

Section Development and Vitality

**101th IEEE Region 8 Committee meeting in
Sarajevo, Bosnia and Herzegovina,
5 October 2013**

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IEEE R8 Section Development and Vitality
Coordinator

Topics to be covered

- Vitality Coordinator Role
- Region 8 Membership Statistics
- Rejuvenation of the Section's ExCom
- Section Reporting and Rebate

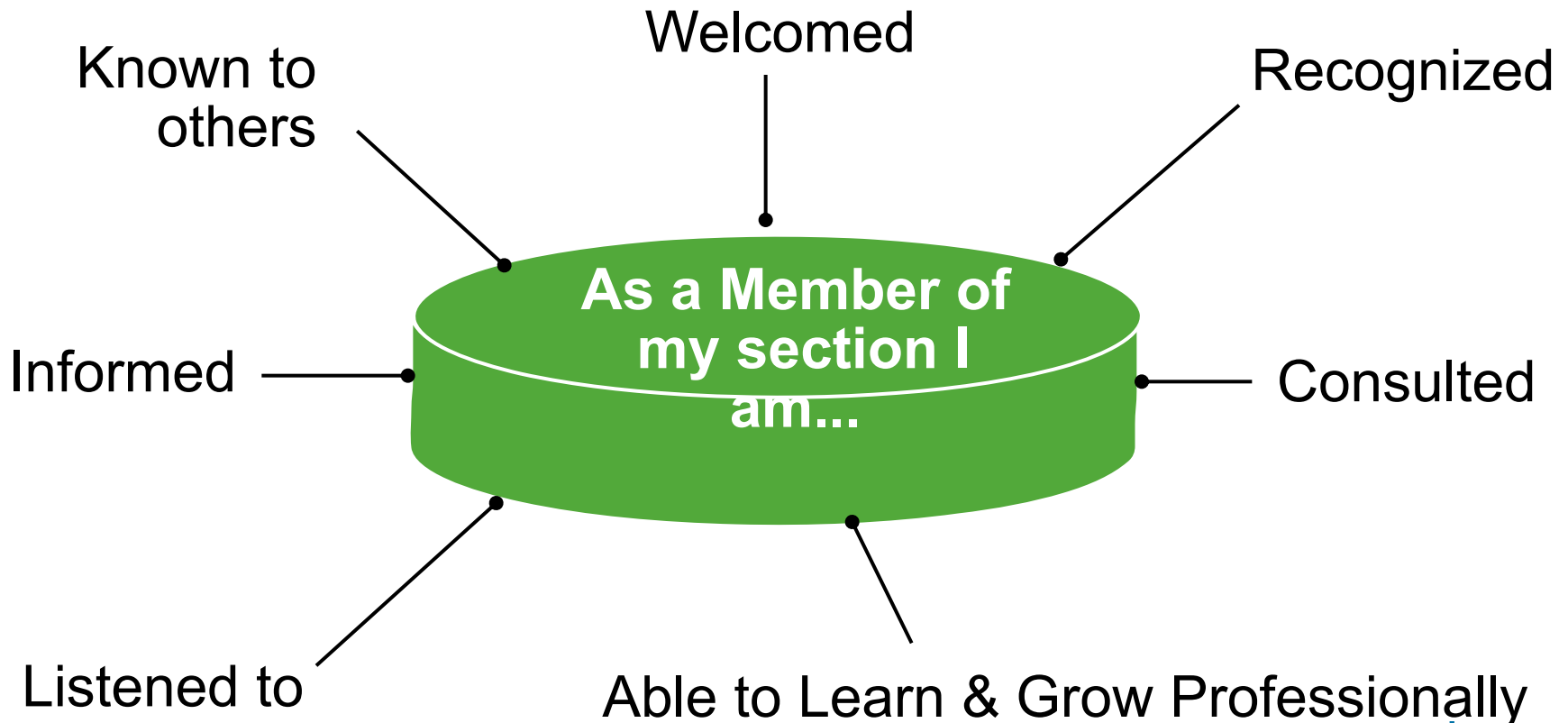
Section Development and Vitality

Vitality Coordinator Role

- ▶ Develop plan for increasing Section (member) vitality within the region
- ▶ Establish frequent coordination with Section leaders
- ▶ Promote programs/activities benefiting members
- ▶ Identify & report vitality issues

- ▶ Vitality is a complex arena
- ▶ Vitality has many definitions
- ▶ Vitality reflects member needs and interests
- ▶ Vitality programs require effort to organize and administer

Section Vitality Provides Focus on a Positive Member Experience at the Local Level



Section Development and Vitality

Region 8 Membership Statistics

Region 8 Membership

- Region 8 is currently the second largest IEEE region. At the end of September 2013 the Region had 72, 861 total members:
 - Region 8 represents 18% of IEEE's total membership.
 - The Region has 55,120 Higher Grade Members, 9,735 Graduate Student Members and 8,006 Student Members.
- Membership in the Region has increase by 0,5% from August 2012, representing a gain of 359 members.
- Member grade membership is down by 1.4% from August 2012, representing a loss of 648.
- Graduate Student Membership is up by 12.0% from August 2012, representing a gain of 997 members.
- Student membership is up by 0.7% from August 2012, representing a loss of 50 members.

Region 8 Membership by Grade

(as of August 2013)

| Region 8 - March 2013 | | | | |
|-----------------------|---------------|---------------|------------|-------------|
| Grade | Aug-13 | Aug-12 | Change | % Change |
| Honorary | 7 | 7 | 0 | 0 |
| Fellow | 1,035 | 973 | 62 | 6.3% |
| Senior Member | 6,149 | 5,658 | 491 | 8.7% |
| Member | 45,250 | 45,898 | -648 | -1.4% |
| Associate | 2,204 | 2,797 | -593 | -21.2% |
| GSM | 9,274 | 8,277 | 997 | 12.0% |
| Undergraduate | 7,722 | 7,672 | 50 | 0.7% |
| Total | 71,641 | 71,282 | 359 | 0.5% |

| Membership 23-09-13 | AF | StM | GSM | S | A | M | LM | SM | LS | F | LF | Non-S | Total |
|--------------------------|-----|-----|------|------|-----|------|----|-----|----|-----|----|-------|-------|
| Austria | 89 | 90 | 224 | 314 | 45 | 843 | 12 | 75 | 11 | 8 | 4 | 998 | 1312 |
| Bahrain | 1 | 5 | 5 | 10 | 5 | 87 | | 13 | | | | 105 | 115 |
| Belarus | | 2 | 10 | 12 | | 29 | | 7 | | | | 36 | 48 |
| Benelux | 245 | 146 | 629 | 775 | 78 | 2335 | 60 | 281 | 30 | 71 | 36 | 2891 | 3666 |
| Bosnia and Herzegovina | 1 | 54 | 57 | 111 | 7 | 123 | | 7 | | | | 137 | 248 |
| Bulgaria | 4 | 25 | 21 | 46 | 10 | 203 | 1 | 22 | | | | 236 | 282 |
| Croatia | 10 | 116 | 170 | 286 | 7 | 448 | 13 | 50 | 4 | | 1 | 523 | 809 |
| Cyprus | 9 | 56 | 43 | 99 | 7 | 199 | | 22 | 2 | 1 | 1 | 232 | 331 |
| Czechoslovakia | 25 | 24 | 65 | 89 | 14 | 414 | 2 | 48 | 1 | 1 | 1 | 481 | 570 |
| Denmark | 39 | 36 | 129 | 165 | 23 | 606 | 23 | 69 | 9 | 8 | 2 | 740 | 905 |
| Egypt | 12 | 715 | 200 | 915 | 66 | 717 | 8 | 103 | 24 | 2 | 3 | 923 | 1838 |
| Estonia | 4 | 13 | 18 | 31 | 4 | 81 | 1 | 5 | | | | 91 | 122 |
| Finland | 50 | 51 | 204 | 255 | 27 | 727 | 15 | 78 | 9 | 14 | 5 | 875 | 1130 |
| France | 234 | 235 | 351 | 586 | 244 | 2627 | 46 | 360 | 23 | 72 | 15 | 3387 | 3973 |
| Germany | 574 | 258 | 1421 | 1679 | 250 | 5039 | 95 | 552 | 42 | 89 | 53 | 6120 | 7799 |
| Ghana | 6 | 28 | 15 | 43 | 7 | 149 | | 3 | | | | 159 | 202 |
| Greece | 69 | 528 | 215 | 743 | 58 | 1059 | 14 | 144 | 10 | 17 | 2 | 1304 | 2047 |
| Hungary | 13 | 41 | 39 | 80 | 12 | 305 | 2 | 28 | 4 | 7 | 8 | 366 | 446 |
| Iceland | 3 | 47 | 4 | 51 | 8 | 42 | 3 | 8 | | 1 | | 62 | 113 |
| Iran | 3 | 168 | 278 | 446 | 49 | 606 | | 83 | 2 | 1 | | 741 | 1187 |
| Iraq | 2 | 22 | 19 | 41 | 3 | 111 | | 7 | | | | 121 | 162 |
| Israel | 52 | 25 | 104 | 129 | 35 | 652 | 46 | 198 | 42 | 34 | 27 | 1034 | 1163 |
| Italy | 280 | 150 | 522 | 672 | 153 | 2879 | 66 | 527 | 17 | 107 | 32 | 3781 | 4453 |
| Jordan | 5 | 285 | 18 | 303 | 20 | 181 | 1 | 29 | 4 | | 1 | 236 | 539 |
| Kenya | 4 | 17 | 15 | 32 | 1 | 113 | | 3 | 1 | | | 118 | 150 |
| Kuwait | 10 | 47 | 9 | 56 | 5 | 124 | | 15 | 2 | | 1 | 147 | 203 |
| Latvia | 4 | 13 | 21 | 34 | 1 | 88 | 1 | 4 | | | | 94 | 128 |
| Lebanon | 3 | 424 | 34 | 458 | 14 | 270 | 1 | 45 | 3 | 1 | | 334 | 792 |
| Lithuanian ¹⁰ | 1 | 9 | 15 | 24 | 8 | 80 | | 8 | | | | 96 | 120 |
| Malta | 4 | 22 | 24 | 46 | 5 | 127 | 1 | 6 | | | | 139 | 185 |
| Morocco | 24 | 62 | 20 | 92 | 10 | 110 | | 0 | | | | 130 | 221 |

| | | | | | | | | | | | | | |
|-----------------------|------|------|------|-------|------|-------|-----|------|-----|-----|-----|-------|-------|
| Lithuanian | 1 | 9 | 15 | 24 | 8 | 80 | | 8 | | | | 96 | 120 |
| Malta | 4 | 22 | 24 | 46 | 5 | 127 | 1 | 6 | | | | 139 | 185 |
| Morocco | 24 | 62 | 30 | 92 | 10 | 110 | | 9 | | | | 129 | 221 |
| Nigeria | 24 | 152 | 140 | 292 | 17 | 1086 | | 24 | 2 | | | 1129 | 1421 |
| Norway | 58 | 14 | 104 | 118 | 19 | 745 | 20 | 76 | 14 | 6 | | 880 | 998 |
| Oman | 3 | 72 | 5 | 77 | 4 | 86 | | 19 | 1 | | | 110 | 187 |
| Poland | 39 | 74 | 74 | 148 | 34 | 684 | 4 | 125 | 13 | 14 | 3 | 877 | 1025 |
| Portugal | 58 | 228 | 261 | 489 | 24 | 711 | 4 | 103 | 5 | 11 | | 858 | 1347 |
| Qatar | 7 | 39 | 14 | 53 | 10 | 161 | 1 | 20 | | 2 | | 194 | 247 |
| Republic of Macedonia | 1 | 18 | 32 | 50 | 1 | 95 | | 31 | 1 | 2 | | 130 | 180 |
| Romania | 24 | 31 | 72 | 103 | 20 | 754 | 3 | 67 | 5 | 2 | 1 | 852 | 955 |
| Russia (Northwest) | 3 | 74 | 22 | 96 | 11 | 150 | 1 | 27 | 1 | 1 | | 191 | 287 |
| Russia (Siberia) | 19 | 15 | 28 | 43 | 8 | 186 | | 19 | | 1 | | 214 | 257 |
| Russia | 45 | 44 | 63 | 107 | 54 | 534 | 1 | 27 | | 1 | 1 | 618 | 725 |
| Saudi Arabia | 20 | 94 | 52 | 146 | 20 | 560 | 1 | 83 | 5 | 2 | 1 | 672 | 818 |
| Serbia and Montenegro | 6 | 44 | 136 | 180 | 18 | 499 | 3 | 28 | 3 | 4 | | 555 | 735 |
| Slovenia | 19 | 9 | 27 | 36 | 10 | 223 | 8 | 16 | 6 | 1 | | 264 | 300 |
| South Africa | 25 | 98 | 132 | 230 | 21 | 921 | 6 | 86 | 4 | 3 | 3 | 1044 | 1274 |
| Spain | 167 | 319 | 403 | 722 | 83 | 2313 | 36 | 443 | 14 | 29 | 3 | 2921 | 3643 |
| Sweden | 87 | 33 | 450 | 483 | 59 | 1355 | 46 | 237 | 38 | 28 | 14 | 1777 | 2260 |
| Switzerland | 174 | 69 | 414 | 483 | 108 | 2038 | 129 | 187 | 23 | 57 | 27 | 2569 | 3052 |
| Tunisia | 1 | 507 | 265 | 772 | 23 | 327 | | 21 | | | | 371 | 1143 |
| Turkey | 31 | 1100 | 342 | 1442 | 67 | 1056 | 4 | 114 | 6 | 13 | 3 | 1263 | 2705 |
| U.K. & Rep of Ireland | 386 | 371 | 1511 | 1882 | 242 | 6922 | 139 | 889 | 66 | 122 | 46 | 8426 | 10308 |
| Ukraine | 7 | 50 | 67 | 117 | 24 | 270 | 1 | 73 | 1 | 3 | 1 | 373 | 490 |
| United Arab Emirates | 19 | 468 | 87 | 555 | 24 | 721 | 1 | 106 | 1 | 1 | 1 | 855 | 1410 |
| Western Saudi Arabia | 15 | 48 | 30 | 78 | 14 | 211 | 2 | 24 | | | | 251 | 329 |
| Zambia | 4 | 2 | | 2 | 7 | 111 | | 3 | | | | 121 | 123 |
| Outside Sections | 43 | 311 | 90 | 401 | 87 | 739 | 2 | 37 | 4 | | | 869 | 1270 |
| Apo/Fpo | 7 | 8 | 5 | 13 | 2 | 90 | | 8 | | | | 100 | 113 |
| Region 8 total | 3072 | 8006 | 9735 | 17741 | 2187 | 44922 | 823 | 5702 | 453 | 737 | 296 | 55120 | 72861 |

Section Development and Vitality

Rejuvenation of the Section's ExCom

MGA rules for officer terms

9.4.F.7

- All Section officers must be elected. This election can be conducted annually or every two years. An individual may serve two consecutive terms of office (i.e., 4 years max.).
- An individual shall not serve in a position for more than three terms (i.e., 6 years max.) provided there is at least a one term break.
- Based on these rules, Region 8 has set some conditions to reimburse Section representatives at Region 8 Committee meetings.

MGA rules for elections

9.4.H

- Nominations Committee (no present officers – 9.4.G)
- Call for nominations (6 months before election)
- Receive nominations (5 months before election)
- Gathering of information; selection of 2-3 candidates; ratification by the Section's ExCom
- Slate of nominated candidates (6 weeks before election)
- Possibility for petition candidates
- Entire slate of candidates (2 weeks)
- Secret ballots
- Make sure that all voting members are able to vote.
- Consider to use vTools for electronic voting.

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Section Reporting and Rebate

The rebate situation in 2013

- 18 Sections out of 56 did not receive any rebate for 2012 (32%)
- 12 Sections out of 38 that received rebate did not get the 10% bonus for 2012 (31%)
- Problems were:
 - Did not submit any meeting reports
 - Did not submit officer reports
 - Did not submit any financials reports
 - Did not submit end of the year bank statements

The rebate situation in 2013

Action taken:

- Emails were sent to all chairs, vice-chairs, secretaries and treasurers explaining the problem
- 15 out of the 16 Sections contacted have responded to my emails on the subject and have taken action to resolve the issue. Most of them are in contact with MGA or have the issue resolved
- The important thing is to educate the Sections to make the right steps in order to secure their rebate

MGA rules for rebate

- All Sections in existence on 31 December and meeting minimum requirements receive a US\$2,000 annual allowance.
- US\$3 for each Member, Student, or Associate grade member, US\$1.50 for each Affiliate, and US\$4 for each Senior or Fellow Grade member, based on 31 December statistics
- US\$200 for each chapter and/or affinity group meeting minimum requirements
- All sections whose reporting (financial, meeting, and officer) is submitted by a deadline, receive a 10% bonus of the total rebate.

MGA rules for rebate

- **Activity bonus:** In an effort to encourage activities at the local level, activity bonuses may be awarded as follows:
- All sections reporting ten meetings or more, at least five of which must be of a technical nature, shall receive an additional US\$200
- All chapters or affinity groups reporting six or more meetings of a technical nature shall receive an additional US\$75
- Joint meetings may be counted toward only one unit's bonus
- All units must qualify for the timely reporting bonus in order to be eligible for an activity bonus

MGA rules for rebate

Activity and reporting requirements:

- **Current officer report:** Reports of current section, subsection, chapter, and affinity group officers must be submitted within 20 days following the election and/or appointment of such officers
- **Financial report:** A financial report summarizing the previous year's financial activities must be submitted annually. If the section is unable to obtain financial records from a subsection, chapter, or affinity group, it may opt to submit a statement that the subunit has failed to submit a timely financial report and waive its right to a rebate for that particular subunit

MGA rules for rebate

Activity and reporting requirements:

- **Bank signature card:** The bank signature card(s) must be returned to the IEEE Operations Center for the signature of the IEEE Staff Director-Financial Services before the section rebate will be released. This is required for all bank accounts for sections and their subunits within the US, and those Units outside of the US where banking and legal restrictions will allow
- **Meeting Activity Report(s):** Meeting activity reports are key to unit maintenance and viability. A [Meeting Report Form \(L31\)](#) should be submitted via the Web for each meeting.

MGA rules for rebate Procedures:

- The rebate is paid to the section
- The funds provided are intended for the support of not only the section's activities, but also the activities of its subunits, including subsections, chapters, affinity groups, and IEEE student organizations
- Section officers are encouraged to use rebate funds to support the activities of existing units and to form new units

Section Vitality Checklist

The following is a list of actions/activities sections can carry out on their path to a vital and successful section. They are organized in chronological order as to when they are suggested to take place.

First Quarter of the Year (January – March)

- Complete and hand in all IEEE mandated documentation (e.g. L50 finance report) to close the previous year.
- Report all Section Officers, Affinity Group, Chapter, and Student Branch Chairs.
- Update section website.
- Train new officers through the Center for Leadership Excellence
- Plan and budget for Section, Chapter, and Affinity Group activities for the year.
- Conduct joint meeting with student branches, e.g. technical presentation, S-PAC.

Second Quarter of the Year (April – June)

- Conduct a Membership Development activity, e.g. membership elevation meeting.
- Conduct Professional Development Activities, e.g. organize workshop/seminar.
- Communicate with section members on IEEE activities, such as webinars.
- Engage with Regional Leadership and activities, e.g. attend annual regional meeting.
- Review AG and Chapter activities to guarantee continuity.
- Submit nominations for awards, e.g. regional or society nominations.
- If not affinity groups or chapters, strive to form one gauging SAMIEEE for people's interests.

Third Quarter of the Year (July – September)

- Promote a pre-university activity in your area, e.g. TISP, science fair judging.
- Conduct a Career Workshop, e.g. resume writing, employment network.
- Submit nominations for awards, e.g. MGA.
- Establish partnership with industry, e.g. joint technical presentation/training.
- Conduct joint meeting with student branches, e.g. student training, STEP event.
- Support an affinity group function in conjunction with the section.

Fourth Quarter of the Year (October – December)

- Conduct an event to support involvement with local industry.
- Hold Officer Elections.
- Share and collaborate on humanitarian/community engagement projects.
- Membership recruitment event, e.g. social event.

NOTE: IF you checked off at least half the items on this list, you are on the way to be a successful section.

- ▶ Suggestions and comments are welcomed!
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Hvala puno!!