

IEEE Young Professionals

Affinity Group Chair Checklist

January

Review the [IEEE Young Professionals (YP) Program Goals](https://yp.ieee.org/guides-and-manuals/) and [AG Goals](https://yp.ieee.org/guides-and-manuals/). Create your own yearly goals that align.

Review the [YP leaders and staff](https://yp.ieee.org/executive-team/) for the year.

Send an email to all YP members in your section to introduce yourself and remind everyone of the date of your first YP meeting of the year. Use [vTools eNotice](https://enotice.vtools.ieee.org/).

Make sure your YP AG Chair, Vice Chair, Secretary and Treasurer are reported in [vTools Officer Reporting](https://officers.vtools.ieee.org/).

# February

Develop your [AG Business Plan](https://yp.ieee.org/volunteers/templates/) using the branded template and share it at the first YP Region meeting.

Host a meeting with your Section’s YP members. Use the [YP Branded PowerPoint Template](https://yp.ieee.org/volunteers/templates/) for your presentation and, if needed, request a [WebEx Registration](https://vtools.ieee.org/webex-registration/) link to host the meeting.

Review the [IEEE MGA Operations Manual](https://mga.ieee.org/images/files/MGA_Operations_Manual.pdf) to ensure you understand what is required to stay active and qualify for rebates. (Section 9.9)

If you still need to fill committee positions, use the [IEEE Volunteering Platform](https://volunteer.ieee.org/) to find volunteers in your AG.

# March

Read through the [YP funding page](https://yp.ieee.org/funding-opportunities/) to understand what resources are available for your AG.

# April

Plan for a STEP event.

# May

Host your STEP event.

# June

Ensure that all events held by your AG so far are reported in vTools

# July

New Member Year Alert: Spread the word to all YP members in your local Section to be sure they [renew their IEEE Membership](https://www.ieee.org/membership/join/dues.html). See lifecycle image on next page.

# August

Plan for a Local Activity event.

# September

Host your Local Activity event.

# October

Hold an activity to celebrate [IEEE Day](https://ieeeday.org/) with local organizational units.

# November

Take some time to thank your volunteers and members for all their hard work. This can be through email, eNotice, or a fun meeting/activity.

# December

Be sure all activities attended or held by your AG are reported in [vTools Events](https://events.vtools.ieee.org/) before the 31 December deadline.

Help the next round of officers to understand the role/requirements and [report all incoming officers.](https://officers.vtools.ieee.org/) It is helpful to host a meeting with the new officers to help ease them into their new position. If there are no new officers, use the [IEEE Volunteering Platform](https://volunteer.ieee.org/) to find interested volunteers.

# AG Information

Affinity Groups must organize and report on vTools at least 2 activities per year to be considered active and receive the rebate. If there are 6 or more activities reported, the AG shall receive an additional bonus in the rebate.

* If a YP AG does not report 2 activities in a year, it will not receive the rebate.
* If a YP AG does not report 2 activities for three (3) consecutive years, it will be dissolved.

Every YP AG must report their current Officers on vTools Officers.

Student Branches are not allowed to have YP AGs. They can, however, have a YP liaison.

# For More Information

* [YP Logos and Branding / Templates](https://yp.ieee.org/volunteers/templates/)
* [Guides and Manuals](https://yp.ieee.org/guides-and-manuals/)
* [vTools Instructions](https://yp.ieee.org/guides-and-manuals/)

[Chart

Description automatically generated](https://www.ieee.org/membership/join/dues.html)