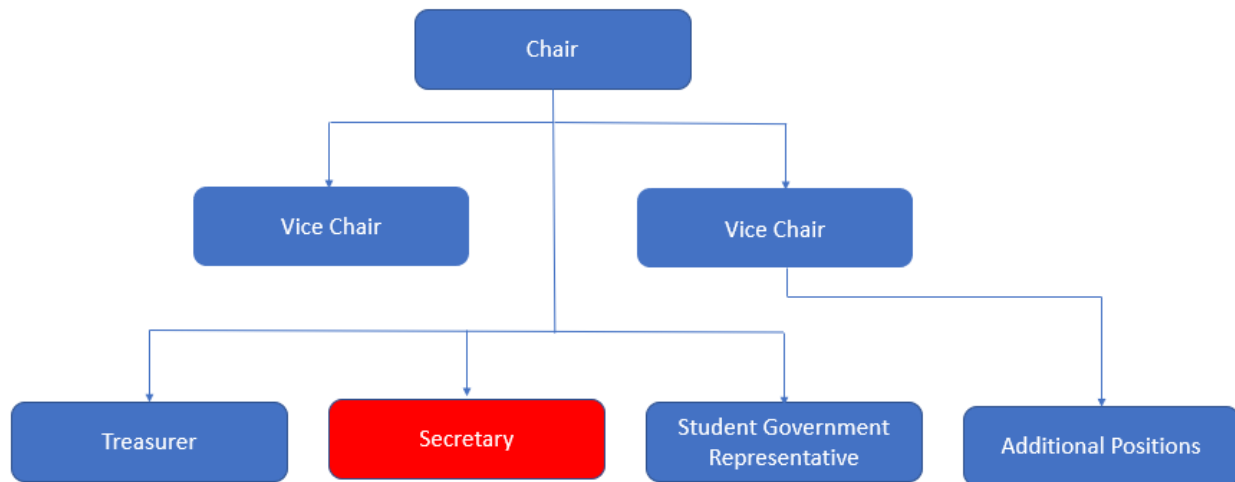


Transition Packet – Secretary

IEEE R4 SAC Committee

April 2021

Role



Responsibilities

- vTools
 - Keep a record of all activities of the Branch and should report this to IEEE no later than February 1st
 - <https://sbr.vtools.ieee.org/>
 - This report must have the approval of the executive board
- Leadership
 - Communicate important information to the Student Branch via email
 - Keep record of names, emails, IEEE member numbers of all members on the Google drive
 - Keep records of attendance of meetings on the Google drive
- Recruitment
 - Recruiting new members
 - Making new members feel welcome
- Documentation
 - Board and Club Meeting Minutes (Example attached)
 - Attendance
 - Communication to members for events, meetings, updates, etc. (Example attached)

Resources/Information

Attached Sample Meeting Minutes and Email Structure

[vTools](#)

[Student Branch Reporting](#)

[Officer Reporting](#)

[IEEE R4 SAC website](#)

[IEEE R4 SAC GitHub](#)

[IEEE R4 SAC Student Branch Resources](#)