

2006
CHAPTER CHAIR'S
KIT

IEEE CIRCUITS AND SYSTEMS SOCIETY
Regions 1-7 (North America)



The 2006 Goals:

- i. For Chapters not engaged in at least 6 activities per year, attempt to achieve 6, or set a goal of doubling the number of activities in 2006.
- ii. Run an active membership recruiting campaign in speaker meetings, workshops and by email and posters. CASS will provide a *Membership Recruiting Guideline*.
- iii. Plan to run one Workshop in 2006. CASS will provide a *Running a Workshop Guideline*.
- iv. Plan to institute a Mentor Program in 2006. CASS will provide a *Running a Mentor Program Guideline*.
- v. Plan and organize your WORKSHOPS and EVENTS for 2006 now.
- vi. Compile list and schedule of 'hot' speakers for 2006. VP R1-7 will compile CC lists and coordinate with CASS to provide a CASS *Hot Speakers* list.
- vii. In Q4 of each year, prepare the year's activity report and planning document (with budget) for following year.
- viii. Make 30-60 minutes after meetings available for networking and plan, if possible, a social event following a meeting.
- ix. Actively assist IEEE Members to apply for Senior Membership; similarly SM → Fellows.
- x. Identify local synergistic societies to partner with in running Chapter activities. Initiate activity in Q1 2006.

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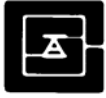
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**VICE PRESIDENT, REGIONS 1-7**

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30 December 2005

All CASS Chapter Chairs
Regions 1-7 of IEEE

Dear Friends and Colleagues,

Re: CASS Chapter Rejuvenation and Chapter Chair Kit

It is my great pleasure to write to you in the dwindling days of 2005 to thank you for your hard work, creativity, responsiveness and endeavours for our CAS Society throughout 2005.

Your effort and response to our survey in 2005 was extraordinary – we had 21 of 29 chapters responding. As, I am sure you have anticipated, our objective in 2006 is to have 32 chapters responding.

I urge you to look regularly at the CAS web site <http://www.ieee-cas.org>. There is a wealth of material on the site and it is updated regularly. From browsing the Technical Committees, the ISCAS material, Conferences and Workshops, etc. you will be able to find inspiration for your own Chapter's operations. Don't forget to look at other Societies, as well, to gather fresh inspiration and opportunities to hold joint activities.

Please also take a look at the 3 CASS Chapter Chair stories in this Chapter Chair's Kit – see how our own CC's are doing it. The IEEE Chapter Information web site is <http://www.ieee.org/tab/cha/index.xml> - it also has much material that will be helpful to you.

The 2006 Goals:

The goals we converged upon after the survey are great goals for us all to achieve in 2006. I know that already, a number of active Chapters are achieving these goals consistently. Our objective is for all of our CASS – single and joint – Chapters to achieve these goals consistently year upon year. The second goal at the CASS level is to expand the number of chapters in our North American region by 3-4 (approx. 10% increase). Personally, I think we can increase our membership and participation rate by 10% in 2006 – it is a worthwhile double goal.

The goals from the survey are repeated below. The *big impact* 3 membership oriented goals are also on the bottom of the calendars that are included in the Chapter Chair's Kit.

- i. For Chapters not engaged in at least 6 activities per year, attempt to achieve 6, or set a goal of doubling the number of activities in 2006.
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- viii. Make 30-60 minutes after meetings available for networking and plan, if possible, a social event following a meeting.
- ix. Actively assist IEEE Members to apply for Senior Membership; similarly SM → Fellows.
- x. Identify local synergistic societies to partner with in running Chapter activities. Initiate activity in Q1 2006.

The Chapter Chair's Kit:

The Kit contains a number of elements:

- i. This introductory letter
- ii. Abbreviated Chapter Chair's Manual (modified from a document prepared by the Communications Society – with permission).
- iii. Stories from the Front - by 3 of our active Chapter Chairs
- iv. The 2005 R1-7 Chapter Survey Report.
- v. The CASS 2005 Flyer with an individual membership application form incorporated. Please note that this is a 2005 flyer and the fees are incorrect for 2006. We will send the 2006 flyers when they are printed.
- vi. The IEEE Chapter Chairs' Reference Guide.
- vii. A CASS 2006 Calendar – with a special reminder at the bottom. A useful thing to have by your desk.

Please give us feedback on the Chapter Chair's Kit – what is relevant, what is not, what needs to be improved, what is missing, what you need, etc.

The Survey:

Thank you again for your help with the 2005 survey. It appears that this may have been the first time that Chapters in CASS have been asked for their views – shocking! I hope that all of you – our highly valued Chapter Chairs – will become an essential part of CASS decision making. CASS is a bottom-up society in which our members are everything – it makes little sense to try to run CASS top-down – the chapters are what determine the Society. So please be active, including in requests to me and Barbara. We will always try and help.

It is our intention in 2006, to contact you fairly regularly to see how we can help you in achieving your goals. In Q4, it is our intention to run a full survey and record the difference between 2005 and 2006 activity. We will publish the raw and reported information to you before it is disseminated more widely in CASS. It is necessary to know what has worked and what has not so we can continually improve our services to our CASS members and Chapter Chairs.

Further Kits in Development:

- Attracting New Members to CASS Chapters (Membership Recruiting Guide)
- Running a CASS Chapter Workshop
- Running a Mentor Program

It our intention to compile as many of these as soon as possible in 2006, so they will be helpful in running your Chapters.

From Barbara and me, all the best for 2006. Let's make this Society hum. We are here to help so please call on us.

Best regards,



Graham Hellestrand and Barbara Wehner

Abbreviated Chapter Manual

Formation, Organization, Running and Checklist

1. Note on Origins of this Document

Much of the material dealing with new Chapters is extracted from a comparable document written and assembled by the Communications Society. We thank ComSoc greatly for the kind assistance.

The full IEEE Chapter Chairs' Reference Guide is incorporated into this manual as Section 6.

2. Overview: What is required to start a new Chapter?

IEEE Section/Chapter Support has a kit for new Chapter organizers containing several helpful documents including the "Society Chapter Formation Petition". The Petition Form is available on-line at http://www.ieee.org/organizations/rab/scs/forms_petitions/socchap_form.html.

2.1 Minimum Requirements for Formation of a new Chapter

The basic requirement is that there be at least 12 IEEE members in the Section of Associate Member, Full Member, Senior Member, or Fellow grade who are members of the Society in question. The organizer must be a Member, Senior Member, or Fellow.

The petition is then submitted to the Section Executive Committee, via the Section Secretary, for approval. The petition should specify the name of the Section, the name of the Society, and the name and address of the Chapter Organizer. When approved by the Section Executive Committee, the petition should be mailed to IEEE Regional Activities - Section/Chapter Support at the following:

IEEE REGIONAL ACTIVITIES	OR	Fax: +1 732 463 9359
Section/Chapter Support		Email: petition@ieee.org
445 Hoes Lane		
Piscataway, NJ 08855-1331, USA		

The Chapter will be considered established after IEEE Regional Activities has ascertained that neither the Regional Director nor the Society President has any objections to the Chapter formation. Following approval, the Section Chair, Chapter Organizer, Regional Director and sponsoring Society President(s) will be notified.

2.2 Joint Chapter Formation

There may be Sections where there are not sufficient members of one Society to form a new Chapter; or, the geographical expanse of the Section may be so

3.1 Developing a New Chapter

A successful Chapter depends on the strength and number of its members and a campaign should be undertaken to attract membership in the new Chapter.

The Section Newsletter provides a relatively inexpensive way to announce the formation of a new Circuits and Systems Society Chapter. Another alternative for Chapter announcements is to solicit corporations and universities that relate to Circuits and Systems Society activity. Section leadership or the Society itself may have key contacts in these corporations who would support the formation of the new Chapter. The IEEE Regional Activities Department has developed a mechanized process to identify corporations that have members in the Circuits and Systems Society. By using these corporate linkages, it may be possible to attract new Circuits and Systems Society members as well as obtain potential use of corporate facilities during the formative period.

Another alternative is to have the Section request that IEEE Regional Activities develop a list of existing CASS members living or working in the area served by the Section. Individual emails/notices should be sent to everyone on the list.

The success of a Chapter often depends on the ability to attract members with a commitment to making the Chapter active and robust. Many functions need to be filled by the Chapter and its committees. In addition to the offices of Chair, Vice Chair, Secretary, Treasurer, etc., there are other key areas that need active members. Some of these include: Student Activities, Program, Publications, Publicity, Professional Activities, and Planning. Recommendations for filling these positions are often available from Section leaders or the Circuits and Systems Society. Corporations and Universities may be willing to recommend individuals and provide the individual with support for carrying out their duties.

The selection of personnel for the key functions and sound program meetings is paramount to getting a Chapter off the ground. Another important attribute is membership involvement in the activities. Although it is easier to let ten percent of the people do ninety percent of the work, this does not foster strong organizations. When soliciting Chapter membership, provide ways for these members to indicate their willingness to be on key committees or serve as officers. By motivating/activating these volunteers, a built-in core of workers is developed to ensure a healthy Chapter. Soliciting new members and encouraging them to run for office is an ongoing and necessary endeavor.

3.2 Forming a Joint Chapter with One or More Societies

There may be Sections where there are either not enough CASS members to meet the minimum requirements to form of a new Chapter; the geographical expanse of the Section is so great that the density of Circuits and Systems Society membership in any key location will not support a viable Chapter; or there is some much interdisciplinary interest that a joint chapter is the obvious entity to create.

Already there are 16 joint CASS chapters in North America, where CASS has 28 chapters. The most prolific connections have been made between CASS and the following societies: Electron Devices (5), Solid State Circuits (4), Signal Processing (3), Communications (1), Computer (3). Joint chapters have between 2 and 5 societies joining.

Where a joint chapter across Sections is the most desirable structure, the VP, Regions 1-7 will help with the administrative effort to get a Chapter created.

3.3 Resources for the New Chapters

Emerging Chapters have resource needs that may include technical program support, advice and counsel, financial aid, etc. The Circuits and Systems Society, Technical Activities Board, and Regional Activities Board have all pledged their support for emerging Chapters.

The Circuits and Systems Society provides four regional Vice Presidents to provide direct support for the Chapters -- representing Asia/Pacific, Europe/Africa/Middle-East, Latin America, and North America. Contact information for the current VP, Regions 1-7 can be found in the CASS web site <http://www.ieee-cas.org>.

One of the critical needs of Chapters is lecturers for their Technical Programs. CASS Technical Committees are often able to provide speakers on topics requested by Chapters. Suggestions for topics and potential speakers are easily identified in the Society's publications, and in tutorials or workshops presented at Circuits and Systems Society Conferences. A list of distinguished lecturers, who may be available to speak at the Chapter level on subjects of interest to Society members is listed on the CASS web site <http://www.ieee-cas.org>.

4. Running a Chapter

4.1 Organizing a Chapter

The organizational structure for a Society Chapter depends upon its size and the extent of its activities. The minimum Chapter requirements are: e

- maintain a membership of at least ten, other than students
- hold at least six (for CASS) technical meetings per year
- maintain a level of activity acceptable to the CASS VP, Regions 1-7, IEEE Regional Director and Society President.

IEEE Regional Activities evaluates each inactive Chapter carefully and provides support to make inactive Chapter viable. A Chapter is considered active if it holds at least two technical meetings per year. A Chapter is placed on probation if it holds less than four technical meetings per year. IEEE will recommend that a Chapter be dissolved if it remains on probation for three consecutive years.

The number and types of officers that lead a Chapter depend on the needs and resources of the Chapter. A Chapter is administered by an Executive Committee, which may consist of only one officer -- the Chair. Other possible positions for the executive Committee include:

- Past Chair
- Publicity Chair
- Membership Chair
- Vice-Chair
- Arrangements Chair
- Secretary-Treasurer
- Student Relations Chair
- Program Chair
- Members of the Board of Governors living in the area

Clearly, it is not necessary to fill all of these positions.

The Chapter Chair calls Executive Committee meetings as needed--preferably on a regular basis. (These meetings are sometimes held prior to Chapter meetings.)

4.2 Elections

The IEEE Constitution and Bylaws do not specify which positions must be elected and which may be appointed. However, it is recommended that the Chair, Vice Chair, and Secretary-Treasurer be elected, and the others appointed by the Chair.

Note that most Chapters operate on a calendar (January-to-December) or a fiscal (July-to-June) year basis. CASS in North America runs on a calendar year.

For the election of officers, the Chair appoints a Nominating Committee in September so a slate of nominees may be announced at the October or November meeting. Nominations from the floor at this meeting close the nominations process. The Chair then names the Tellers Committee, holds the election in November or December by mail, email or at a meeting by ballot, and announces the election results at the December meeting.

Only members of the Society residing in the Section may vote. (Contact IEEE Headquarters for eligibility information.) Fellows, Senior Members, Members, and Associates may vote. Associates may be appointed, but not elected, to office. The terms of the new Officers begin on January 1.

It is important that Past Chairs participate in Chapter Executive Committee meetings and to assist/advise Chapter Officers. Board of Governors members living in the area can provide an important additional link to the IEEE Circuits and Systems Society.

The Chapter should have an Advisory Committee--consisting of past Chapter Chairs living in the nearby area (and still belonging to the Chapter), as well as

former Chairs of other Chapters who have moved into the area (and are now members of that Chapter). Past Chairs shall preside over this Advisory Committee. It is their responsibility to call committee meetings twice a year, or more frequently if they or the current Chair consider it necessary. The Past Chairs will also provide liaison and coordination between the Advisory Committee and the Chapter Executive Committee (of which they are members).

4.3 Officer Responsibilities

Listed below is the "ideal" staffing for a large Chapter. Common sense dictates the level of staffing needed for a particular Chapter.

Chapter Chair

- Conduct meetings; review and approve all annual reports.
- Attend IEEE Section Executive Committee meetings.
- Assist the Program Planning Committee.
- Select Nominating Committee for next year's officers.
- Fill positions vacated by moves, outside obligations, etc.
- Review and revise the description of duties of the group's officers. (To be done within first month of term as needed.)

Vice Chair

- Preside in Chair's absence.
- Participate in program planning.
- Assist education chair with long-range plans and goals.
- Manage some major area of Chapter activities such as budget, publicity, program, membership, arrangements, or student activities. (Dual appointment as Program Chair is suggested.)

Secretary

- Send meeting reports.
- Distribute and collect meeting attendance cards.
- Manage Chapter correspondence.
- Participate in program planning.

Treasurer

- Prepare the annual group financial report for Chair's review and submit to Section Treasurer and Circuits and Systems Society area chair.
- Confirm that Chapter received budgeted funds from Section Treasurer and submit request for additional funds as necessary.
- Collect payment for dinners, pay or reimburse guest speaker's dinner fee, and pay all approved invoices.
- Participate in program planning.

Program Chair (or alternative Chair)

- Coordinate Circuits and Systems Society Chapter programs.

- Provide program information to Chapter Publicity and/or Section Newsletter Editor. Notify the Arrangements Chair of any equipment needed by speakers, i.e. projector, blackboard, etc.
- Provide for guest speaker on meeting night, introduce to the group, etc. (Make sure Treasurer has reimbursed guest's dinner ticket.)
- Act as speaker's host for the evening.
- Make the logistical arrangements for each meeting.

Publicity Chair (or alternative Chair)

- Provide Chapter Meeting information to Section Newsletter Editor.
- Publish and mail Chapter Newsletter (if your Chapter has one).
- Ensure that local universities receive meeting notice for student bulletin boards.
- Provide publicity information to Circuits and Systems Society staff on noteworthy Chapter activities.

5. Chapter Checklist

Among the characteristic qualities of a successful Chapter Officer, the following suggestions are recommended:

- i. Develop a working knowledge of Chapter operations from manuals, guidelines, questions and the experiences of others.
- ii. Involve yourself in all facets of Chapter operations to prepare for leadership positions.
- iii. Develop a rapport with the members and the other officers and utilize this IEEE organization as a resource.
- iv. Endeavor to present your leadership in a professional, business-like manner at all times.
- v. Develop teamwork; don't operate as a one-person show.
- vi. Develop a resource network for counsel and advice outside the Chapter to assist you in your leadership role.
- vii. Keep the Section and Society leadership advised of Chapter accomplishments; give credit where credit is due.
- viii. Be fair and equitable in handling problems.
- ix. Find ways of publicizing Chapter accomplishments, giving credit where it is due.

- x. Become a part of the Section and Society operations to enhance the Chapter reputation as well as provide direct linkage with the organizations to which the Chapter reports.
- xi. Pay close attention to the fiscal aspects of Chapter operation; employ thorough planning and budget adherence.
- xii. Find examples of excellence on the part of Chapter members and provide a means for recognizing these.
- xiii. Develop a leadership succession and offer your successor assistance, experience, and insight.

Chapter Chairs

Stories from the Front

We have highlighted three active chapters so that Chapter Chairs can see what and how others are doing things. Each year we would like to publish 6 stories and we would like your Chapter to be in the 2007 Chapter Chair's Kit.

Interestingly this year, we have chapters ranging across the spectrum of organizations supported by IEEE:

- i. A CAS Society Chapter (Dallas)
- ii. A CAS and ED Societies' Joint Chapter (North Jersey), and
- iii. A CAS Society Chapter joint across the Vancouver and Victoria IEEE Sections (Vancouver and Victoria).

Here are their stories.

1. North Jersey CAS/ED Societies' Joint Chapter

Chair: Dr. Richard V. Snyder

The North Jersey Chapter operates jointly with both the Circuits and Systems (CAS) and the Electron Devices (ED) Societies. The local practitioners and students are served well through the use of the Distinguished Lecturer Programs offered by both Societies. Common interests are also frequently served with meetings held jointly with the MTT, AP and LEO Societies. The philosophy is "good meetings happen when good speakers, comfortable venue and convenient times" are paramount considerations. The emphasis, however, is on the excellence and renown of the speaker. Thus, we take advantage of the DL programs, and try to have all talks scheduled at least 4 months prior to the presentation date.

The Chapter officers comprise a Chair, Vice-Chair and a Local Arrangements person. The meeting venue is usually the New Jersey Institute of Technology, Newark, New Jersey. Typical meetings are held in the evening, with a free pre-meeting buffet served at 6:15 (catered by the University but paid for by the Chapter), followed by the talk at 7 PM. It is usual for the Chapter officers to then take the speaker out to a separate dinner. Although the food and dinner are relatively expensive (a meeting budget is about \$350), the early buffet ensures that practitioners will attend prior to going home for the day (and never coming out again) and students attend (free food is a GREAT non-strange but sometimes chaotic attractor). Attendance at meetings ranges from 25 to over 100, depending on speaker and local weather. Our local Section numbers about 4500 members. Thus, we have a large number of potential attendees. Thus, although attendance is reasonably large, we still do not capture all possible attendees. We average at least 6 meetings per year, and do not hold meetings in July, August or December. We try to keep meeting subject matter in a particular

theme for at least half the meetings. For example, last year's (2005) theme was GaN and AlGaN devices and circuits, and this year (2006) the initial theme will be LED and laser diode devices and circuits. Of the anticipated 8 meetings to be held in 2006, we have currently scheduled 5 and should have at least 1 more scheduled before mid-January. Based on our experience, we will leave 2 spots open for unusual speakers, visiting professors, or other. Publicity for our meetings includes publication of the Abstract and C.V. information in the printed Section Newsletter, publication of the same information on the Section website in the Events Calendar, and publication of the information in the Section Electronic Newsletter, linked from the Section website homepage. We request receipt of the Abstract and C.V. no less than 3 months prior to the meeting, to ensure at least three on-line publications (updated in the Events Calendar quite immediately by our Section webmaster), and at least one printed notice (usually two) mailed to all Section members. Meeting descriptions are also physically posted in the ECE departments of the local Universities.

The Local Arrangement person (usually a Professor at NJIT), in conjunction with the Chapter Chair or Vice-Chair, will meet the speaker at perhaps 5 PM for a tour of the University and a brief discussion. The Speaker will then connect his/her laptop to the projection equipment, making sure there are no technical presentation issues. The Local Arrangements person will make sure the food is delivered on time, and that no one starts consuming the food until the proper time. The buffet starts at about 6:15, and is finished by perhaps 6:50, giving the speaker a chance to prepare for the lecture.

Meeting attendance is taken in two ways:

The local University (and sometimes other local Universities) frequently use our meetings as a Graduate Seminar and require reporting of graduate student attendance on special forms (handed out about half way through the talk). As well, we have attendees sign an IEEE attendance form that includes their name, affiliation, IEEE membership status and e-mail address. We turn this list over to the Section membership Chair for follow up, particularly on the non-member attendees. Although this sounds good, the number of additional members garnered is not great, perhaps a few per year....but maybe better than none at all! The Chapter Chair presents a brief IEEE membership talk prior to introducing the speaker, and emphasizes the networking aspect of membership more than receipt of publications, etc. One of the ideas that seems to interest more graduate students is the potential for more ready consideration of submitted publications...a little-known but definitely real benefit of membership. It is the Chapter goal to sign up at least a few student members per year, and to encourage student members to continue membership subsequent to graduation. We are marginally successful in both of these ventures.

All speakers are requested to provide a pdf version of their slides, following the talk. We post those slides on the Section website, as "Presentation Slides", to benefit the unfortunate members unable to attend the talk. This also acts to

generate questions sent to speakers after the talk, and to thus encourage continuing technical interaction and Chapter activity, between meetings.

Meetings are reported using on-line L-31 forms, and are submitted (with a copy of the talk publicity material and copies of any photos taken) directly to the sponsoring Societies and to the local Section Secretary. The L-31 and an expense voucher are electronically provided to the Section Treasurer, with original receipts then mailed to the Treasurer. Reporting is accomplished within a few days of a particular meeting.

I believe that our Chapter success is based partially on the energetic approach to scheduling meetings and the cooperation of our local University venue, but primarily to the availability of good speakers resulting from the IEEE TAB Society Distinguished Lecturer program success. Thus, it is incumbent upon the Society to solicit, vet and provide a continuing flow of Distinguished Lecturers, with topics of interest and language skills sufficient to capture the interest of attendees. If we lose them once, we might not get them back, but if we get them excited, they look forward to attending our meetings.

Report prepared by:
Dr. Richard V. Snyder
President
RS Microwave
Email: <r.snyder@ieee.org>

2. IEEE CAS Society Joint Chapter of the Vancouver/Victoria Sections

Chair: Prof. Ljiljana Trajkovic

IEEE CAS Society Joint Chapter of the Vancouver/Victoria Sections:
<http://www.ieee.ca/vancouver/cas/>

The CAS Society Vancouver/Victoria Sections Chapter was established on 20 March, 2001 as a joint Chapter with Vancouver and Victoria IEEE Sections.

The Chapter members are interested in the spectrum of activities ranging from basic scientific theory to industrial applications. Cooperation is sought with other IEEE societies, groups, and committees with related scopes within the Section. The Chapter works closely with the IEEE Vancouver Section. Monthly reports are sent to the Section prior to the monthly Section meetings, held every first Wednesday of each month. We maintain an e-mail list <ieee-cas-vancouver@sfu.ca>. The list is periodically updated and currently contains 79 members. This is a low-volume unmoderated electronic mailing list that is used to announce upcoming seminars and events.

Our goal is to support the mission of the CAS Society through organizing local technical meetings, seminars, workshops, and conferences, and through disseminating information of interest and relevance to the CAS members. The meetings are open to the public and are often attended by students and faculty at Simon Fraser University (SFU).

The Vancouver Section Web page <http://www.ieee.ca/vancouver/> contains information about recent seminars. Seminars are organized on the SFU campus, in Burnaby, British Columbia. The current venue is the SFU's Interdisciplinary Research in the Mathematical and Computational Sciences (IRMACS) with its modern facilities: <http://www.irmacs.ca/>.

The Chapter also participates in the CASS Distinguished Lecturers program. The list of our past speakers includes:

- Dr. Kotikalapudi Sriram and Dr. Doug Montgomery.
 - + "Internet routing security: BGP behavior under peering session attacks", November 9, 2005.
- Dr. Mohamad Sawan.
 - + "Advanced techniques to build smart implantable medical devices", May 4, 2005.
- Dr. Ioanis Nikolaidis.
 - + "On the use of transmission power control for energy-efficiency MANET services", August 22, 2002.
- Dr. Christopher P. Silva.
 - + "Chaos, fractals, and wavelets in communications and signal processing", June 7, 2002.

Presentations (PDF files) are available for download from the Chapter Web page: <http://www.ieee.ca/vancouver/cas/>.

The Chapter was also involved in organizing the 2004 IEEE International Symposium on Circuits and Systems (ISCAS), held May 23-26, 2004 in Vancouver. For the benefit of members who could not attend the symposium, conference presentations are posted on the conference Web site <http://www.cmsworldwide.com/ISCAS2004:>

- Forum Presentations
- ISCAS 2004 Photos
- IEEE Circuits and Systems Society 2004 Awards and IEEE Fellows [PDF]
- Plenary notes for the three plenary speakers
- Tutorial notes for tutorial presenters (partial list).

Report prepared by:

Prof. Ljiljana Trajkovic

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3. Dallas CAS Society Chapter

2004 Chair: Dr. Tuna Tarim

Dallas Chapter (<http://www.ewh.ieee.org/soc/cas/dallas/>)

The goals of the IEEE-CAS Dallas chapter is to keep the electrical engineering community in Dallas up-to-date in the theory, analysis, design (computer aided design), and practical implementation of circuits, and the application of circuit theoretic techniques to systems and to signal processing. The coverage of this field includes the spectrum of activities from, and including, basic scientific theory to industrial applications.

The chapter has the following officers:

- Chair (current chair)
- Vice chair (next year's chair)
- Past chair (previous year's chair)
- Program chair
- Publicity chair and secretary
- Treasurer
- Meetings chair
- Members

The events that are regularly scheduled by the chapter are the monthly lectures and the IEEE-CAS Dallas chapter annual workshop.

Monthly lectures: The chapter officers invite a speaker every month, to present a topic of interest to the electrical engineering community. The abstract of the presentation and the speaker's biography are sent to the member list, and also published in the monthly newsletter published for IEEE members in Dallas by the IEEE. No monthly lectures are scheduled during the months of June-September. Monthly lectures are presented either at the Dallas Texins Association (Address: Texas Instruments, 13900 N Central Expressway., Dallas, TX 75243, Phone: (972) 995 3777, <http://www.texinsactivitycenters.com/>) or at the University of Texas at Dallas (2601 North Floyd Road, Richardson, Texas 75080).

IEEE-CAS Dallas Chapter annual workshop: The Chapter Officers work together to organize the annual workshop. This workshop consists of two sections: 4 lectures (approximately 1 hour each) and a paper/poster session. The lectures are presented by experts from academia and industry on topics that represent the theme of the workshop. The paper/poster session includes presentations of papers and posters that are submitted to and accepted by the IEEE-CAS Dallas Chapter annual workshop technical committee.

Report prepared by:
Dr. Tuna Tarim
Email: <tuna@ti.com>

IEEE Circuits and Systems Society
USA+Canada (R1-7) CASS Chapter Survey
2 November 2005

Synopsis

The overall intent of this activity is to diagnose the state of Chapters within CASS R1-7 and then to formulate a program to address the decline in interest, activity level, membership, rate of recruiting, and general *buzz* about CASS.

We surveyed 21 of the 29 'active' CASS Chapters in R1-7. Eight Chapters did not respond to repeated telephone calls and emails.

The data from the completed survey has yielded fascinating information – some that evens out some earlier responses and some unexpected. The good news is that CASS, although apparently withering and weakened by internal division at the executive level, has a healthy core and the early data suggests there are ways of building on the core and establishing CASS as a more open, more encompassing and more friendly society and regaining its championship title of generator of new areas of technology – perhaps though with a different ultimate outcome than the present spinning out councils and societies. The reforms in CASS, already started, need to guarantee openness, fairness and accountability in all processes of, and common governance procedures throughout, CASS.

1. Summary of Actions (A) and Recommendations (R)

A number of recommendations and actions for CASS Executives [CASS] and Chapter Chairs [CC] have come out of this survey. They are summarized below and treated in more depth in the report

1.1 Actions

1.1.1 Chapter Chairs – Prioritized ACTION List

- i. A [CC]: For Chapters not engaged in at least 6 activities per year, attempt to achieve 6, or set a goal of doubling the number of activities in 2006.
- ii. A [CC]: Run an active membership recruiting campaign in speaker meetings, workshops and by email and posters. CASS will provide a *Membership Recruiting* Guideline.
- iii. A [CC]: Plan to run one Workshop in 2006. CASS will provide a *Running a Workshop* Guideline.
- iv. A [CC]: Plan to institute a Mentor Program in 2006. CASS will provide a *Running a Mentor Program* Guideline.
- v. A [CC]: Plan and organize your WORKSHOPS and EVENTS for 2006 now.
- vi. A [CC]: Compile list and schedule of 'hot' speakers for 2006. VP R1-7 will compile CC lists and coordinate with CASS to provide a CASS *Hot Speakers* list.
- vii. A [CC]: In Q4 of each year, prepare the year's activity report and planning document (with budget) for following year.
- viii. A [CC]: Make 30-60 mins after meetings available for networking and plan, if possible, a social event following a meeting.
- ix. A [CC]: Actively assist IEEE Members to apply for Senior Membership; similarly SM → fellows.
- x. A [CC]: Identify local synergistic societies to partner with in running Chapter activities. Initiate activity in Q1 2006.

1.1.2 CASS Executive – Prioritized ACTION List

- i. A [CASS – VP Regions]:
 - Develop a recruiting/new member kit for 2006, by Q4 2005 and distribute it to CCs.
 - Coordinate membership recruiting with the relevant IEEE Section.
- ii. A [CASS - ExCom]: Generate a relevant speaker's list for use by CCs for invite and schedule 'hot' speakers.
- iii. A [CASS – ExCom]: Compile a list 'hot speakers' - not necessarily CASS and distribute to Chapters.
- iv. A [CASS - VP R1-7]: Cooperate with the Computer Society in R1-7 to run, where appropriate, Chapters meetings jointly in 2006.
- v. A[CC & CASS]: Pitch IEEE to corporations to induce their employees to participate in Chapter activities and become members.
- vi. A [CASS – ExCom]: Contact other likely partner Societies such as: ED, SSC, SP, C (Computer) to discuss and initiate joint Chapter activities.

1.2 Recommendations

- i. R [CASS]: Contact other likely partner Societies such as: ED, SSC, SP, C (Computer) – to determine high level cooperative arrangements at the Chapter level.
- ii. R [CASS]: The CASS web site be improved to support effective Chapter and recruitment activities.
- iii. R [CASS]: Institute the Mentor Program.
- iv. R [CASS]: Develop an effective speakers program.
- v. R [CASS – ExComm]: The 'Hot Topics' popular list make it recommended and advertise it.
- vi. R [CASS – VP Publications / ExComm]: Current Transactions need fixing.
- vii. R [CASS – VP Publications]: Make the Magazine the banner publication for CASS.
- viii. R [CASS – ExCom]: Institute a policy to induce non-CASS authors who publish in CASS journals and magazines to join CASS.
- ix. R [CASS – ExComm]:
 - Fix the organization problems to ensure openness, fairness, equity in all processes.
 - Build direct communication links with Chapters.
- x. R [CC]: Run annual university & high school design competitions (like Comp.Soc.).

2. The Field Work

2.1 The Deposition

Barbara Wehner completed the Chapter surveys in early October and talked extensively to 20 of the 26 Chapters in R1-7. The October survey was a reworked version of the July-August survey that was expanded to include pertinent questions arising from the preliminary analysis of that survey. A summary of the results from both surveys appears in the next Section. The full survey data appears as a separate attachment.

There were 18 deposition questions with topics that ranged across: Actual Chapter Organization, Chapter Activities, Speakers, Networking Meetings, Member Recruitment, Workshops, "Stars"/"Leaders", Hot Topics, Joint Chapters, Transactions, Magazine, New Journal on Selected/Emerging Topics, Assisting non-authors to join CASS, What can CASS do to help?, Give-aways to attract attendance, Comments on CASS Leadership, Expectations of CASS Leadership, Notes/Suggestions. Administering the survey was performed in a relative standardized way and on-average each survey took 1-2 hours of deposition, half an hour or so of preparation, and more than an hour of write-up and analysis. Tabulating, summarizing and analyzing the results took many hours.

2.2 The Summary Results, Analyses and Recommendations

The results are preliminary having been determined from the data we have collected from the field to date. We anticipate some changes when we have completed our field work.

The results were analyzed across the dimensions noted in Section 2.1.

- i. Actual Chapter Organization
 - 60% (12 out of 20) CASS Chapters are combined with chapters of other IEEE societies.
 - Another 2 'CASS' chapters regularly partner with other societies
 - The most popular CASS Chapter partnering is with the ED (5), SSC (4), SP (3), CS (2)
- ii. Chapter Activities
 - Largely mid-day speaker (20%) and evening speaker meetings (75%), with 1 annual workshop – which is very popular.
 - On average each Chapter holds 4 activities per year, range 1-9.
 - Most 'speaker' meetings have a follow-on activity – either social or further discussions with the speaker.
 - There are no mentor programs and no formal programs for increasing membership.
- iii. Speakers
 - Of the approximately 80 'speaker' activities, 6 involved DLP speakers of whom 2 spoke twice. This is a poor reflection of the DLP program and/or its advertising. It indicates that the DLP program is not fulfilling its purpose and is in need of urgent overhaul.
 - 4 of the DLP speakers attended the one annual workshop.
 - In combined Chapters, CASS speakers appeared less frequently than speakers from other Societies.
 - Academic speakers and speakers presenting highly theoretical topics who are not in the 'high recognition speaker' category appear not to attract attendance.
 - Industry speakers are rarer but more popular when they do appear.
 - 'Hot Topics' draw bigger audiences.
- iv. Networking Meetings
 - Usually a follow-on from a speaker meeting
 - Very important
- v. Member Recruitment
 - Very little activity
- vi. Workshops
 - The one annual workshop held (Dallas Chapter) is popular.
 - About 50% of Chapter Chairs expressed interest in running a workshop
- vii. "Stars"/"Leaders"
 - Attract Chapter participation
 - There is concern as to how stars are chosen.
- viii. Hot Topics
 - There are many 'hot topics' – good news
 - Anything that attracts people wanting to know "what's the future?"
- ix. Joint Chapters
 - Most Chapters are joint and, in general, Chairs advocated merging or partnering but with 1-2 other Societies.
 - Larger audiences, more interest and participation
- x. Transactions

- Remarkably low subscription rate amongst Chapter Chairs
 - Largely criticized as irrelevant to industry (ie vehicles for academics, who are the majority of IEEE members).
 - Concern that the Transactions are dumping ground for papers rejected from other journals.
 - Evolution of new titles and topics seen as beneficial.
- xi. Magazine
- Improving
 - Needs less articles that look like transaction/mathematical analysis articles.
 - Better high-level 'tutorial' and projective papers like Comms/SP
 - Good venue for advertising events
- xii. New Journal on Selected/ Emerging Topics
- Good idea
 - Multi-disciplinary and partnering with other Societies is seen as good
 - 'Hot Topics' column
- xiii. Assisting non-authors to join
- Overwhelming need to get non-CASS authors to join.
- xiv. What can CASS do to help?
- Support package for Chapter Chairs – like the Computer Society
 - Revamped speakers list.
- xv. Give-aways to Attract Attendance
- In general, not in favour
 - At times, associated with an industry presentation it may be relevant
- xvi. CASS Leadership
- Largely unknown and seen as remote
 - The turmoil at the CASS executive level is known in parts
- xvii. Expectations of CASS Leadership
- There would be if they were known
- xviii. Suggestions

3. Outcomes, Actions (A) and Recommendations (R)

- i. Chapter Organization
- There is a general need to combine Chapters. CASS needs to broker arrangements between likely 'partner' societies and CASS.
 - + A [CASS - VP R1-7]: We have had an informal discussion with the Computer Society in R1-7 about cooperating in running Chapters meetings jointly in 2006 (BW).
 - + R [CASS]: Contact other likely partner Societies such as: ED, SSC, SP – to determine high level cooperative arrangements that Chapter Chairs can then use to put cooperation into action on the ground.
 - + R [CASS]: The CASS web site be improved to have:
 - An overall Chapter page with, amongst other things:
 - A chapter chair's kit which outlines:
 - the objectives of chapters
 - administration of a chapter
 - recruiting guidelines for new members
 - An enrolment kit for new members
 - A kit on organizing and running workshops

- A 'meeting place' for Chapter Chairs:
 - Of each of the geographic regions (North America, Europe, South America, Asia & Pacific)
 - For all Chapter Chairs, worldwide
- + R [CASS]: Institute the Mentor Program:
 - Develop a kit on guidelines for organizing and running a mentor program
- ii. Chapter Activities
 - Chapter activities run at a moderate level but are clearly insufficient to affect positively membership growth. There is a widespread interest in running Workshops at the Chapter level – Dallas has done this very successfully
 - + A [CC]: For Chapters not engaged in at least 6 activities per year, attempt to achieve 6, or set a goal of doubling the number of activities in 2006.
 - + A [CASS - ExCom]: Generate a relevant speaker's list and distribute
 - + A [CC]: In Q4 of each year:
 - Develop:
 - A report for current year's activities – including revenues and expenses (required by IEEE)
 - An activities schedule together with a budget for the following year.
 - Use the new speakers list, local identities, etc. to acquire 'interesting' speakers and add them to the schedule.
 - Publish this to VP Regional Activities.
 - Once approved, a Chapter stipend will be rapidly approved to help you run the program.
 - + A [CC]: Plan to run one Workshop in 2006.
 - If possible, charge a small fee (say \$25) and get sponsorship support.
 - + A [CC]: Plan to institute a Mentor Program in 2006
- iii. Speakers
 - R [CASS]: Develop an effective speakers program or completely reconstitute the DLP program. Initially, it could be a list of:
 - + The most highly used speakers in the past 2-3 years (that is, those people who have been invited).
 - + The 'stars' willing to speak on 'hot' areas.
 - + Industry speakers (local is good)
 - + Authors of current interesting published papers
 - A [CC]: Compile list of:
 - + List of local industry speakers
 - + List of authors of recently published 'exciting' papers
 - + List of 'Stars' as far as your chapter is concerned
 - + Compile a schedule of desired speakers for the coming year for:
 - Your list
 - CASS speakers list
- iv. Networking Meetings
 - A [CC]:
 - + Make 30-60 mins after meetings available for networking and plan, if possible, a social event following a meeting – very important attribute of chapter meetings.
 - + In addition, a social event following a speaker engagement + networking meeting will build cohesion amongst your chapter members
- v. Member Recruitment

- A [CASS – VP Regions]:
 - + Develop a recruiting/new member kit and distribute (via web) and email directly to CCs in Q4 of current year. Include in the kit all IEEE Section contacts.
 - + Coordinate recruitment with IEEE Section recruiting.
 - + Provide each Chapter with a number of CASS Magazines as recruiting inducements.
 - A [CC]: Run an active membership recruiting campaign in speaker meetings, workshops and by email and posters. CASS will provide a *Membership Recruiting* Guideline.
 - R [CC]: Run university & high school design competitions (like Comp.Soc.).
 - A [CC & CASS]: Pitch IEEE to corporations to try and get companies to encourage their engineers to join - peer group interaction is of high value. This may also be a source of sponsorship money for workshops and speaker meetings.
 - A [CASS – VP Publications]: Encourage non-authors to join (letter, higher charges, longer delays).
 - A [CC]: Actively assist IEEE Members in your chapter to apply for Senior Membership of IEEE. Similarly, for SM → Fellow. Retention of senior members and Fellow is very high.
- vi. Workshops & Events
- The majority of CCs are planning to run a workshop in the next year. This will help build focus, cohesion, momentum and excitement in Chapters.
 - Annual university & high school design competitions (like Comp.Soc.) generate enormous excitement and energy. These become natural attractors of new members.
 - A [CC]: Plan to run one Workshop in 2006. CASS will provide a *Running a Workshop* Guideline.
- vii. Mentor Program
- A [CC]: Plan to institute a Mentor Program in 2006. CASS will provide a *Running a Mentor Program* Guideline
- viii. "Stars"/"Leaders"
- A [CASS – ExCom]: Compile a list - not necessarily CASS. Restructure DLP.
 - A [CC]: Compile a local list
- ix. Hot Topics
- R [CASS – ExComm]: The 'Hot Topics' popular list make it recommended and advertise it:
 - + Nano-Technology
 - + Bio-Engineering
 - + Wireless Broadband comms.
 - + Systems Architecture & Design
 - + Imaging circuits, systems & technology
 - + Sensor networks
 - + Standards
 - + Interoperability
 - + Space technology
 - Anything that attracts people wanting to know "what's the future?"
- x. Joint Chapters
- A [CASS – VP R1-7]: Trial the joint chapter meetings with Computer Society in 2006.
 - A [CASS – ExCom]: Contact other likely partner Societies such as: ED, SSC, SP – to determine high level cooperative arrangements that Chapter Chairs can then use to put cooperation into action on the ground.
 - A [CC]: Identify local synergistic societies to partner with in running Chapter activities and initiate the joint activities:

- + Talks
 - + Workshops
 - + Recruitment drives
 - + Social events
- xi. Transactions
- R [CASS – VP Publications / ExComm]:
 - + Current Transactions need fixing – high priority since the transactions are seen as largely irrelevant to industry and of poor quality:
 - Split the transactions into meaningfully labeled journals. T-CASS-1 and T-CASS-2 was seen as indicative that CASS was itself confused.
 - Improve the review process to stop the 'dumping ground' erosion of quality and prestige.
 - + New titles and topics seen as a good evolution (see New Journal below).
- xii. Magazine
- R [CASS – VP Publications]:
 - + Make the Magazine the banner head publication for CASS (cf Computer Magazine, Micro Magazine, etc.)
 - + Arrange to have 60% tutorial, review and 'where are we going' contributions.
 - Needs less articles that look like more of T-CASS.
- xiii. Assisting non-CASS authors to join
- R [CASS – ExComm]: Various mechanisms of inducement for non-CASS authors to join:
 - + Letter to authors inviting membership.
 - + Add authors of good papers to speaker's bureau list - where relevant.
 - + Process non-author papers with less urgency.
 - + Charge higher extra-page publication fees
- xiv. What can CASS do to help?
- R [CASS – ExComm]:
 - + Encourage inter-society collaboration.
 - + Common direct promotional material to companies to encourage their engineers to join CASS.
 - + Online Forum (virtual community) for technical discussions
 - + Run university & high school design competitions (like Comp.Soc.).
 - + DLP overhaul: Good speakers with cutting technology topics (such as appear in IEEE Spectrum) are critical. If possible to attract these types of speakers, invitations would be extended immediately.
 - + Bring hot topics/emerging technologies into the forefront in order for chapter to advertise.
 - + Access to CASS's digital library - 30-day trial basis.
 - + Nominate Members to Senior Member grade (SM grades have higher retention rates).
 - + Have local chapter/section involved in conferences co-/sponsored by the society if being held within the Section boundaries.
- xv. CASS Leadership
- CCs see CASS leaders a remote (and hence of little relevance). This needs to be changed. There is some knowledge of the problems in CASS organization.
 - R [CASS – ExComm]:
 - + Fix the organization problems to ensure openness, fairness, equity in all processes
 - + Build direct communication links with Chapters

- Email
 - Teleconference
 - Chat rooms
 - Workshop attendance
 - Speaking at Chapters
- + Involve CCs in CASS decisions.

Graham Hellestrand
CASS VP R1-7

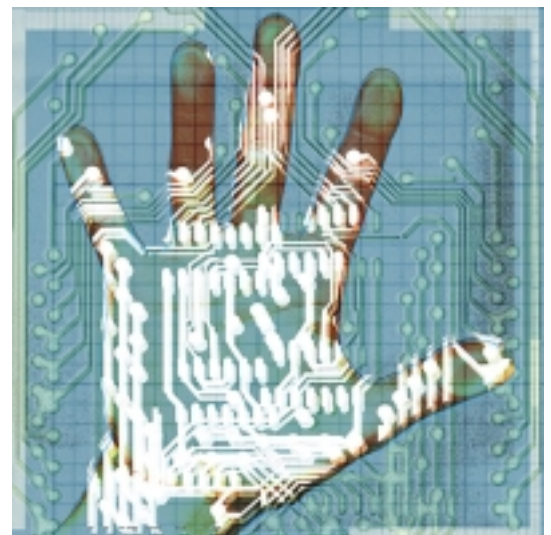
exclusive benefits of IEEE Circuits and Systems Society (CASS)

beyond IEEE membership

- » Track trends in circuits and systems with complimentary *IEEE Circuits and Systems Magazine* subscription
- » Evaluate breakthrough innovations with exclusive access to the *Advances in Circuits and Systems* quarterly electronic newsletter
- » Invite a CASS Distinguished Lecturer to speak at a local chapter or section meeting, and access select presentations online
- » Join one of over 70 active local CASS chapters worldwide to participate in the on-going dialog in circuits and systems
- » Network with specialists at one of over 15 technical committees covering the span of circuits and systems, including the latest innovations in the field
- » Achieve peer recognition in the CAS field by elevation to IEEE Senior Member and IEEE Fellow

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- » Search online journals through IEEE Xplore®



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CIRCUITS AND
SYSTEMS SOCIETY



CAS Membership Application Member Applicants

Please complete all fields below, typing or printing in capital letters. Use only English characters and abbreviate only if more than 40 characters and spaces per line. Incomplete applications cannot be processed.

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Please PRINT your name as you want it to appear on your membership card and IEEE correspondence. As a key identifier for the IEEE database, circle your last/surname.

Male Female Date of birth (Day/Month/Year) _____ / _____ / _____

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▼ Home Address

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Postal Code Country

Home Phone Home Email

▼ Business Address

Company Name Department/Division

Title/Position Years in Current Position

Which of the following best describes the area of your profession? Please check one:
 engineering computer sciences & information technology biological & medical sciences
 mathematics technical communications, management, law & policy physical sciences other

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Send all IEEE mail: Home Address Business Address

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2 Education Information

No abbreviations please. First degree received information is vital to member grade assignment. You may attach a resumé to provide additional details.

A. First Professional Degree Received Program/Course of Study

College/University Campus

Which of the following best describes the area of your degree? Please check one:
 engineering computer sciences & information technology biological & medical sciences
 mathematics technical communications, management, law & policy physical sciences other

B. State/Province Country Month/Year Received

Highest Technical Degree Received Program/Course of Study

College/University Campus

Which of the following best describes the area of your degree? Please check one:
 engineering computer sciences & information technology biological & medical sciences
 mathematics technical communications, management, law & policy physical sciences other

State/Province Country Month/Year Received

Years in the Profession Since Graduation PE/P.Eng State/Country

3 Please Sign Your Application

I hereby make application for IEEE membership and agree to be governed by the IEEE Constitution, Bylaws and Code of Ethics. **Application must be signed.**

Signature Date

4 2005 CASS Membership Options

All prices are quoted in US dollars. Please check (3) appropriate boxes.

IEEE Circuits and Systems Digital Library

Access at www.ieee.org/ieeexplore to the IEEE Trans on Circuits and Systems Part I, IEEE Trans on Circuits and Systems Part II, IEEE Trans on Circuits and Systems for Video Technology, and the IEEE Trans on Computer-Aided Design of Integrated Circuits and Systems
 Electronic PUB ID 004-798E\$50

Circuits and Systems Part I: Regular Papers, IEEE Trans. on

Freq 12x/yr PUB ID 004-2001 (print) (Air freight add: \$55)\$28
 PUB ID 004-200E (electronic at www.ieee.org/ieeexplore)\$20
 PUB ID 004-792P (print & electronic)\$33

Circuits and Systems Part II: Express Briefs, IEEE Trans. on

Freq 12x/yr PUB ID 004-2011 (print) (Air freight add: \$59)\$20
 PUB ID 004-201E (electronic at www.ieee.org/ieeexplore)\$15
 PUB ID 004-793P (print & electronic)\$28

Circuits and Systems for Video Technology, IEEE Trans. on

Freq 12x/yr PUB ID 004-1531 (print) (Air freight add: \$49)\$28
 PUB ID 004-153E (electronic at www.ieee.org/ieeexplore)\$20
 PUB ID 004-772P (print & electronic)\$33

Computer-Aided Design of Integrated Circuits and Systems, IEEE Trans. on

Freq 12x/yr PUB ID 004-1391 (print) (Air Freight add: \$66)\$34
 PUB ID 004-139E (electronic at www.ieee.org/ieeexplore)\$26
 PUB ID 004-774P (print & electronic)\$39

Very Large Scale Integration Systems, IEEE Trans. on

Freq 12x/yr PUB ID 004-769P (print & electronic) (Air freight add: \$40)\$28

IEEE Circuits and Devices Magazine

Freq 6x/yr PUB ID 004-3131 (print) (Air freight add: \$38)\$30

IEEE Design & Test of Computers Magazine

Freq 6x/yr PUB ID 004-3111 (print)\$37
 PUB ID 004-311E (electronic at computer.org)\$30
 PUB ID 004-710P (print & electronic)\$48

Mobile Computing, IEEE Trans. on

Freq 6x/yr PUB ID 004-1901 (print)\$32
 PUB ID 004-190E (electronic at computer.org)\$26
 PUB ID 004-740P (print & electronic)\$42

Multimedia, IEEE Trans. on

Freq 6x/yr PUB ID 004-761P (print & electronic) (Air freight add: \$34)\$40

5 2005 CASS Membership Rates

IEEE member dues and regional assessments are based on where you live and when you apply. Membership is based on the calendar year from 1 January through 31 December.

Please check the appropriate box.

BETWEEN 16 AUG 2004-
28 FEB 2005 PAY

BETWEEN 1 MAR 2005-
15 AUG 2005 PAY

RESIDENCE

United States\$169.00 \$84.50
 Canada (includes GST)*\$157.12 \$78.56
 Canada (includes HST)*\$166.40 \$83.20
 Africa, Europe, Middle East\$145.00 \$72.50
 Latin America\$138.00 \$69.00
 Asia, Pacific\$139.00 \$69.50

*IEEE Canada Business No. 125634188

Minimum Income or Unemployed Provision

Applicants who certify that their prior year income did not exceed US\$11,600 (or equivalent) or were not employed are granted 50% reduction in: full year dues, regional assessment and fees for one IEEE Society. Please submit written certification with application and payment. Student members are not eligible.

I certify I earned less than US\$11,600 in 2004 I certify that I was unemployed in 2004

6 Payment Amount

Please total the Membership dues and any publication fees.

Membership Dues\$ _____

Publication Fees (if any)\$ _____

Canada (for Publications)\$ _____

add 7% GST or 15% HST

AMOUNT PAIDTOTAL \$ _____

Payment Method

All prices are quoted in US dollars. You may pay for IEEE membership by credit card (see below), check payable to IEEE drawn on a bank in the USA or money orders payable on a bank in the USA.

Check    

MONTH YEAR
EXPIRATION DATE

Credit Card Number

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IEEE Chapter Chairs' Reference Guide



Published: 13 January 2004

Latest Update: 18 January 2005

IEEE Regional Activities

IEEE Technical Activities

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INTRODUCTION

This reference guide is intended to assist you in your role as a Chapter Officer. It will explain your responsibilities as a Chapter Officer, and give guidelines for the conduct of business and activities. The handbook has been organized to reduce the time required to find answers. Please contact IEEE Section/Chapter Support Staff if you have suggestions on how to improve the organization and/or content of the handbook.

(sec-chap-support@ieee.org)

CREATING A NEW IEEE SOCIETY CHAPTER:

To form a new IEEE Society Chapter, the Chapter Organizer must gather 12 or more signatures from IEEE Members on a Society Chapter petition. Signers must be members of the Society, and higher grade members (no students, nor affiliates). Approval is required from the Section and Society that will be represented. In many cases, a Chapter may already exist which can be expanded to include members of another Technical Society or = in an adjoining Section.

The Society Chapter petition and details about new Chapter formation can be found at:

http://www.ieee.org/organizations/rab/scs/forms_petitions/socchap_form.html

JOINT SOCIETY/SECTION CHAPTERS:

Joint Chapters are a helpful option when trying to form a Chapter where there are not enough members of a Society in a particular Section. In this situation, the Chapter organizer can either expand the Chapter's geographical boundaries to include a neighboring Section, or expand the technical focus of the Chapter to include another Society's (or Societies') field of interest.

Joint Society Chapters are those comprised of two or more Societies (example: France ED/AP/MTT Chapter). Existing Chapters often become Joint Society Chapters when they find that some of their members are involved in technology related to another Society's field of interest. Joint Society Chapters also provide a broader perspective of interest and potential events and information sharing for the members.

Joint Society Chapter Chairs should ensure that Chapter activities reflect the interests of both (or all) Societies and all members from each participating Society should be invited to all Chapter events. Joint Society Chapters may receive support from each of the Societies represented in the Chapter see the section on financial management for more information (page 10).

Joint Section Chapters are those for which the membership is across the boundaries of two or more Sections (example: Long Island/New York Section AP Chapter). Only one Section is the administrative "parent". The administrative parent Section is responsible for making sure the Chapter's activities are reported, and receives the rebate to be passed along to the Chapter.

Joint Section Chapters must invite the Chapter members from all involved Sections to all of the meetings and the Chapter Chair should develop a good working relationship with the leadership of those Sections.

Often Joint Section Chapters seem like a good solution, but they are frequently under utilized as they rarely involve the members of both Sections as originally intended. A Joint Society Chapter is more likely to serve all of its members and function as intended.

Further detailed information on expanding a Chapter to a Joint Chapter, or splitting a joint Chapter into individual Chapters, can be found on the Society Chapter Petition at: www.ieee.org/organizations/rab/scs/forms_petitions/socchap_form.html

YOUR RESPONSIBILITIES AS A CHAPTER OFFICER

MANDATORY REQUIREMENTS FOR IEEE CHAPTERS

The job of a Chapter Chair includes the successful completion of a few requirements to satisfy IEEE regulations and maintain “active” status. These tasks and how to complete them are covered throughout the reference guide and are listed here for quick review.

- Chapter must maintain a minimum of 10 Members.
- Chapter must report officers (Chapter Chair) annually to the administrative Section.
- Chapter must report all meetings annually to IEEE headquarters and your Section using the L-31 form at <http://www.ieee.org/L31>. A minimum of two technical meetings per year is required to maintain viability.
- Chapter Chair must fulfill the duties and responsibilities outlined in the Chapter Chair job description (Attachment 1).

LEADING A SOCIETY CHAPTER

The IEEE is one of the world’s largest volunteer organizations and it is through the work of the local Chapter officers that the work of the IEEE and its Societies is accomplished. To accomplish its goals, the IEEE and its societies are dependent on the involvement of its members through the local Chapter leadership. Your ability to motivate volunteers to help with events such as meetings, seminars and community work is crucial to their success. Help navigating the IEEE resources available to you as well as a few hints on working with volunteers are offered.

GATHERING YOUR MEMBERSHIP DATA

Your Section leadership has all contact information for the members of your Chapters. Contact your Section SAMIEEEE (SAMIEEEE Section Access to Member Information) representative for a list, or you can use the SAMIEEEE program yourself.

The SAMIEEEE online IEEE Member database is available to all Chapter Chairs. You may access the contact information including address, phone numbers, and e-mail for any person in your Chapter.

Instructions, access and a schedule of online courses for using SAMIEEEE are online at: <http://www.ieee.org/samieeee>

A query for Chapter membership data is pre-arranged in SAMIEEEE. Once you are logged in, simply click on the link "Corporate Documents" and then click on the file called "Current

Society members in a Section with Contact information". When a blank screen comes up, click on "EDIT" (at the top right) and then click "Run Query" (bottom right). Find your section in the list when the prompt comes up and then click on "Society Code" in the prompt and choose your Society. Finally, click "OK" and let the system run for several minutes. The results will be the list of all Members in your Section in your Society. Click on "Download" and it will open a copy in MS Excel.

There are very detailed directions in the User Guide and there are classes offered regularly online. For more information, go to: <http://www.ieee.org/samiee>.

IDENTIFYING YOUR SOCIETY AND SECTION LEADERSHIP

All IEEE volunteers can view the IEEE Organization Rosters for information on Society and Section leadership. Society information is in "Part II: Technical Activities Roster", Section and Chapter information can be found in "Part III: Geographic Roster". The rosters are at: <http://www.ieee.org/roster> and can be accessed using your IEEE web account user name and password.

There is a name-search function that can be used to find volunteers in the IEEE Organization Rosters. Searching for a name will return that person's contact information and current volunteer positions as listed in the IEEE Organization Rosters.

Chapter Chairs and Co-Chairs are the only chapter officers listed in the rosters.

WORKING WITH VOLUNTEERS

Recruiting Volunteers: Try to involve all members in the work of running the Chapter. Actively involve new members and avoid the natural tendency to rely on the same people year after year. Asking for volunteers at the meeting may not be as effective as a one-on-one request when the Chair can discuss why that volunteer is the best person for the task. For more information on volunteer recruitment, go to www.ieee.org/vol-recruit.

Spread the Work Around: Asking a volunteer to put on a meeting or seminar may appear to be a daunting task. The work should be divided equally among the members such as: lining up speakers, publicity, registration and local arrangements for the meeting place and hotel accommodations. While it may be easier for the Chair to do all of these things, recruiting help from the membership will help strengthen the local organization and encourage participation. For large events, a committee may be more appropriate than a single volunteer due to the workload.

Motivate the Volunteers: Because there is no paycheck, what works in business does not always work for volunteers. Allow the volunteer to take ownership of a project and use their creativity in solving problems and issues. Although some volunteers may need to be told what to do in all cases, most will resent interference in the work they are doing, or do nothing for fear of making a mistake. Try to work towards a consensus among the volunteers rather than passing down a decision. Recognize that if the volunteer quits, the organization has lost a potential future leader and you may end up doing their work.

Diversify the Organization: IEEE technical societies serve a diverse group of professional and academic interests. Involve people from the different industry and educational

organizations in your area. Take care to avoid creating the perception that the local Chapter is run by one company or a small exclusionary group.

Recognize the Work of Volunteers: Helping the local Chapter can involve a lot of hard work. Recognition of that work is important. Examples include: public recognition at a meeting, wall plaques, certificates or inexpensive gifts such as a coffee mug, or pen and pencil set with appropriate IEEE logo. The volunteer will appreciate the recognition and it will help motivate other members to participate in events. A local print shop or trophy shop will have some excellent inexpensive ideas for gifts. “Chapter Chair” pins, “Past Chapter Chair” pins, plaques and certificates are available from IEEE. More information and an order form can be found at www.ieee.org/scsproducts.

Recognize Time Conflicts: Since family, work, and community activities compete for the time of a member, Chapter Officers should schedule meetings to accommodate their members’ schedules. Find out what time your Chapter membership is available. Talk to members who have stopped coming to meetings regarding meeting start times. Surveys of members concerning meeting times will provide valuable feedback.

MAINTAINING CONSTANT COMMUNICATION

Constant communication with your membership, your section and your society is an excellent way to foster an active Chapter. Contact information for your Chapter is available from your Section or from IEEE’s SAMIEEE Membership database (see the Section “Gathering Your Membership Data” in this handbook, p.4).

Your IEEE Section: can publicize your Chapter’s meetings and events in its newsletter or other publication, or on their web page. Your Chapter can have its own web page with up to 30MB of space, hosted for free on the IEEE Entity Web Hosting server (<http://ewh.ieee.org>). If you wish to create a “re-direct” in order to provide a simple redirect (such as <http://www.ieee.org/chapters>) you may do so by reviewing the web tools available on the EWH site (<http://ewh.ieee.org>).

E-Notice Service: Your Section may also utilize the “E-Notice” service, which allows them to send out an electronic notification (recommended no more frequently than on a monthly basis) to all Section members. Chapters may wish to include their meeting notices in the E-Notice. Contact your Section Secretary or Section Newsletter Editor for more information.

Functional E-mail Alias: You can set-up a functional alias for your Chapter, so that members will have only one email address to remember for all communications. The email alias is then directed to the current contact from year to year. An example would be: germany.pes@ieee.org

PLANNING SUCCESSFUL MEETINGS

Putting together a successful meeting involves:

- Selecting a format
- Selecting a subject
- Finding a good speaker
- Publicizing the meeting

Selecting a format: Formats which you might consider including:

- Formal lectures
- Dinner meetings with an after dinner speaker
- Field trips to industry sites
- Breakfast meetings with a speaker
- Tutorial sessions
- Social events (picnics, pizza parties, etc.)
- Workshops or symposia technical visits
- Technical community work
- Technical lectures to electrical engineering and computer students
- Joint meetings with other technical groups
- IEEE Standards meetings

The amount of effort required to organize each of these gatherings varies significantly. A formal lecture requires only that a speaker and room be found and that the meeting be publicized. In contrast, an all day workshop or symposia can involve months of planning. Typically, the meeting format that requires the greatest effort also stimulates the most professional interest. A mix of meetings using different formats is suggested.

Remember that a Chapter is required to hold a minimum of two (2) technical meetings each year in order to remain viable and to be eligible for the funding available as part of the Section Rebate. An educational or professional meeting should be reported as a technical meeting if the content is of a technical nature.

Selecting a subject: The obvious choice of subject for a group of microwave engineers is microwave engineering. Within that broad field, however, many topics may be of greater interest than others. In choosing the subject you should consider the mission of local industrial groups, university programs and government laboratories. It may also be useful to scan articles in the most recent copies of your Society's publications for ideas of timely subjects.

Finding a good speaker: There are a number of sources of good speakers for a Chapter meeting. You might consider:

- Local industrial leaders speaking on their view of future trends in the industry.
- Local engineers, faculty or graduate students discussing recently published outstanding work.
- Local engineers discussing recently completed work in an important emerging area.
- University administrators discussing the future of education in the field
- Co-workers who are working on or have completed a major study.
- Visiting engineers/consultants who are experts on an important topic
- IEEE Resources

A source of outstanding speakers available to your Chapter is Society Distinguished Lectures. This program is an excellent way to obtain good speakers for your Chapter. An explanation of how you can use this program is given under the heading "Distinguished Lecturers" later in this handbook (p. 7).

Please note that IEEE Policy prohibits payment of more than a speaker's travel expense; honoraria and stipend payments are not permitted.

Publicizing the meeting: Without publicity, your meetings will not succeed. A significant portion of your Chapter's efforts (and some budget) should be directed at providing publicity for your meetings. Some ways of publicizing meetings in advance include:

- Printed flyers circulated and posted wherever interested individuals might see them.
- Advertisement in Society Newsletters and on Society websites.
- Advertising in local newspapers.
- Announcements in your IEEE Section Newsletter, and on the Section and/or Chapter web site.
- Letters or announcements sent directly to local IEEE members by Society affiliation.
- More information about media contacts and other forms of outreach are available from the IEEE Publicity Guide (<http://www.ieee.org/publicityguide>)

Email addresses for your Chapter membership can be obtained from the online SAMIeee (Section Access to Member Information) program. Go to <http://www.ieee.org/samiieee> for more information.

IEEE FINANCIAL SUPPORT FOR YOUR CHAPTER

SECTION FINANCIAL SUPPORT:

IEEE Sections are responsible for the formation of local Chapters and Chapter support. Your IEEE Section receives \$200 for every active Chapter that has submitted all of their required reporting and held at least two (2) technical meetings in the previous year. In addition, the Section receives \$1.50 for each Affiliate in the Section.

An additional bonus of \$75 is provided for Chapters reporting six (6) or more technical, educational, or professional meetings. These funds are intended to support the work of the technical Chapters. If your Chapter is not receiving (at a minimum) this level of support from your Section, please contact your Regional Chapter Coordinator.

Please report all of your meetings (see "Reporting Meetings") so that your Chapter receives the support intended. To find out the names of your local Section Officers, check the online geographic roster (<http://www.ieee.org/roster>). If you are a current Chapter Chair, you can access the roster using your IEEE web account.

SOCIETY FINANCIAL SUPPORT OF CHAPTERS

In general, Societies are happy to help Chapters financially. Visit <http://www.ieee.org/chapters> and select "Chapter Funding Guide" for more information about financial support from your Society. In most cases, financial support is available for both regular Chapter activities and for special events.

IEEE SOCIETIES' RESOURCES AND ADMINISTRATIVE SUPPORT

IEEE Society support of local Chapters is important, both to benefit Chapters and the sponsoring Societies, to ensure their future leadership. Communication between Societies and Chapters is often weak and Society volunteer leaders are as busy as Chapter Chairs. As a result, Chapters frequently receive sporadic attention from Societies. Fortunately, the Societies do wish to support their chapters, and have support mechanisms in place.

SOCIETY NEWSLETTER PUBLICITY

Planning and coordinating activities for a Chapter is a significant effort. You and the members who have helped you deserve recognition. In addition, you have probably had to develop some creative solutions to organizational problems from which Officers of other Chapters could benefit. You should publicize your Chapter activities in the Society Newsletter -- especially when you have spent time organizing a major event such as a workshop, trade show or symposium. Society newsletters are made available free of charge to every member of the Society.

SOCIETY CHAPTER COORDINATORS

Societies often designate one or more members of the Society Administrative Committee to serve as the Chapter contact within the Society. That person is usually listed in the IEEE Organization Roster under one of the following titles: Society Chapter Coordinator, Membership Development Chair, Vice-President Chapters. To identify your Society Chapter Coordinator, visit <http://www.ieee.org/chapters> and click on "Chapter Coordinator Roster".

STAFF SOCIETY CHAPTER COORDINATOR, TECHNICAL ACTIVITIES DEPT.

This staff person dedicates 20 hours/week to responding to the directions of TAB and IEEE Societies to focus on Chapter development and ensure that Chapter Coordinators' current and future needs are addressed. This person's responsibilities include:

- *Chapter Briefs* (bi-monthly newsletter for Chapter Chairs)
- *Society Chapter website*: <http://www.ieee.org/chapters> contains links to all Society Chapter Programs and benefits
- Provide subsidy payment service
- Provide a single point of contact for Chapter information for Society Volunteers
- Analyze information for new Chapter development and opportunities for joint Chapter formation.
- Provide support for Volunteer Society Chapter Coordinator initiatives.

DISTINGUISHED LECTURER PROGRAM

Most Societies offer financial support to their Chapters if they want to arrange meetings/seminars with speakers who are among the Distinguished Lecturers of the Society. Each Society maintains its own program. Program rules vary by Society. Information on each of the programs is available through an auto-retrievable text file that will be sent to you via e-mail upon request. The list of Societies that maintain a Distinguished Lecturer Program and the e-mail addresses for the auto-retrievable text files are online at: (<http://www.ieee.org/lecturers>).

CHAPTER EVENTS AT SOCIETY CONFERENCES AND MEETINGS

Many Societies hold Annual or Semi-Annual events for all Chapter Chairs during Society meetings. A Chapter Chair Congress or Chapter Chair Symposium is a wonderful opportunity to share common experiences with other Chapter Chairs and enhance your relationship with the Society.

CHAPTER PARTICIPATION IN SOCIETY CONFERENCES

Societies and the various society committees hold conferences and meetings all over the world. Often, the volunteer conference planner has little understanding of society Chapters or no knowledge about the valuable support a local Chapter can provide to a meeting, however, in many cases Chapters and planners have worked closely to coordinate successful conferences to the benefit of both the conference and the Chapter. This is known as cross endorsement. To facilitate cross endorsement, Chapters should track conference activities through a regular on-line search and contact the Section immediately upon learning that a conference is to be held locally. If the IEEE conference management services has been notified that a conference is taking place, one e-mail is sent to the Section Chair (copied to the Section Vice Chair, Region Director, Conference Chair and the sponsoring Society) and the event is listed in the IEEE Conference Search at:

<http://www.ieee.org/conferencesearch/>

REGIONAL ACTIVITIES RESOURCES AND ADMINISTRATIVE SUPPORT

- Regional Activities staff monitor activities in the more than 1300 IEEE Chapters.
- Notification of inactive Chapters is sent automatically to Society Presidents, Executive Directors, Chapter Coordinators, and Division Directors, as well as Region Directors, Section, Council and Chapter Chairs.
- The Section/Chapter Support Web Site (<http://www.ieee.org/scs>) provides information about the resources and support available for unit officers and volunteers.
- Virtual Community: The Section-Chapter Volunteer Forum is an online community for volunteers to share best practices and engage in discussion related to their geographic units' activities. <https://www.ieeecommunities.org>

PRINT RESOURCES

Regional Activities: Publishes several guides to assist Chapters; each Society should be aware of these guides and make them readily accessible to their Chapters.

<http://www.ieee.org/organizations/rab/scs/Resources/Publications.htm>

These guides include:

Program Resources Guide – Provides information on Chapter officer training, membership retention, educational products, electronic services, etc.

The SCOOP – Monthly update on issues of interest. Twice a year the newsletter is devoted to financial information. That edition is also circulated to Section Treasurers.

Geographic Roster. Produced online to identify officers of all geographic entities, including Chapter Chairs. Updated bi-weekly.

Technical Activities: Documents made available from Technical Activities include:

Chapter Funding Guide: A summary of all funding provided to Chapters by IEEE Societies. <http://www.ieee.org/portal/pages/tab/cha/fund.html>

Chapter Opportunity Analysis: A list provided to Society Chapter Coordinators upon request indicating Sections where Society membership is at a sufficient concentration to support a healthy Chapter.

Chapter Web Page: A web page which provides links and information useful to a Society Chapter Chair. <http://www.ieee.org/chapters>

IEEE Societies: Chapter information is frequently printed in Society documents such as newsletters and magazines. Some Societies publish formal documents to support local Chapters. For example, the Power Engineering Society maintains:

Program Activity Manual – To assist Chapters in developing Chapters activities.

Student Branch Chapter Resource Manual – To assist Student Branch Chapters.

Chapters Resource Manual – Provides guidelines for local Chapter officers.

Chapters Council Operations Manual - Provides guidelines for the PES Chapters Council.

Visit your Societies' websites to find out what is available to you. All Society websites are listed on the Chapter web page. <http://www.ieee.org/chapters> click on "IEEE Society Homepages"

FURTHER SERVICES

MEMBERSHIP DEVELOPMENT

Attracting new members will bring growth and vitality to your Chapter. IEEE Membership Development Staff can be consulted on issues concerning effective ways to attract new members. Membership development material is also available from the IEEE Membership Development Staff. Contact information:

Membership Development
IEEE Regional Activities
445 Hoes Lane
Piscataway, NJ 08854
Phone: +1 732 562 5507
Fax: +1 732 981 0225
membership.development@ieee.org
www.ieee.org/ra/md

IEEE FUNCTIONAL EMAIL ALIASES:

To help facilitate communication between members and geographic units, the IEEE has established a functional email alias option. With this service, a Chapter can maintain one email address no matter how often it changes officers. Example: chicago.pes@ieee.org or france.ems@ieee.org. For more information, visit:

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

IEEE VOLUNTEER RESOURCES WEB PAGE:

The IEEE has a Volunteer Resources web page that provides information for volunteers involved with Chapters, conferences, publishing or any other IEEE activity. Visit <http://www.ieee.org/organizations/vols>

REGIONAL CHAPTER COORDINATORS:

Does your Region have a Chapter Coordinator? It's important to maintain contact with these volunteers. They can offer valuable advice, serve as a resource, and provide a voice to Chapter concerns at the Region level. Check your Region's roster on the web, or contact your Region Director to identify your Regional Chapter Coordinator. Contact sec-chap-support@ieee.org for more information.

SUMMARY OF USEFUL WEBSITES:

Section Chapter Support

<http://www.ieee.org/scs>

- Required reporting
- Section information
- Section/Chapter staff support contact information
- Chapter Formation Petition

Society Chapters

<http://www.ieee.org/chapters>

- Society Information
- Society Chapter Coordinator Roster
- Society Chapter Funding Guide & Distinguished Lecturer Programs

Required Reporting

- L-31 Form (Required for Meetings): <http://www.ieee.org/L31>
- Officer Confirmation Report form: <http://www.ieee.org/scsreports>

Volunteer Resources

<http://www.ieee.org/organizations/vols>

IEEE SAMIEEE (Membership Database)

<http://www.ieee.org/samieee>

IEEE Organizational Rosters

<http://www.ieee.org/organizations/vols/rosters/>

IEEE Conference Search

<http://www.ieee.org/conferencesearch/>

Regional Activities Operations Manual (Click on Section 9 for Chapter Management)

<http://www.ieee.org/rabopsman>

IEEE Entity Web Hosting

<http://ewh.ieee.org>

IEEE Publicity Guide

<http://www.ieee.org/publicityguide>

Section-Chapter Volunteer Forum (Virtual Community)

<https://www.ieee.org/communities>

IEEE Functional E-mail Aliases

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

Other Useful IEEE Links

<http://www.ieee.org/organizations/tab/keyurls2.html>

Job Description

CHAPTER CHAIR

SUMMARY OF DUTIES AND RESPONSIBILITIES

- A. In possession of and familiar with the IEEE Constitution, Bylaws, RAB Operations Manual and the Section Bylaws (the Chapter is managed according to the administrative parent Section's bylaws).
- B. Presides at meetings of the Chapter and the Chapter Executive Committee.
- C. Operates the Chapter to maximize satisfaction of Chapter member needs with the resources available.
- D. Develops and presents plans for meeting members' needs to the Chapter Executive Committee for review.
- E. Identifies appropriate volunteers and presents their appointments to the Chapter Executive Committee for review.
- F. Insures that all Chapter Officers and Committee Chairs are properly trained for their jobs.
- G. Signs off on financial report where appropriate and confirms all reporting accurate and submitted in a timely manner.
- H. Insures satisfactory performance from the other Chapter Officers and the Chapter Committee Chairs.
- I. Prepares an annual report of Chapter Activities for submission to the Section Secretary, Region and/or Society Chapter Coordinators.
- J. Represents the Chapter at all IEEE gatherings.
- K. Transfers Chapter records to the new Chapter Chair at the end of the year.