

# Officer Roles

07

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

**Andrew McCain**

# Officer Job Focus

- Keep focus on member value
  - Topics, speakers, tours, events, opportunities...
  - Represent profession to world.
  - Balance
    - Time is more valuable than money.
    - Create synergies between...
      - Members: Work, professional, personal
      - Chapters: joint meetings, other volunteering

# Chapter Officer Jobs

- Chair, Vice Chair, Treasurer, Secretary, Past Chair
- Term of office is typically 1 year – January to December
- Best if an officer serves at least one term as secretary or treasurer before serving as chair but not required.

# Role Based Aliases

- [tc-chair@ieee.org](mailto:tc-chair@ieee.org) – Andrew McCain
- [tc-vice@ieee.org](mailto:tc-vice@ieee.org) – Brian Bock
- [tc-sec@ieee.org](mailto:tc-sec@ieee.org) – Brady Mayes
- [tc-treas@ieee.org](mailto:tc-treas@ieee.org) – Ivan Roth

# Chapter Chair Functions

- Find Volunteers
- Chair the Chapter meetings
- Determine goals for the year
- Lead planning meetings
- Attend Section Excom Meeting (First Tuesdays) or ensure a representative attends

# Chapter Chair Functions

- Make sure required reporting happens
- Mentor and lead other officers as they do their jobs
- Recognize volunteers

# Chapter Vice Chair

- ▣ Act for Chair when needed
  - Attend Section Excom Meeting (First Tuesdays)
- ▣ Help the Chair

# Chapters and Sections....

- Come under IEEE non-profit status. Thus, our results need to be consolidated with national's data.
- Good reporting is needed to keep IEEE non-profit status.



# Required Annual Reporting for Chapters

- Meeting activity (L31 done on line)
- Current officers, (done on line)
- Financial activity (To be covered in Treasurers training)

# Meeting Reports

- Done on-line using Vtools
- **ALL** meetings
- **Joint meetings** – each chapter submits their own L31
- Copy Section Secretary so he/she gets an email copy
- Top of page has link to get list of all reports submitted.

# Meeting Types

- **Administrative** - A meeting to discuss administrative matters. (for example- elections, Section function/activity planning, etc.)
- **Technical** - A meeting of technical nature. Chapters **MUST** hold 2 Technical Meetings per year.
- **Professional** - A non-technical meeting of a professional nature. Perhaps a speaker discussing the current job market, preparing resumes, etc.
- **Educational** - A class held to educate the attendees with subject matter of a non-technical nature. If the class is of a technical nature, please report it as a technical meeting.
- **Social** - An awards dinner, or other social event. If held on the same date or in conjunction with another meeting category, report as the other meeting category.

# Summary

- Hold meetings. (At least 2 Technical)
- Tell us who the chapter officers are.
- Submit meeting reports (L31) after each meeting.
- Submit financial reports.

# Helpful Ideas

- ▣ Finding Speakers
- ▣ Recruiting
  - Members
  - Volunteers
  - Officers
- ▣ Recognition

# Finding Speakers

- It's not hard!
  - Benefits to speaker
  - Speaking generates publicity
  - Watch for opportunities
- Don't be shy
  - What are they going to do to you?
  - It's flattering to be asked
- Region is working on creating a Speaker Database

# Finding Speakers

- Ways to find speakers
  - IEEE Distinguished Lecturer Program
  - Friends and professional colleagues
  - Seminar attendees
  - Conference attendees
  - Consultants
  - Publications
  - Speakers

# Recruiting Members

- It's all about communication
  - At IEEE seminars and events
  - At work
  - At professional events
  - Ask what they want – and listen
  - Look for ice-breakers
- The personal touch counts
- Keep Chapter websites up-to-date



# Recognition

- ▣ Who to recognize
  - Speakers
  - Volunteers
  - Officers
  - New members
  - Member elevations
- ▣ Make it automatic

# Means of Recognition

- Personal contact
- Awards – there are a lot of awards
  - Certificate, pins and / or plaque
- Letters
  - To recipient
  - To employer
- Publication
  - Newsletter
  - Web page