

Section Development and Vitality

**102nd IEEE Region 8 Committee meeting in
Budapest, Hungary,
6 April 2014**

Costas Stasopoulos IEEE R8 Director Elect
IEEE R8 Section Development and Vitality
Coordinator

Topics to be covered

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

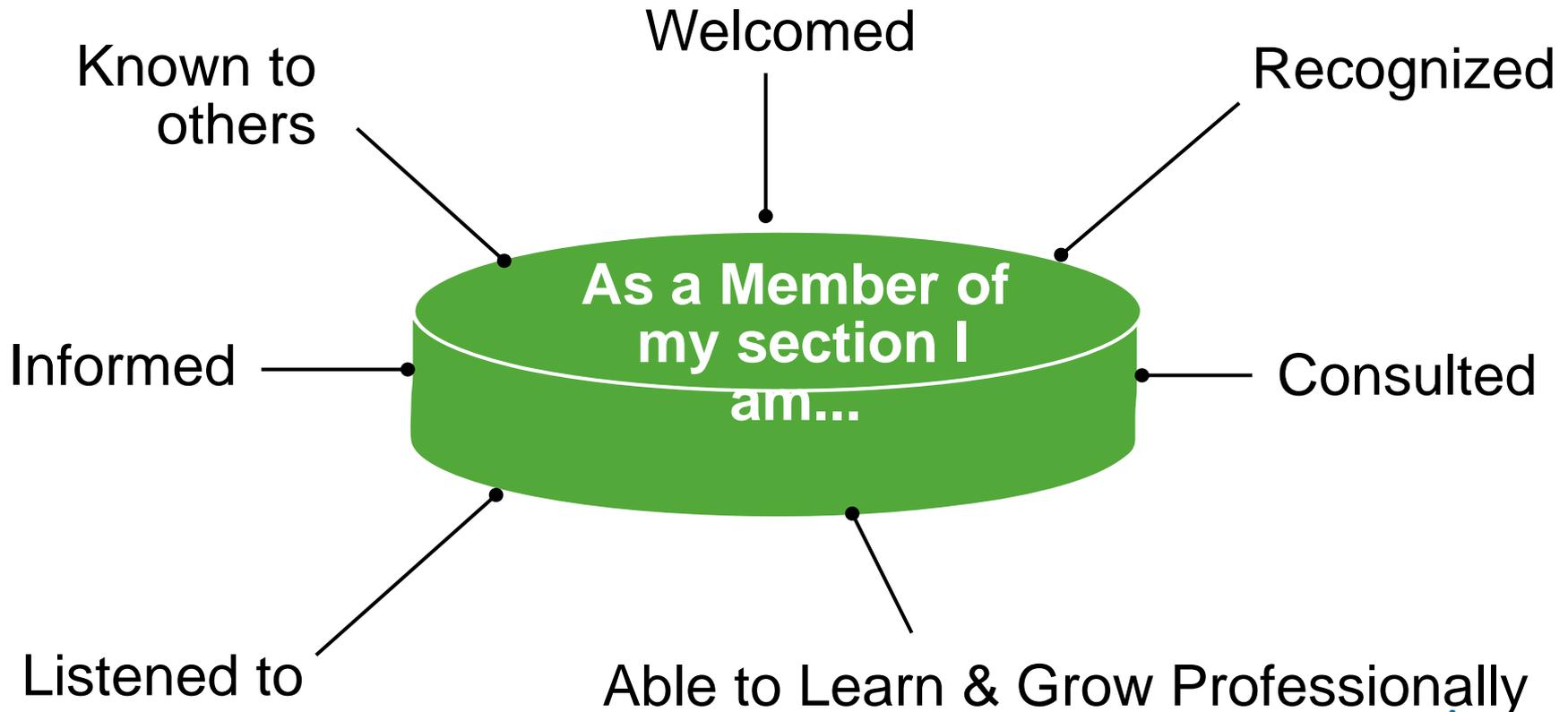
Section Development and Vitality

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 January 2014 the Region had 80,039 total members:
 - Region 8 represents 18% of IEEE's total membership.
 - The Region has 55,851 Higher Grade Members, 12,673 Graduate Student Members and 11,515 Student Members.
- Membership in the Region has increase by 0.9% from January 2013, representing a gain of 688 members.
- Member grade membership is down by 0.3% from January 2013, representing a loss of 189.
- Graduate Student Membership is up by 1.7% from January 2013, representing a gain of 207 members.
- Student membership is up by 6.2% from January 2013, representing a gain of 670 members.

Region 8 Membership by Grade

Region 8 - January 2014				
Grade	Jan-14	Jan-13	Change	% Change
Honorary	7	7	0	0
Fellow	1,085	1,043	42	4.0%
Senior Member	6,342	5,894	448	7.6%
Member	46,318	46,633	-315	-0.7%
Associate	2,099	2,463	-364	-14.8%
GSM	12,673	12,466	207	1.7%
Undergraduate	11,515	10,845	670	6.2%
Total	80,039	79,351	688	0.9%

Region 8 Membership by Section

(as of 28 February 2014)

Section Name	Total Members
Austria Section	1064
Bahrain Section	55
Belarus Section	39
Benelux Section	2964
Bosnia & Herzegovina Section	168
Bulgaria Section	226
Croatia Section	690
Cyprus Section	253
Czechoslovakia Section	452
Denmark Section	701
Egypt Section	1280
Estonia Section	119
Finland Section	891
France Section	2930
Germany Section	6441
Ghana Section	106
Greece Section	1551
Hungary Section	349
Iceland Section	78

Section Name	Total Members
Iran Section	919
Iraq Section	122
Israel Section	890
Italy Section	3749
Jordan Section	390
Kenya Section	105
Kuwait Section	250
Latvia Section	94
Lebanon Section	655
Lithuanian Section	104
Malta Section	131
Morocco Section	130
Nigeria Section	804
Norway Section	830
Oman Section	101
Poland Section	859
Portugal Section	1080
Qatar Section	226
Reg 8-Countries Outside Section	789

Section Name	Total Members
Region 8 - Apo/Fpo	78
Republic Of Macedonia Section	154
Romania Section	812
Russia (Northwest) Section	214
Russia (Siberia) Section	196
Russia Section	574
Saudi Arabia Section	639
Serbia And Montenegro Section	635
Slovenia Section	265
South Africa Section	787
Spain Section	3055
Sweden Section	1805
Switzerland Section	2575
Tunisia Section	436
Turkey Section	1489
U.K. & Rep Of Ireland Section	8060
Ukraine Section	287
United Arab Emirates Section	919
Western Saudi Arabia Section	284
Zambia Section	72

Membership 09-03-14	AF	StM	GSM	S	A	M	LM	SM	LS	F	LF	Non-S	Total
Austria	76	106	215	321	31	627	12	73	10	9	3	765	1086
Bahrain	3	4	3	7	1	41		10				52	59
Belarus		1	7	8		25		6				31	39
Benelux	172	104	608	712	50	1805	58	275	29	76	33	2326	3038
Bosnia and Herzegovina	1	51	44	95	8	75		5				88	183
Bulgaria	2	36	34	70	9	135	1	16				161	231
Croatia	5	102	172	274	4	359	13	68	4		1	449	723
Cyprus	5	51	46	97		135		25	2	1	1	164	261
Czechoslovakia	21	11	61	72	10	329	2	46	1	1		389	461
Denmark	22	23	121	144	12	463	23	61	9	8	2	578	722
Egypt	4	610	252	862	10	380	8	106	23	2	3	532	1394
Estonia	2	21	22	43	1	70	1	6				78	121
Finland	30	42	193	235	17	540	15	75	9	14	5	675	910
France	147	236	304	540	117	1904	44	348	20	71	13	2517	3057
Germany	442	281	1344	1625	152	4024	86	536	39	94	49	4980	6605
Ghana	2	19	14	33		74		2				76	109
Greece	34	460	197	657	19	728	12	147	8	17	2	933	1590
Hungary	11	36	44	80	9	253	3	28	4	7	6	310	390
Iceland	1	21	10	31	2	33	3	8		1		47	78
Iran	2	367	389	756	11	251		80	1	3		346	1102
Iraq	1	2	36	38	2	94		10				106	144
Israel	29	33	84	117	17	448	45	186	41	32	24	793	910
Italy	208	145	517	662	95	2339	66	524	17	110	31	3182	3844
Jordan	2	260	17	277	2	105	1	30	3		1	142	419
Kenya	3	14	20	34	2	71		8				81	115
Kuwait	6	13	130	143	2	92		15	2		1	112	255
Latvia	2	7	19	26	2	62	1	6				71	97
Lebanon	2	467	35	502	9	137		45	3	1	1	196	698
Lithuanian ¹¹	2	7	20	27	2	58	1	17				78	105
Malta	2	22	25	47	2	79	1	6				88	135
Morocco	2	30	31	70	4	57		10				71	141

Lebanon	2	467	35	502	9	137		45	3	1	1	196	698
Lithuanian	2	7	20	27	2	58	1	17				78	105
Malta	2	22	25	47	2	79	1	6				88	135
Morocco	2	39	31	70	4	57		10				71	141
Nigeria	13	110	101	211	12	608		24	2			646	857
Norway	47	10	96	106	15	607	20	77	13	7		739	845
Oman	3	18	10	28	1	68		16				85	113
Poland	28	65	79	144	15	564	3	127	13	14	3	739	883
Portugal	44	267	241	508	14	470	4	106	5	11		610	1118
Qatar	5	66	14	80	8	122	1	21		2		154	234
Republic of Macedonia	1	34	32	66		58		32	1	1		92	158
Romania	20	60	82	142	10	609	3	71	5	1	1	700	842
Russia (Northwest)	5	47	26	73	7	111		26	1	1		146	219
Russia (Siberia)	5	17	24	41	6	137		19		1		163	204
Russia	27	44	63	107	38	425	1	26		1	1	492	599
Saudi Arabia	16	88	65	153	10	421	1	79	5	1		517	670
Serbia and Montenegro	3	47	142	189	6	410	3	28	3	4		454	643
Slovenia	14	7	28	35	9	204	8	16	5			242	277
South Africa	15	33	108	141	10	566	6	89	4	3	3	681	822
Spain	122	340	389	729	49	1846	33	441	14	34	2	2419	3148
Sweden	67	46	378	424	39	1035	41	227	38	28	14	1422	1846
Switzerland	143	88	371	459	66	1677	121	182	22	63	26	2157	2616
Tunisia	2	223	142	365	2	108		15				125	490
Turkey	10	493	292	785	28	607	4	111	6	13	3	772	1557
U.K. & Rep of Ireland	274	428	1376	1804	127	5140	135	867	61	132	41	6503	8307
Ukraine	5	39	49	88	6	172		54	1	2	1	236	324
United Arab Emirates	14	363	118	481	12	433	1	99	1	1	1	548	1029
Western Saudi Arabia	8	83	35	118	6	145	2	21				174	292
Zambia		1		1	1	70		2				73	74
Outside Sections	24	257	82	339	50	432	1	38	4			525	864
Apo/Fpo ₁₂	6	7	5	12	4	58		7				69	81
Region 8 total	2162	6872	9362	16234	1153	32896	784	5599	429	767	272	41900	58134

Volunteer Orientation

5. Section Vitality Dashboard

Section Vitality Dashboard

Section Vitality Dashboard

Member and Geographic Activities (MGA) Menu

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MGA Board

Geographic Unit Operations Resources

[Regional World Map](#)

[MGA Committees, Agendas, and Reports](#)

[MGA Nominations and Appointments](#)

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The Section Vitality Dashboard provides Section and other organizational unit leaders a monitoring tool that provides real-time, top-down status view of their section vitality metrics.

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Memberships and statistics

- [Section Vitality Dashboard](#)
- [Annual Statistics of the IEEE](#)
- [Year Over Year Comparison \(Geographic Membership Statistics Dashboard\)](#)
- [5-Year Membership Trend \(coming soon\)](#)

Note: When viewing the above Dashboards, use only one of the currently supported browsers: Chrome 31+; Firefox 13+; Firefox 6+; Firefox 3.5+; Internet Explorer 9.x; Safari 2.x; Safari4.x.

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Leadership

- [Officer history \(Vitality Dashboard officer tab\)](#)
- [All current officers \(geographic roster\)](#)

Other key URLs

VTools

- [Voting](#)
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- [Meetings and L31](#)
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Section Vitality Dashboard

■ Memberships and statistics

- [Section Vitality Dashboard](#)
- [Annual Statistics of the IEEE](#)
- [Year Over Year Comparison \(Geographic Membership Statistics Dashboard\)](#)

■ Leadership

- [Officer history \(Vitality Dashboard officer tab\)](#)
- [All current officers \(geographic roster\)](#)

Section Vitality Dashboard

Other key URLs

- [vTools](#)
- Voting
- Online Officer Reporting
- Meetings and L31
- WebInABox
- Surveys
- Review Room

Section Vitality Dashboard

Other key URLs

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Section Vitality Dashboard

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Members Officers Members in Arrears/Inactive Pre-Arrears Members Additional Member Lists

Section Name: Select Section;Cyprus Apply Reset

Active Member List
New Member List
All Geographic Member Statistics

Active Member Counts by Grade, by Section

Section Name	IEEE Current Grade Description	Count of Members
Cyprus Section	Fellow	1
	Graduate Student Member	49
	Life Fellow	1
	Life Senior	2
	Member	140
	Senior Member	25
	Student Member	53
Cyprus Section Total		271

Count of Members

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Section Name	IEEE Current Grade Description	Count of Members
Cyprus Section	Affiliate	5
Cyprus Section Total		5

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Active Student and Graduate Student Member Counts by School

Enter Name School Name Count

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Section Vitality Dashboard

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Vitality Dashboard

Members Officers Members in Arrears/Inactive Pre-Arrears Members Additional Member Lists

Section Name: Cyprus Section School Name: Eastern Mediterranean Univ

within your Section regardless of what Section their preferred address assigns them to.

The layout of this view combined with the data, selections, drills, or prompt values chosen resulted in no data. [Undo drills and view prompt values.](#)

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Active Society Membership Count by Section, by Grade (with subtotals)

Section Name	Membership or Pub Name	Membership or Pub Code	Count of Members								Count of Members Total	
			Affiliate	Fellow	Graduate Student Member	Life Fellow	Life Senior	Member	Senior Member	Student Member		
Cyprus Section	IEEE Aerospace and Electronic Systems Society Membership	MEMAES010										2
	IEEE Antennas and Propagation Society Membership	MEMAP003			1	1		2		2		6
	IEEE Broadcast Technology Society Membership	MEMBT002				1		1				2
	IEEE Circuits and Systems Society Membership	MEMCAS004			1	1		4		2		8
	IEEE Communications Society Membership	MEMCOM019			6	1		22		4	2	35
	IEEE Components, Packaging, and Manufacturing Technology Society Membership	MEMCPMT021						1				1
	IEEE Computational Intelligence Society Membership	MEMCIS011		1		2		11		7	1	22
	IEEE Computer Society Membership	MEMC016	3	1	7			39		2	2	54
	IEEE Consumer Electronics Society Membership	MEMCE008					1			1		2
	IEEE Control Systems Society Membership	MEMCS023		1		4		6		3		14
	IEEE Education Society Membership	MEME025					1			3		4
	IEEE Electromagnetic Compatibility Society Membership	MEMEMC027					1					1
	IEEE Electron Devices Society Membership	MEMED015			1					1		2
	IEEE Engineering in Medicine and Biology Society Membership	MEMEMB018			1			2		4		7
	IEEE Geoscience and Remote Sensing Society Membership	MEMGRS029						1				1
	IEEE Industrial Electronics Society Membership	MEMIE013			1							1
	IEEE Industry Applications Society Membership	MEMIA034			1					1		2
	IEEE Information Theory Society Membership	MEMIT012			1					2		3
	IEEE Instrumentation and Measurement Society Membership	MEMIM009								1		1
	IEEE Intelligent Transportation Systems Society Membership	MEMITSS038			1			2				3
	IEEE Microwave Theory and Techniques Society Membership	MEMMTT017			1		1	4		2		8
	IEEE Nuclear and Plasma Sciences Society Membership	MEMNPS005						1		1		2
	IEEE Oceanic Engineering Society Membership	MEMOE022						1				1
	IEEE Photonics Society Membership	MEMPHO036						2		2		4
	IEEE Power & Energy Society Membership	MEMPE031		2		9		2		8	2	25

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Members **Officers** Members in Arrears/Inactive Pre-Arrears Members Additional Member Lists

Cyprus Section Affinity Group, GOLD | Affinity Group Chairman | 12/03/2012 | Pavlos | Kleanthous | pavlos.kleanthous@gmail.com

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Student Branch and Branch Chapter Officers

Organizational Type: **Student Branch**

Organizational Unit Name	Position Description	Position Start Date	Position End Date	First Name	Last Name	Email Address
European University Cyprus SB	Chair	11/3/2011		Marios	Iakovou	mario.iakovou@gmail.com
University of Cyprus SB	Chair	11/15/2012		Agathoklis	Papadopoulos	papadopoulos.agathoklis@ucy.ac.cy
	Counselor	5/3/2005		Christos	Panayiotou	christosp@ucy.ac.cy
University of Nicosia SB	Chair	2/14/2013		Mobin	Hosseini	hosseini.mobin@gmail.com
	Counselor	2/14/2013		Constandinos	Mavromoustakis	mavromoustakis.c@unic.ac.cy

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Volunteer History for Active Members

Section Name	Member Number	Last Name	First Name	Middle Initial	Email Address	Home Phone	Work Phone	Organizational Unit Name	Organizational Type	Position Description	Position Start Date	Position End Date
Cyprus Section	40201666	Agapiou	Stelios	D	agapiou@ieee.org	+357-22389651		Cyprus Section	Section	Awards & Recognition Committee Chair	01/01/2008	12/31/2011
	80374769	Antoniou	Marios	S	m.s.antoniou@cytanet.com.cy	+357 22 333332	+357 99 410111	Cyprus Section	Section	Membership Development	01/01/2004	12/31/2007
										Chair	02/28/2014	
										Newsletter Editor	01/01/2007	12/31/2007
										Secretary	01/01/2010	12/31/2011
										Treasurer	01/01/2008	12/31/2009
										Vice Chair	01/01/2012	02/23/2013
	90466651	Asprou	Markos		asprou.markos@ucy.ac.cy			Cyprus Section Chapter, PE31	Chapter	Chapter Secretary	05/01/2012	
	90267854	Ciornei	Irina		irina.ciornei@gmail.com		+357 99894993	University of Cyprus PE31	Student Branch Chapter	Chair	01/03/2012	
	03831567	Constantinou	A	M	jenny@cy.ibm.com	+357 22 378743		Cyprus Section Affinity Group, GOLD	Affinity	Affinity Group Chairman	07/12/2012	12/02/2012
								Cyprus Section	Section	Awards & Recognition Committee Chair	01/01/1996	12/31/1997
										Chair	06/01/1993	12/31/1995
	05442033	Diamantides	K	P	kdiama@cytanet.com.cy	+357-2-316275	+357-99 440855	Cyprus Section Chapter, PE31	Chapter	Chapter Chair	02/08/1996	12/31/1999
								Cyprus Section	Section	Chair	01/01/1996	12/31/1997
										Vice Chair	01/01/1994	12/31/1995
	08436016	Economides	Costas	A	tefkros@usa.net	+357 22 496332	+357 22 701947	Cyprus Section	Section	Chair	01/01/2004	12/31/2005
										SAMIEEE RECIPIENT	01/01/2001	02/27/2014
										Secretary	01/01/2000	12/31/2001
										Treasurer	01/01/1998	12/31/1999

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Members | Officers | Members in Arrears/Inactive | Pre-Arrears Members | **Additional Member Lists**

Section Name: | |

Email Addresses - Active IEEE Members (Email Flag=Yes)

Section Name	IEEE Current Grade Description	Member Number	Full Name	Email Address	Send E-Mail Flag	
Cyprus Section	Affiliate	08544629	Marios D Dikaiakos	mdd@cs.ucy.ac.cy	Y	
		90424515	Savvas Papadouris	spapadou@eac.com.cy	Y	
		90621165	Efstathios Stavrakis	thissta@gmail.com	Y	
		92295031	Adamos Kontos	makis_kontos@hotmail.com	Y	
		92745493	Chris Christou	christou.ch@unic.ac.cy	Y	
		Associate Member	92485832	Konstantinos Gonidis	kostarasg@hotmail.com	Y
		Fellow	08287187	Marios M Polycarpou	mpolycar@ucy.ac.cy	Y
		Graduate Student Member	80045907	Athanasios S Maimaris	maimaris@cytanet.com.cy	Y
			80155568	Evripides Kyriakides	kyriakides@ucy.ac.cy	Y
			80573722	George Michael	gmixail@gmail.com	Y
			80578745	Photis A Stavrou	photisstavrou@gmail.com	Y
			80584816	Christos I Laoudias	laoudias@ucy.ac.cy	Y
			80629229	George Louka	g.louka@windowslive.com	Y
			80705720	Giorgos Nicolaou	none_geo@hotmail.com	Y
			90255739	Chris Kyrkou	ckyrkou@gmail.com	Y
			90265170	Andreas Papanastasiou	pandreas@ucy.ac.cy	Y
			90339059	Kypros A Vassiliou	kypros@tech-evolution.org	Y
			90356781	Maria Georgiou Efthimiou	mariaefth312@gmail.com	Y
			90466651	Markos Asprou	asprou.markos@ucy.ac.cy	Y
			90477508	Andreas Christou	christou.andreas@ucy.ac.cy	Y
90579885	Demetris Stavrou	demestav@gmail.com	Y			
90619969	Zinonas Charalambos Antoniou	z.antoniou@gmail.com	Y			
90631714	Stavros Hadjitheophanous	h.stavros@hotmail.com	Y			
90639916	George M. Milis	giorgos.milis@gmail.com	Y			
90683541	Agathoklis Papadopoulos	papadopoulos.agathoklis@ucy.ac.cy	Y			

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Active Members with no Email - Contact Information

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Members **Officers** Members in Arrears/Inactive Pre-Arrears Members Additional Member Lists

Section Name:

Note: All lists currently do not show vacant positions.

Current Section and Subsection Officers

Region Code	Section Name	Sub Section Name	Position Description	Position Start Date	Position End Date	First Name	Last Name	Email Address
R8	Cyprus Section		Chair	2/28/2014		Marios	Antoniou	m.s.antoniou@cytanet.com.cy
			Secretary	2/28/2014		Constandinos	Mavromoustakis	mavromoustakis.c@unic.ac.cy
			Treasurer	2/28/2014		Stavros	Iezekiel	s.iezekiel@ieee.org
			Vice Chair	2/28/2014		Elas	Kyriakides	kyriakides@ieee.org
			vTools Coordinator	1/1/2012		George	Michael	gmixail@gmail.com

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Current Society Chapter Chairs

Organizational Unit Name	Position Description	Position Start Date	Position End Date	First Name	Last Name	Email Address
Cyprus Section Chapter, C16	Chapter Chair	1/1/2010		Constandinos	Mavromoustakis	mavromoustakis.c@unic.ac.cy
Cyprus Section Chapter, CIS011	Chapter Chair	5/4/2012		Demetrios	Eliades	eldemet@gmail.com
Cyprus Section Chapter, COM19	Chapter Chair	1/1/2004		Costas	Stasopoulos	costas@ieee.org
Cyprus Section Chapter, PE31	Chapter Chair	5/1/2012		Elas	Kyriakides	kyriakides@ieee.org
Cyprus Section Jt. Chapter, EMB18/SP01	Chapter Chair	4/22/2009		Efthymoulos	Kyriacou	ekyriac@ucy.ac.cy

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Current Affinity Group Chairs

Organizational Unit Name	Position Description	Position Start Date	Position End Date	First Name	Last Name	Email Address
Cyprus Section Affinity Group, GOLD	Affinity Group Chairman	12/03/2012		Pavlos	Kleanthous	pavlos.kleanthous@gmail.com

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Student Branch and Branch Chapter Officers

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.

Section Development and Vitality

Section Reporting and Rebate

The rebate situation in 2013

- 18 Sections out of 56 had not received rebate for 2012 (32%). Was reduced to 10 after corrective actions(17%).
- 20 Sections out of 46 that received rebate did not get the 10% bonus for 2012 (43%)
- We are still waiting for the 2013 rebate
- 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

The rebate situation in 2014

Action taken:

- Emails were sent to all chairs, vice-chairs, secretaries and treasurers before the 31st of March deadline asking them to solve the problem and giving them practical advice
- Martin Bastiaans and Brian Harrington are making a huge effort with MGA to solve the problems we have with NetSuite
- 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:

- **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.
- Hold Annual General Meeting
- 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!
- ▶ costas@ieee.org

Thank you!!