

Section Vitality

Aleksandar Szabo

Introduction

Vitality means showing initiative, energy and enthusiasm in Section operation. Timely reporting is necessary to show vitality and to receive the rebate. Vital Sections better serve their members.

Goals

The basic goal is to better serve our members by achieving vitality in all Sections. That means successful Section operation, timely reporting (officers, meetings, financials) and holding elections on time taking care about the period of service according to the rules. The success indicators are the number of Sections with qualified reports receiving the rebate and the number of Sections with officers serving inside the period of service according to the rules.

Status and Past Contributions

Sections have been informed to report on time. Help was offered. I would like to point out the help of Adam Jastrzebski (R8 Assistant Treasurer) and Becky Szewcsik (MGA Staff) in financial reporting. Section have been reminded to hold elections on time taking care about the period of service according to the rules. We have now a better situation concerning reporting and elections than before. Section Officers have been encouraged to train themselves by using the available tools.

Outlook

I prepared the "egion Vitality Coordinators Checklist as the plan of activities during the year for Regional Vitality Coordinators. It is a list of actions / activities Region Vitality Coordinators can carry out on their path to vital and successful sections. They are organized in chronological order as to when they are suggested to take place. Activities marked with an asterisk can also be conducted anytime during the year.

First Quarter of the Year (January - March)

- Familiarize yourself with the Section Vitality Checklist and all the activities and reporting of vital Sections.
- Be familiar with the use of the Section Vitality Dashboard, SAMIEEE and v-Tools.
- Be familiar with the list of Current Section Officers in the Region.
- Contact all the Sections in the Region, send them the Section Vitality Checklist and offer assistance.
- Encourage Sections to update the plans of activities.
- Remind Sections to complete and submit all IEEE mandated documentation e.g. Meeting Reports, Section Officers, Affinity Group, Chapter, and Student Branch Chairs Report and Financials (NetSuite/ L50) to close the previous year.
- Remind Sections on the February deactivation date for members who have not renewed. Ask them to reach out to non-renewing members before the deactivation date (end of February).
- Communicate with Sections being late in reporting and try to help them.
- Use the opportunity to communicate in person with Section Chairs at the Region Committee Meeting (if the meeting is organized in the first quarter).

Second Quarter of the Year (April - June)

- Use the opportunity to communicate in person with Section Chairs at the Region Committee Meeting (if the meeting has not been held during the first quarter).
- Communicate with Sections missing the 31 March reporting deadline and try to help them.
- Check which Sections are in an election year, remind them that the process should be started with enough lead time and point them to the Section Election Process guidelines.
- Encourage Sections to establish partnership with industry, e.g. joint technical presentations / training.

Third Quarter of the Year (July - September)

- Encourage Sections to submit nominations for awards, e.g. MGA, TA, and Region. Solicit nominations for Section Awards.
- Encourage Sections to recruit new volunteers.
- Remind Sections to solicit nominations for leadership roles for the upcoming year and develop the slate for elections.
- Use the opportunity to communicate in person with Section Chairs at the Region Committee Meeting (if a meeting is organized in the third quarter).

Fourth Quarter of the Year (October - December)

- Remind Sections to hold Officer Elections, to announce new officers and to report the new officers using v-Tools.
- Remind Sections to review meeting reporting on v-Tools for all local units and bring it up to date
- Ask Sections to prepare plans of activities for the next year by participation of the current and new officers.
- Encourage Sections to organize an Annual Meeting/Dinner with Section Awards.
- Provide feedback to the GUOS Committee about any topics or issues that the committee should look at in the upcoming year

Points of Concern / What Should Be done for the Vitality

- Section self-assessment - Section Vitality Checklist (sent to all Sections)
- All section officers should do their job with pleasure. Be informed and efficient
- Be familiar with the use of the Section Vitality Dashboard, SAMIEEE and v-Tools
- Be familiar with the MGA Operations Manual (Section 9)
- Be familiar with the Geographic Unit Rebate Schedule, Requirements and Procedures. NEW - Geographic Unit Rebate Schedule included into the MGA Operations Manual (Section 9.0.E)
- Any vacancy occurring during the year shall be filled by majority vote of the Section Committee or Section Executive Committee
- Organize elections on time
- Visit <http://www.ieeer8.org/category/section-vitality/>
- Fulfill membership needs
- Contact members and obtain member feedback
- Increase membership and increase member engagement
- Recruit and train new volunteers and potential successors
- Fulfill the mission and goals
- Prepare a Program of activities for the calendar year. New initiatives
- Organize meetings (professional, technical, nontechnical, administrative, social) by section, chapters, affinity groups, student branches
- Form new chapters, affinity groups and student branches
- Have a chapter and affinity group coordinator in your Section and keep a vigilant eye on the activity of chapters and affinity groups during the year
- Guide and help chapters and affinity groups and organize a yearly meeting with chapter and affinity group officers
- Encourage cooperation and joint events of section units (chapters, affinity groups, student branches)
- Conduct events with students
- Getting closer to industry (involve practicing engineers), involve Young Professionals
- Educational activities (preuniversity, lifelong)
- Professional activities (leadership, management), involve Young Professionals
- Student activities (have an active Student Activities officer and a Student Representative in the Section, activity/vitality of all SBs in the Section, involve students into section/chapter activities, help students)
- Awards (member recognition, member grade elevation, volunteer recognition, Section yearly awards)
- Section website always up to date
- Organize an annual social event
- The Region Vitality Coordinator a.szabo@ieee.org is always ready to help you