

IEEE Section/Chapter Responsibilities

- **Submit the IEEE annual financial report before the deadline. (Section Treasurer)**
- **Submit an officer report immediately after the annual election and immediately after any other officer changes (Section Secretary)**
- **Submit meeting reports after each meeting or not later than the annual deadline. (Section Secretary and/or Chapter Chairs)**

IEEE Section/Chapter Responsibilities

- **Identify an officer to attend the annual IEEE Region 4 Regional Meeting held late winter of each year. Meeting is held over weekend in January, February, or March, usually in Chicago. Expenses of attending are covered by the Region. (Section Chair)**

IEEE Section/Chapter Responsibilities

- **Use IEEE Region 4 Area Workshops for officer training. Area Workshops are held in September or October two years out of three. Not held in Sections Congress years. Area Workshops are held over a weekend. Expenses associated with attending are covered by the IEEE Region 4. (Coordinated by Chairpersons, but intended for all officers)**

IEEE Section/Chapter Responsibilities

- **The purpose of the annual Regional meeting is to conduct the business of running the Region. Each Section Chair has a vote on the Regional Committee.**
- **The purpose of the Area Workshops is officer training for Sections, Subsections, and Chapters. For large and "thoroughly trained" Sections, please consider helping us conduct the workshops.**

IEEE Section/Chapter Responsibilities

- **Plan for the IEEE Sections Congress. Sections Congress is held every three years with the next one scheduled for 2002. It is a very worthwhile event. IEEE covers the costs of sending a single person and Region 4 underwrites expenses for limited additional attendees. Regional support varies depending on Sections Congress location and budget considerations.**

IEEE Section/Chapter Responsibilities

- **Read and reply (where appropriate) to information sent you from IEEE Region 4. In some cases delegation to another officer in your Section may be appropriate. Please inform R4 secretary promptly if we have incorrect or outdated officer contact information.**
- **Participate in a meaningful way (for your Section) in National Engineers Week activities in February of each year. (Section PACE Chair)**

Aids on IEEE Web Site

- **Responsibilities & Functions of Chapter Chairs**
- **Responsibilities & Functions of Section Chairs**
- **Responsibilities & Functions of Section officers**
- **Sample calendar for Section year - includes check list of duties and responsibilities in a time frame**

IEEE Web Site - Resources for Officers

- **How to hold a successful meeting**
- **Section/Chapter rejuvenation strategies**
- **Program resources guide**
- **Audio-visual guide**
- **Entity web hosting (you do not need your own computer/domain to have a Section web site)**
- **Bylaws and links to RAB and TAB**
- **Section successes/lessons learned**

SAMIEEE facts for non-SAMIEEE Users

- **Obvious SAMIEEE use: mailing labels**
- **Demographic info by membership grade, city, zip code, employer, society membership, and more**
- **Reason codes can be monitored to welcome new members, congratulate new senior members, etc**
- **Identify special interest subset by society membership or technical interest profile**

SAMIEEE facts for non-SAMIEEE Users

- **Target members in arrears for membership drives**
- **Use as source of email addresses for alternative to US mail - note that email addresses have been historically inaccurate, but are improving considerably as IEEE members use the web for renewal.**
- **Use your IEEE email alias when you renew your membership!**

Summary

- **Annual reporting – financial, officer, mtgs**
- **Representation at annual R4 mtg, Sections Congress, R4 Area Workshops**
- **Interact with R4**
- **Support National Engineers Week**
- **Leverage wealth of useful info at R4 website**
- **Share lessons learned/successes for benefit of other sections**

Poll: Do you need assistance from R4 in fulfilling the oblig...

- *[PlaceWare Yes/No Poll. Use PlaceWare > Edit Slide Properties... to edit.]*
- Yes
- No