SEM_Officers_Action_Listing: (Geo-units & Standing Committees)

Chair:

The Geo-unit or Committee Chair directs and guides the overall operation and direction, keeping in mind the 'Goals and Objectives' of the Section, Region, Society and IEEE overall. The Chair's actions include:

Send an introductory eNotice (letter) to:
- Geo-unit members, or
- Standing Committee members
  Introducing yourself and outlining your plans for the year.

'Call' to fill Administrative vacancies
Schedule Administrative Committee (AdCom) meetings
- o Coordinate with AdCom members
- o 1/Month 'virtual' meetings (minimum)
- o 1/Quarter 'Face-to-Face (F2F) Recommended
  Note: 1st meeting is best if conducted F2F!
  Maintain close contact with your team members.

Update and verify your officer listing in the vTools 'Officer Report' tool.
Attend monthly Section 'ExCom' meetings.
- All Geo-units and Standing Committees are members of the Section ExCom.
- Participation by representatives of each is part of establishing a 'quorum'.
  Note: Without a quorum, official business of the Section cannot be conducted!

Plan membership or Committee sponsored functions for the year.
- Geo-units (Chapters) require a minimum of 2 'Technical' meetings to remain 'active'!
- Geo-units (Affinity Groups) require two meetings of any type to remain 'active'.
- Committees functions have no minimum number and are related to the primary functions of each committee. Never the less, we expect to see a yearly plan for appropriate functions of each committee.
- Meeting Types:
  - o Technical (relating to the society or objectives of each unit).
  - o Professional (non-technical career related skills and topics).
  - o Social ('Networking', team building and relationship establishment).
  - o Administrative ('Business' meetings of the unit AdCom).
    Note: All the above need to be documented as each occurs in the vTools 'Event' system. (Ideally, they will be 'scheduled' in the vTools 'Event' system ahead of the meeting and documented using the specific event itself.

Attend officer training events when offered to update and maintain officer management skills.
(Training events are offered at the Section, Region, Society and IEEE levels and serve to keep officers aware of changes, as well as train new officers in their duties and responsibilities.)

Vice-Chair:

The unit or Committee Vice-Chair maintains close contact and communications with the Chair and is prepared to 'cover' for the Chair when the Chair is unable to fulfill one of their duties. The Vice-Chair also maintains close contact with the 'Chairs' of any sub-committees to ensure coordination of operations and activities.

Several duties are unique to the Vice-Chair. Of particular note are:

- Establish and maintain contact with the supporting <u>Society or Affinity Group or IEEE level entity</u> related to your specific organization.
  <u>Note:</u> Joint Chapters or Affinity Groups often select more than one Vice-Chair in order to allow individual officers to maintain a tight focus on one of the multiple supporting entities while others focus on their own responsibilities.
- Coordinate activities between the sponsoring entity and their local entity. This can include but, is not limited to:
  - Ensuring the sponsoring entity's records are up to date with respect to the local entity.
  - Engaging Society or Affinity Group sponsored 'Distinguished Lecturers' or 'Respected Speakers' for local entity events.
  - Preparing regular reports on local entity activities and officer changes for the supporting entity.
- Assist the Chair to plan Administrative Committee (AdCom) team meetings.
- Assist the Chair to plan membership meetings and events.
- Assist the Chair to plan the overall yearly activities.
- Assist the Treasurer to plan the coming year's budget.

Past-Chair:

The unit or Committee Past-Chair maintains close contact and communications with the current Chair in order to serve as a guide and coach. As the officer who has experience in the same position, the Past-Chair can help the current Chair to avoid or surmount difficulties the Past-Chair encountered during his term in office.

In effect, between the Past-Chair, and the documents maintained by the Secretary, these two officers are the 'memory' for the Chapter, Affinity Group or Committee.

<u>Secretary:</u>

The Secretary maintains the records of the organization and is the primary communications officer for the AdCom.   The Secretary, in effect, becomes the 'administrative assistant' for the AdCom and the prime motivator for the AdCom members to maintain their meeting schedule and follow up on their assigned 'action items'.

- They initiate the monthly meetings by creating a vTools 'Event' for each planned meeting of all types. (This places the event on the Section Website Calendar.).

<u>The Meeting Cycle:</u>
- Send the draft agenda, action item list and roster to the Chair for comment or update,
    - Forward agenda and action items, with Chair's revisions, to AdCom as a whole.
    - Forward the updated agenda to the AdCom as a reminder of the coming meeting, the day before the meeting,
- Send 'reminders' to the AdCom to ensure all who can attend are present, just before the meeting,
- Record minutes of the meetings along with the meeting attendance listing.
    - After the meeting, send the minutes and updated Action Items listing to the Chair for comment,
    - Based on the Chair's comments, update the minutes and Action Items listing and distribute to the AdCom as a whole,
- Build the next agenda based on comments and directions all the committee member and distribute the updated documents for comment.
- Repeat the above sequence for each meeting.

The Secretary also:
- Initiates the vTools Event complete schedule for:
    - Monthly meetings,
    - Membership meetings, (All Types)
    ………… and documents all meeting results in the vTools Event system reports.

<u>Treasurer:</u>
The Treasurer for Geo-units (Chapters and Affinity Groups) maintains the financial plans and records of the organization and is the primary communications link with the Section Treasurer. The Geo-unit Treasurer's:

- Maintain the Geo-unit's financial accounts and records,
- Assist the Chair and Vice-Chair to build the Geo-unit's yearly budget,
- Build a yearly spending and revenue generating plan,
- Track the month to month expenditures and revenues against the yearly plan,
- Report monthly to the Geo-unit AdCom on the financial status,
- Submit expense reports on behalf of the Geo-unit to the Section Treasurer,
- Coordinate Geo-unit requirements with the Section Treasurer to assist in building a complete Section yearly budget.

The Section Treasurer handles all financial operations for the Section's 'Standing Committees'. As a result, all Standing Committees operate without a Treasurer of their own.
*(**<u>Note:</u>** This requires that the Section Treasurer be involved directly in the development of each of the Standing Committee's financial plans.)*