



Introduction

- ▶ **Vitality means perform the duties, initiative, energy and enthusiasm**
- ▶ **Vital Sections better serve their members**

Measuring Section Vitality

- **Measuring activity through reporting**
- **Reporting shows section vitality and it is the condition to receive the yearly rebate**
- **Be familiar with the Geographic Unit Rebate Schedule, Requirements and Procedures**

Reporting Reminders

- **All Sections received the information about reporting from MGA in December 2015**
- **I sent an additional reminder in January 2016 to all Sections**
- **A lot of e-mail exchanges**

Officer Reporting

- **Reports of current section, subsection, chapter, and affinity group officers must be submitted online within 20 days following the election and/or appointment of such officers.**
- **Reporting includes the Section itself, chapters and affinity groups**
- **Report the Term Start Date and End Date. If the End Date is not reported it is not clear if the officer is still serving or not.**

Meeting Reporting

- **All Sections in Region 8 reported 5 or more meetings in 2015. There is an activity bonus of 200\$ if the Section reported 10 or more meetings**
- **For chapters (only technical meetings are counted!) and affinity groups the minimum is 2 meetings. There is an activity bonus of 75\$ if 6 or more meetings are reported**
- **130 chapters and affinity groups did not report enough meetings in 2015**
- **35 of them have not reported any meeting for three years and will be dissolved...**

Finance Reporting

- ▶ **Annual reports should have been submitted till 19 February 2016 to receive the rebate and the 10% bonus**
- ▶ **For submissions till 15 March Sections receive the rebate (no bonus)**
- ▶ **Exceptions for payments of the rebate to units submitting the reports after 15 March shall be at the discretion of the R8 Director. A 10% penalty shall be applied to all such exceptions.**

Financial Reporting Campaign 2016

- ▶ **Continuous monitoring of the progress (70 “GEO Units”).**
- ▶ **One week before the 10% bonus deadline of 19 February 34 personal emails sent to Section Leaderships who have not started the reporting process.**
- ▶ **2 days before the 10% deadline - follow-up emails to non-responsive Sections.**
- ▶ **The same process repeated before the final deadline of 15 March.**

Finance Reporting Results

2015

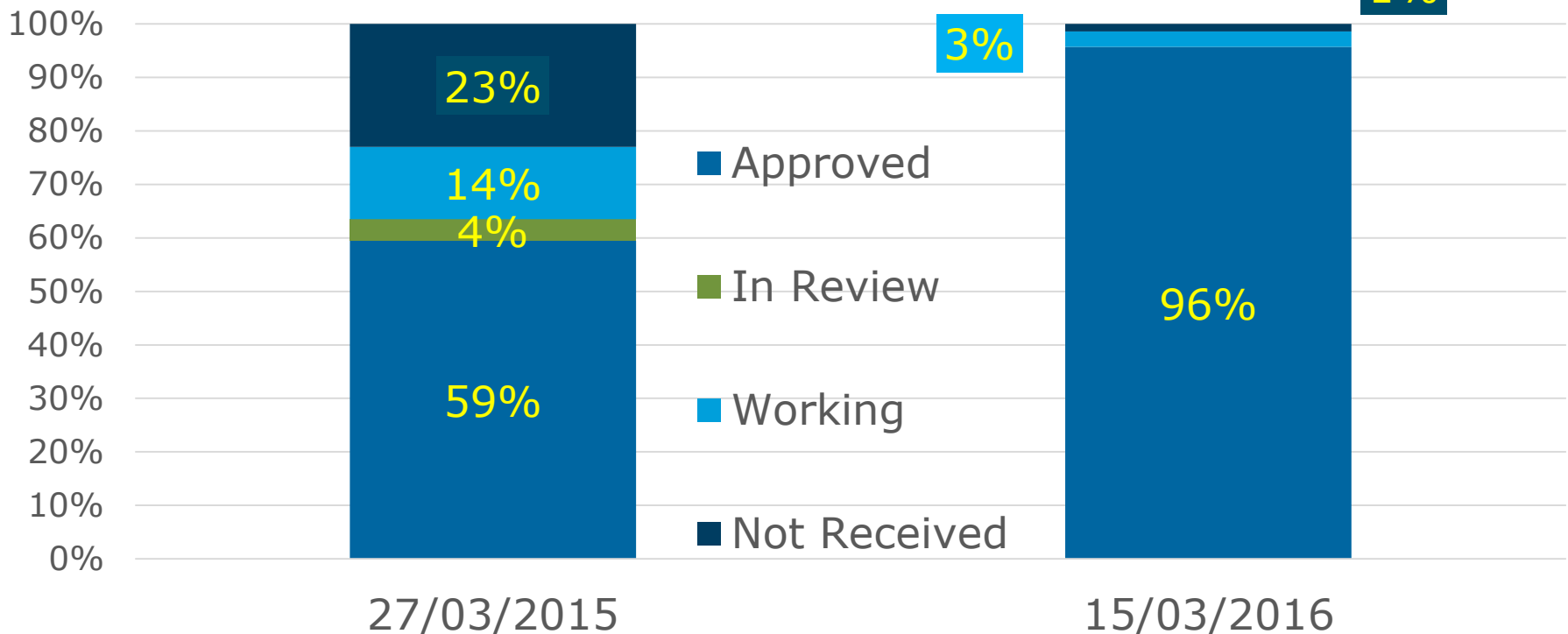
47%

10% Bonus

2016

77%

At the Reporting Deadline



Financial Reporting - Conclusions

- **Engagement of the Region Vitality Officers.**
- **Well known problems with NetSuite.**
- **Spreadsheet “annual” template reporting**
 - **24 Sections used templates (34%), including most of the large sections with multiple accounts.**
 - **Many small sections would not be able to report successfully without templates.**
- **Professional and fast responses from IEEE Finance and in particular Becky Szewczyk.**

Use of the Rebate

- **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 student branches**
- **Section officers are encouraged to support the activities of existing units and to form new units**

What to do

- **Prepare the Section Program of activities for the calendar year**
- **Self assessment - Section Vitality Checklist**
www.ieeer8.org/category/section-vitality/
- **Be informed and efficient**
- **Fulfill membership needs**

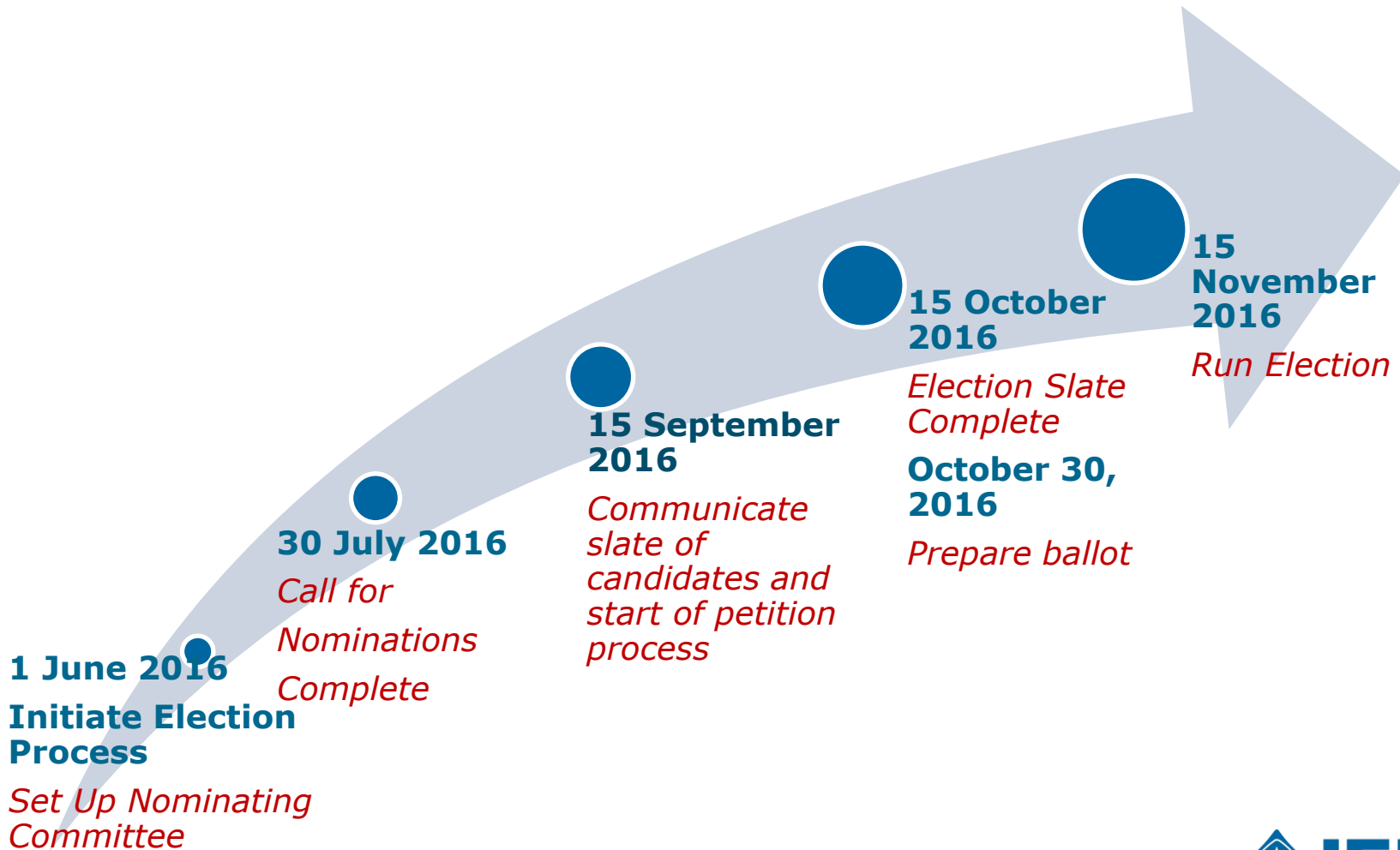
Elections (1)

- **Look for successors, volunteers ready to spend enough time to do the job, take responsibility and serve the members**
- **Organize democratic elections in your Section, Chapters and Affinity Groups well before the current officers term end date to secure a long enough transition period**
- **Term start date should be 1 January. Term end date should be 31 December**

Elections (2)

- **Use v-Tools for electronic voting to make possible that all voting members can vote easily**
- **Any vacancy occurring during the year shall be filled by majority vote of the Section Committee or Section ExCom**

Election Timeline Sample



Officer Period of Service

- **Section Officer period of service can be 1 or 2 years. In R8 it is usually 2 years**
- **The consecutive period of service in any one office should not exceed 4 years. All officers shall not serve in any one position, in any single organizational unit, more than 6 years**

New – Vice Chair becoming Chair

- **A Section may define in its local operating procedures document if the Vice Chair shall automatically become the Chair at the conclusion of their term**
- **Other officers should be elected taking into account that the Vice Chair will become the Chair after concluding his term**

Differences Influencing Vitality

- ▶ **Section and its territory: size, section covering one country, section covering more countries, more sections inside one country**
- ▶ **Size of section concerning membership (small, medium and large sections)**
- ▶ **Low income**
- ▶ **Difficulties in payment of dues**
- ▶ **Elections and appointments of new officers at irregular intervals**
- ▶ **Cultural differences**

Section/Subsection Formation

- **The section/subsection formation needs to be well prepared**
- **Development and vitality depend on preparation and the start**
- **Enough members and enough trained volunteers willing to do their job**
- **Start a subsection with a program to increase membership and activity (R8 Operations Manual, Section R8-8)**

Train and Inform Yourself (1)

- **Center of Leadership Excellence (CLE)**
- **MGA Operations Manual (Sections 9.0 and 9.4)**
- **R8 Bylaws and Operations Manual (Section R8-8)**
- **Organization Roster**

Train and inform Yourself (2)

- **Section Vitality Dashboard**
- **SAMIEEE (Predefined Queries)**
- **v-Tools**
- **MGA Website and MD Website**
- **Support Center**
- **Volunteer Leadership Training (VOLT)**

Thank you!

Questions?