch Subsidies Application form" is always available on the R10 SAC website.

- d. Investigate instances when subsidies are issued but not verified by respective student branches
- vi. Effectively carry out the annual Regional Website Contest:
 - a. Publicize the event beginning of January.
 - b. Source for 6 judges for Regional website Contest and 1 judge for Inter-Regional judging.
 - c. Receive "Request for Participation Form" from interested student branch by 15th February.
 - d. Receive Website URL submission and collate in a spreadsheet by 15th March.
 - e. Collate Results from all judges by 29th March.
 - f. Submit URL of the winning entry (1st) to Inter-Regional website contest administrator before 1st April.

Eventually, continue to be passionate about your role and positively influence those around you.