



# IEEE TWIN CITIES SECTION

Officer and Volunteer Training  
Saturday February 8, 2014, 8:00 AM - noon

Start Time	Duration (min.)	Item #	Activity	Presenter
7:30	0:30		<b>Registration / Breakfast / Networking / Find a Seat</b>	
8:00	0:05	1	Welcome / Agenda / Overview	Andrew McCain
8:05	0:05	2	Self-Introductions	
8:10	0:10	3	2013 Section Highlights	Tom Kansier
8:20	0:10	4	IEEE Organization	Tom Kansier
8:30	0:10	5	Section ExCom Operations Overview	Andrew McCain
8:40	0:10	6	ExCom Standing Committees	Andrew McCain
8:50	0:10	7	Officer Roles (ExCom & Technical Chapters) How to be a Chapter Officer Role-Based Email Aliases	Andrew McCain
9:00	0:15	8	Section/Chapter Communication Strategy	Steve Weber
9:15	0:20	9	Section/Chapter Websites	Steve Weber
9:35	0:15	10	Treasurer Role Banking accounts Credit Cards Expense Reporting	Ivan Roth
9:50	0:15		<b>* Break *</b>	
10:05	0:15	11	Secretary Role	Brady Mayes
10:20	0:45	12	Chapter Meetings Use of IEEE Vtools for Submitting Meeting Notices Reporting Officers Use of enotice	Joe Palmiter
11:05	0:15	13	Holding a Successful Industry Meeting/Training/Social Event	Lee Globus
11:20	0:15	14	Getting Students Involved	Steven James
11:35	0:10	15	IEEE resources for volunteers Website links	Andrew McCain
11:45	0:10	16	Gather Feedback / Confirm Action Items	Andrew McCain
11:55	0:05	17	Re-Take Attendance Count	
12:00			<b>Adjourn</b>	