

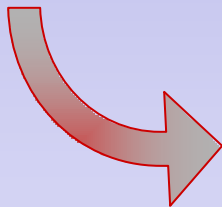
Section/Chapter Support Resources

Ben Manning

**Region 4 Area Workshops
September/October, 2001**

How to Form a Geographic Entity (Section or Chapter)

- **Formation petitions for:
Sections/Subsections/Chapters/Affinity
Groups** (<http://www.ieee.org/organizations/rab/scs/petitionform.html>)
- **New Officer kits**
- **Geographical Rosters (includes
processing of officer information)**
- **Related inquiries:** very useful web site



<http://www.ieee.org/organizations/rab/scs/officerres.html>

Resources for Officers

Resources for Officers

This list of resources was created specifically with IEEE volunteer leadership in mind. Officers seeking information at a glance should check here first. If you have suggestions for additional links, please let us know.

Contact Information

sec-chap-support@ieee.org

Publications

[How to Hold a Successful Chapter Meeting](#)
["ROOT" \(Resource Officer Orientation Training\)](#)
[Section/Chapter Rejuvenation Strategies](#)
[Program Resources Guide](#)
[Audio Visual Guide](#)
[Chapter Funding Guide](#)
[WhitePaper: Unit Relations](#)
[TAB Conferences Manual](#)
[New Treasurer's Handbook](#)

Helpful Web Links

[Regional Activities](#)
[Technical Activities](#)
[Student Activities](#)
[GOLD \(Graduates of the Last Decade\)](#)
[Sections Congress](#)
[Request for Letter to Employer](#)

Reference Materials

[Section Calendar](#)
[Geocode Listings](#)
[IEEE Acronyms](#)
[IEEE Society/Council Abbreviations](#)
[Bylaws Guide for Sections and Councils](#)
[Responsibilities of Section Officers](#)
[Responsibilities of Chapter Officers](#)
[RAB Operations Manual](#)

Electronic Communications

[SAMIEEE](#)
[Entity Web Hosting](#)
["Top 10" Items Every Section Should Have on Their Web Page](#)
[Email Aliases and Lists](#)

IEEE Legal Documents

[IEEE Constitution](#)
[IEEE Policy and Procedures](#)
[IEEE Bylaws](#)



You Are Bound by IEEE and Section Bylaws

- **Requirements (Section Bylaws Guide)**
- **Approval process**
- **Amendments**
- **Recording**
- **Visit: sec-bylaw@ieee.org**

Chapters Share in the Section Rebate

- **Section Rebate Formula:**
 - \$1800 Flat Fee PLUS
 - \$3/member (Students & Affiliates incl.)
 - \$180/active Chapter
 - 10% bonus for reporting on time
- **NEW** Each TC Chapter gets \$250 plus \$25 per meeting report -- after 1st two meetings
- **You Are Required to Report**
 - Officers (annually),
 - Meetings (monthly),
 - Finances (annually)

IEEE Makes Supplies Available

- **Certificates of Appreciation**
- **Section Banners**
- **Officer pins**
- **IEEE stationery**
- **Lists & Labels**

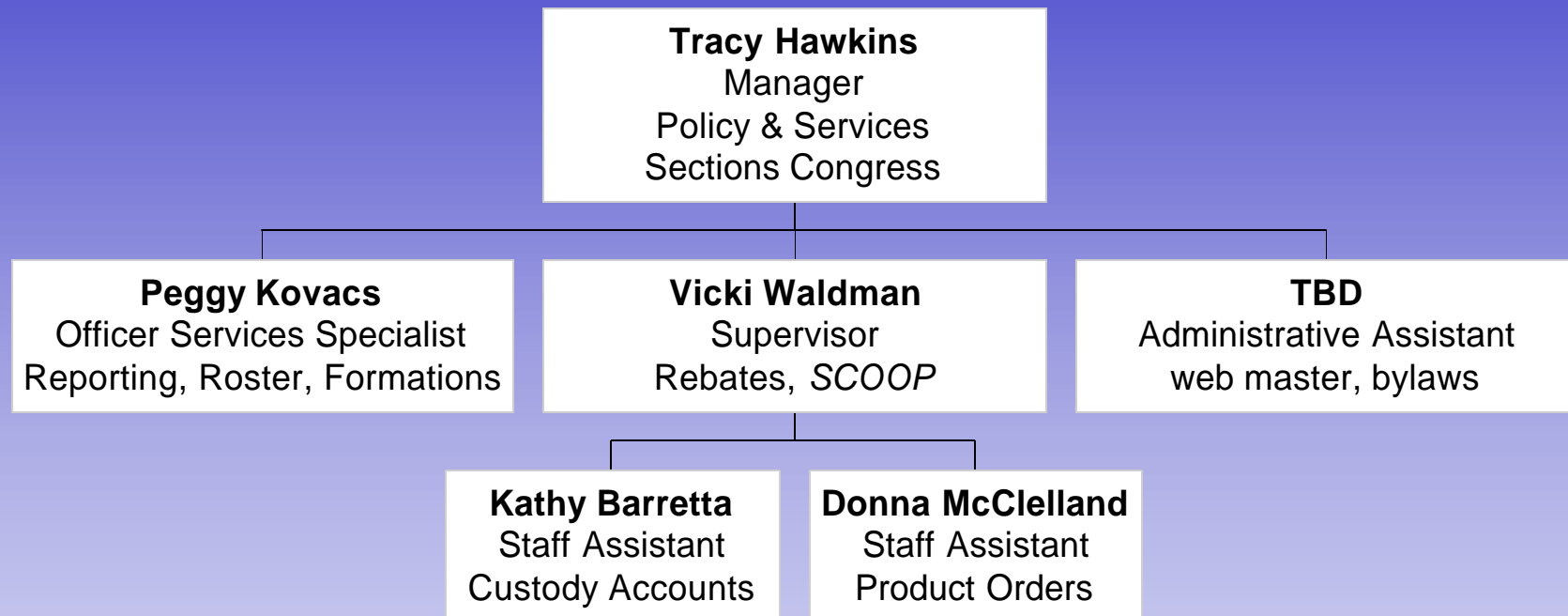
There is \$upport for Chapters - but You Need to Pursue it

- **Regional Activities Board -**
<http://www.ieee.org/organizations/rab/>
- **Technical Activities Board -**
<http://www.ieee.org/organizations/tab/Societies>
- **Society Technical Coordinators -**
<http://www.ieee.org/organizations/tab/ciachapco.html>
- **NEW Technical Symposia Grants Offered**
up to \$500 for 5 hour seminar
mailto: Tracy Hawkins, t.hawkins@ieee.org

IEEE Makes Useful Products Available Electronically

- **Entity Web Hosting** - <http://ewh.ieee.org>
- **SAMIEEE** - http://www.ieee.org/ra/samieee_info
- **Majordomo lists (listserv)**
<http://eleccomm.ieee.org/maillist.shtml>
- **Functional alias (sec.chicago@ieee.org)**
contact Helen Shiminsky at h.shiminsky@ieee.org
- **Resources for Officers:**
<http://www.ieee.org/organizations/rab/scs/officerres.html>
- **Resources for Volunteers:**
<http://www.ieee.org/organizations/vols/>

The Section/Chapter Support Staff



These folks are here to help!!

IEEE Chapter Retreat Recommendations

1. Hold Regional Chapter Chair meetings
2. Chapter Handbook/Development Guide
3. Piggyback Chapter Retreat with the Membership Development Retreat
4. Centralized, web-based database (chapter coordinators and other volunteers contact info, DL info, awards, etc)
5. Tie: a) Implement "Worst Practices" sessions/solicitations (learn from mistakes made); b) Streamline & improve current reporting processes
6. Increased regional support for chapter formations
7. Matrix of Society (chapter) support activities with corresponding links posted on Technical Activities Department Chapter Home Page
8. Leadership training for chapter interfaces (RAB/TAB)
9. Identify improved communications for chapters/sections/regions
10. Chapter level technical meetings
11. Chapter recognition at a prestigious event
12. Society promotional Distinguished Lecturer tours
13. Chapter support e-mail aliases
14. Industry relations package
15. Simplify inquiries (initiate a "Help Desk", improved search engines)
16. Tie: a) Society mentoring programs for chapters; b) Listing of chapter activities on Society websites
17. Set of Life-Long Interest packets from Societies

Poll: Please rate the relevance of this presentation/topic t...

- *[PlaceWare Multiple Choice Poll. Use PlaceWare > Edit Slide Properties... to edit.]*
- Very Relevant
- Moderately Relevant
- Not Relevant

Poll: How would you rate your current section activity/suppo...

- *[PlaceWare Multiple Choice Poll. Use PlaceWare > Edit Slide Properties... to edit.]*
- Very Strong
- Moderate, want to strengthen
- Moderate, ok with current level
- Light, want to strengthen
- Light, ok with current level

Poll: Do you want assistance from R4 in developing this aspe...

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

Poll: Do you have any lessons learned/successes you could sh...

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