



The Institute of Electrical and
Electronics Engineers

Angel Manual

2011

Electromagnetic Compatibility Society

INTRODUCTION

This guide is intended to help make your job as a Chapter "Angel" easier. We aim to delineate your responsibilities as a Chapter "Angel" and the manner we may help you to fulfill that role. We also recognize that you are a busy professional. For that reason we tried to organize this guide in a manner that reduces the time required for you to obtain the necessary guidance from it.

For any assistance please e-mail us.

Good luck,

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ANGEL TASK DEFINITION

The Chapter Angels serve as liaisons between the EMC Society Board of Directors and the Chapters on all matters relating to Chapter Activities. When a Chapter encounters problems either with their own organization or with other parts of the EMC organization, the Chapter "Angel" may be able to help.

You can determine who the Chapters under your responsibilities are by looking at the list of Chapters and Chapter Chairs at <http://www.ewh.ieee.org/soc/emcs/chapters/chapter1.html>

All IEEE EMC chapters, in all regions of IEEE around the world have been assigned an "Angel" selected from the members of the BoD as a liaison person to communicate with on any and all issues that arise.

YOUR RESPONSIBILITIES AS CHAPTER ANGEL

A. Chapter Guidance and Support

Angels should employ a proactive approach in their chapter support activities, as recommended herein.

- a) "Angels" should initiate contacts with the Chapter Chair, identify themselves and provide him with their contact information coordinates.
- b) "Angels" should keep in close communications with the chapters under their responsibility.
- c) "Angels" are responsible to evaluate "Angel Funds" (see Section B below) requests submitted by the chapters and make their recommendations to VP for Member services.

- d) "Angels" should help the Chapter Coordinator in communicating with their Chapters, as necessary, and should be copied on such Communications. For this purpose they are also added to the Chapter-Chairs Reflector by the Chapter Coordinator.
- e) "Angels" are strongly recommended to contact the Chapter's chair under their responsibility every year in the month of December with the purpose of
 - ❖ encouraging the chapters to report their activity to the EMC-S through the online form available at <http://ewh.ieee.org/soc/emcs/forms/report.html>
 - ❖ checking the Officers status for the next year.
- f) "Angels" should request the chapters to copy them on meeting reports (Vtools Meetings L31).
- g) "Angels" should request the chapters to copy them on meeting invitations, and whenever possible, the "Angels" should try to attend Chapter meetings under their responsibility.
- h) "Angels" should act as "coaches" or "mentors" to the Chapters to better improve their activities.
- i) "Angels" should be accessible, on a regular basis, at least by e-mail and should be willing to respond to chapter communications.

B. "Bob Haislmaier Angel Fund"

A Chapter's first source of funding is the local IEEE Section. Each IEEE Section receives funds based on number of meetings a Society Chapter has per year and number of attendees per meeting.

The EMC Society Board of Directors is authorized to provide Chapters with additional support for activities under certain circumstances. This program is called the "Bob Haislmaier Angel Program". Here are the details of the "Bob Haislmaier Angel Fund" which should be taken into consideration by the "Angel" while evaluating funding requests.

Purpose. The "Bob Haislmaier Angel Fund" exists for the purpose of aiding Chapters in putting on technical programs for their members which they would otherwise be unable to afford. Activities which may be funded by other means (e.g., Distinguished Lecturer Program or registration fees) are not eligible for Angel Fund financing.

Funding Process. A Chapter wishing to receive financial support from the Angel Fund must submit a request to their Chapter "Angel" using the appropriate application form (<http://www.ewh.ieee.org/soc/emcs/awards/haislmaier.html>). Sufficient information should be provided to the "Angel" to allow determination of the applicability of the request. Upon approval of the request, the "Angel" will forward the request to the Society Treasurer with a copy to the VP for Member Services for approval. Upon approval of the request, the Treasurer will have IEEE headquarters issue a check or bank transfer for the approved amount.

Maximum Amount. The Chapter "Angel" can authorize up to a maximum of \$600 in financial support per year.

Frequency of Use. Each Chapter may *submit multiple requests per year* to receive funding from the "Bob Haislmaier Angel Fund", *as long as the total sum received per year does not exceed \$600.*

Combination of Activities. Chapters may not combine more than one activity for the purposes of obtaining U.S. \$600, and each request shall be submitted, justified and considered separately.

Bank Account Details. If the funds are to be provided through wire transfer, the following details should be provided by the Chapter in the application form:

- Bank Name
- Branch
- Address
- Bank account number (HOP number)
- Bank Account Names
- Swift #