

“Chapter Coordination SubCommittee (ChCSC)”

Annual Meeting: Friday, Oct. 09th, 2015

- Attended by around 35 persons (**EXCELLENT**): 20 societies representatives + 2 councils coordinators + 1 person from IEEE MGA + # R8 guests/leaders
- This “traditional” Meeting/Forum between **S/C Representatives and Regional 8 Officers** is held in order to:
 - ❖ Enhance cooperation and coordination
 - ❖ Exchange information and discuss issues of common interest or concern
 - ❖ to highlight chapters’ best practices of the S/C and share experiences, knowledge and methods about chapter and SBC development

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➤ Recommendations / Outcomes

- ❖ Finalize (by December) **Operations Manual / Handbook** of ChCSC (in process)
- ❖ Prepare 1 or 2 pages, very simple, about the **"main" tasks of Chapter Chair** (mainly all kinds of reporting)
- ❖ The relation **(S/C Representatives → Chapters)** should be better organized
- ❖ **Chapter meetings could be held in industrial facilities** of a related company:
This will instantly increase the physical presence of IEEE in such places.
- ❖ Ask every S/C to have 2 officers: **Chapter and SBC Coordinators**, working closely with ChCSC
- ❖ Collaborate with SAC and Participate in **IEEE R8 SYP Congresses**
- ❖ run a **"Reporting" campaign** (in collaboration with SAC) to determine the reason of low reporting activity of SBCs