

ExCom Standing Committees

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**Twin Cities Section
Officer & Volunteer
Training 2015
Andrew McCain**

What are Standing Committees?

- Standing Committees do most of the work of the Section
- Each has an assigned role
- Section currently has 12 committees
- New committee description document has just been approved by ExCom.

Committees and Chairs

- Communications (Steve Weber)
- Corporate Ambassadors (Brady Mayes)
- Membership Development (El Nolley)
- PACE (Dave Hoff)
- Technical Activities (open)
- Student Activities (Steven James)
- Study Groups (Curt McNamara)
- Phoenix (El Nolley)
- Section Webmaster (open)
- Awards (Jim Riess - Interim)
- MFEST Representative (Steve Merriman)
- Government Activities (Open)

Communications

- The Communications Committee and its chair are responsible for ensuring effective communications between the section entities and the section members. This includes the following:
 - Being knowledgeable in the various means of communicating with the membership such as e-notify, V-Tools, local email list tools, LinkedIn Group, Facebook, Twitter, collaboration groups such as Google Groups, teleconferencing, etc.
 - Work with the chapter officers to edit and send the section monthly e-newsletter
 - Be the go to person for chapter officers when they need training on how to get their message out.
 - Maintain the section Facebook, LinkedIn and other media sites.
 - Be the content manager for the section website.

Government Activities

- The Government Activities Committee and its Chair act at the local level in a manner similar to what the IEEE-USA does at the national level. The would provide a liaison
- Provide liaison with government entities as necessary to further the objectives and activities of the section within the IEEE Guidelines
 - Ensure that no conflict exists between IEEE-USA positions and local positions
- Provide an awareness of the Section and its activities to elected or other government representatives
- Report to the EXCOM on IEEE-USA initiatives and government activities and legislation that may be of interest or impact to the section members.
- Arrange meetings where section members have the opportunity to meet and ask questions of elected or other government representatives.

Technical Activities

- The Technical Activities Committee and its Chair have oversight responsibility for all of the technical Society and Affinity Group Chapters in the Section. There are currently 18 listed chapters in the section. The committee is specifically responsible for:
 - Ensuring the health of existing chapters by ensuring that there are active officers and that at least two technical meetings per year are held.
 - Attend at least one planning meeting of each of the chapters per year.
 - Attend at least one technical meeting of each chapter per year
 - Promote and assist in the development of new chapters where interest exists.

Technical Activities

- Being a resource for educating the chapter officers in IEEE and Section policies and procedures.
- Ensuring that the chapter officers are meeting all reporting requirements.
- Maintain a database of potential meeting locations and contacts to provide to chapter officers
- Maintain a database of speakers to provide to chapter officers.

Technical Activities

- Note that the Technical Activities Committee is not responsible for planning and holding technical meetings directly except for the following:
 - They determine that such assistance will help restart an existing or jumpstart a new chapter. This assistance should be limited and control transferred to chapter officers as soon as possible.
 - The EXCOM elects to hold a broad cross society technical meeting or conference. In this case the Technical Activities Committee will be responsible for creating and leading a sub committee consisting of volunteers from appropriate technical chapters to accomplish the conference.

Awards

- Responsible for recognizing all local volunteers of the section
- Providing an annual list to the ExCom for recognition
- Identifying and nominating local members for higher IEEE recognition and awards.