New Volunteer Orientation

Antonio Luque
Region 8 Delegate-Elect/Director-Elect 2019-2020
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Outline

1. Introduction of participants
2. Short Overview of IEEE
3. Short Overview of Region 8
4. Running a Section successfully
5. Section OU Analytics
6. Overview of Member and Geographic Activities Board
7. Region 8 Committee meetings
8. Expense reporting.
9. Concluding Remarks
Volunteer Orientation

1. *Introduction of participants*
Antonio Luque

- Living in Seville, Spain
- Associate Professor, University of Seville, Spain.
- IEEE volunteer since 2001 at the Section, Region, Society, Technical Activities Board, Member and Geographic Activities Board, conferences and publications.
Your turn!

- I am from…
- My professional position…
- My IEEE position…
Volunteer Orientation

2. Short overview of IEEE
What is IEEE?

IEEE is the world's largest technical professional organization dedicated to **advancing technology** for the **benefit of humanity**.
What is IEEE?

- IEEE and its members inspire a global community through IEEE's highly cited publications, conferences, technology standards, and professional and educational activities.

- Key values are technical innovation, access to cutting-edge information, networking opportunities, and exclusive member benefits.
IEEE Mission & Vision

- **Mission statement**: IEEE's core purpose is to foster *technological innovation* and *excellence* for the *benefit of humanity*.
- **Vision statement**: IEEE will be *essential* to the *global technical community* and to *technical professionals* everywhere, and be *universally recognized* for the *contributions of technology* and of *technical professionals* in improving *global conditions*. 
What is IEEE?

• Members support the mission to **advance technology for humanity** and the profession.
• Members **introduce technology careers to students**.
• Members build **technical communities** (Societies & Chapters).
• Members **network with each other** maybe using tools like IEEE Collabratec™ or others.
Benefits of membership

• Trusted voice.
• Global community.
• Profession:
  - Keeping technically current,
  - Career resources and recognition,
  - Professional networking,
  - Continuing education.
• Member discounts.
Benefits of membership

IEEE membership benefits include:
- IEEE Spectrum magazine subscription,
- Collabratec member exclusive access,
- IEEE Xplore Digital Library discounts,
- IEEE Mentoring Connection,
- Networking – professional & personal
- Conferences.
Useful links

- IEEE Membership. [link](#).
- Member Loyalty Program: Recognize the members in your Section for their years of service. [link](#).
- Geographic Units FAQ’s [https://supportcenter.ieee.org](https://supportcenter.ieee.org).
- OU Analytics: Web-based ad hoc query tool that provides volunteers access to member data. Allows querying, reporting, and downloading of membership data to authorized or designated volunteers. [link](#).
- eNotice: Electronic service developed for organizational units to facilitate email distribution of newsletters, meeting notices and conference materials. [https://enotice.vtools.ieee.org](https://enotice.vtools.ieee.org).
Development support

- IEEE ResumeLab, integrated in Collabratec: Online service that allows members to develop a resume or curriculum vitae using a wide array of templates. Members can also perform mock interviews using over 900 potential interview questions or develop letters, portfolios, and skills assessments to use during the interview process. Best of all, the information developed is easily shared with potential employers, mentors, or colleagues via a personalized website.

Member grades

- **Student**: At least 50% of a normal full-time academic program as a registered undergraduate or graduate student in a regular course of study in IEEE-designated fields.

- **Graduate student**: At least 50% of a normal full-time academic program as a registered graduate student in a regular course of study in IEEE-designated fields.

- The total cumulative period for a member to hold the Student member grade and/or the Graduate Student member grade is limited to eight years.

- Student members or Graduate Student members, upon graduation or upon reaching the total cumulative eight-year limit as a Graduate Student member (whichever occurs first), will be transferred automatically to member grade.
Member grades

- **Associate**: Technical and non-technical individuals who do not meet the qualifications for member grade but who wish to benefit from membership and partnership in IEEE, and for those who are progressing, through continuing education and work experience, toward qualifications for member grade.

- Student members outside of the IEEE-designated fields, upon graduation or upon reaching the eight-year limit (whichever occurs first), will be transferred to Associate member grade.
Member grades

- **Member**: Those who have satisfied IEEE-specified educational requirements and/or who have demonstrated professional competence in IEEE-designated fields of interest. For admission or transfer to the grade of member, a candidate may be either:
  - An individual who has received a three- to five-year university-level or higher degree from an accredited institution or program and in an IEEE-designated field,
  - An individual who has received a three- to five-year university-level or higher degree from an accredited institution or program and who has at least three years of professional work experience engaged in teaching, creating, developing, practicing, or managing in IEEE-designated field,
  - An individual who, through at least six years of professional work experience, has demonstrated competence in teaching, creating, developing, practicing, or managing within IEEE-designated fields.
Member grades

- **Senior Member**: Highest grade for which application may be made. Requires experience reflecting professional maturity. A candidate shall be an engineer, scientist, educator, technical executive, or originator in IEEE-designated fields and shall have been in professional practice for at least ten years and shown significant performance over a period of at least five of those years, such performance including one or more of the following:
  - Substantial responsibility or achievement in IEEE-designated fields,
  - Publication of papers, books, or inventions in IEEE-designated fields,
  - Technical direction or management of important work with evidence of accomplishment in IEEE-designated fields,
  - Recognized contributions to the welfare of the professions encompassed by IEEE-designated fields,
  - Development or furtherance of important courses in one or more of the IEEE-designated fields at an institution in the REP list,
  - Contributions equivalent to those of the above areas related to IEEE-designated fields, provided these contributions serve to advance progress substantially in IEEE-designated fields.
Member grades

- **Fellow**: Recognizes unusual distinction in the profession and is conferred only by invitation of the Board of Directors upon a person with an extraordinary record of accomplishments in any of IEEE’s designated fields of interest.
  - The candidate shall hold Senior member grade at the time the nomination is submitted.
  - Normally, the candidate shall have been a member in any grade for a period of five years or more preceding 1 January of the year of election; however, the five-year membership requirement may be waived for a Fellow candidate who has been engaged in professional practice (as needed to qualify for Senior member grade) in a geographical area where, in the judgment of the Board of Directors, it was difficult to become a member previously, as evidenced by the absence of a Section previously and the recent formation of a new Section to cover that geographical area. In such case, membership of five years or more in a recognized local electrical, electronics, or computer-engineering society may substitute for the five-year IEEE membership requirement, when the nomination is submitted within four years after the formation of the new Section.
Other categories

- **Life member**: Member who has reached the age of 65 years and who has been a member of IEEE (or one of its predecessor societies) for such a period that the sum of his/her age and his/her years of membership equals or exceeds 100 years.
  - Basic dues and assessments are waived for those achieving Life Member status.

- **Young Professionals**: Post-Student members who are within 15 years of receiving their first professional degree with an option to participate beyond the 15-year time span.

- **Society Affiliate**: Member of an IEEE Society who are not IEEE members and are not entitled to any IEEE benefits or services that are reserved solely for IEEE members.
  - All affiliate benefits and services come directly from the individual IEEE Society offering affiliation.
  - For each Society one is affiliated with, the applicant pays a separate annual affiliate fee plus that IEEE Society's annual membership dues.
  - Not all Societies offer affiliation.
IEEE quick facts (1)

- More than 423,000 members in 160 countries; 46.1% live in the United States (R1-R6), 53.9% in R7-R10.
- More than **117,000 student members**.
- **334 Sections** in 10 geographic Regions worldwide.
- **2,116 Chapters** unite local members with similar technical interests.
- **3,005 Student Branches** at colleges and universities in 100 countries.
- **1,481 Student Branch Chapters** of IEEE Technical Societies.
IEEE quick facts (2)

- **486 Affinity Groups**, non-technical sub-units: Young Professionals (YP), Women in Engineering (WIE), Life Members (LM), IEEE-USA Consultants’ Network.

- **39 Societies** and **7 technical Councils** representing the wide range of IEEE technical interests.

- More than **4 million documents** in IEEE Xplore Digital Library,
  - more than **8 million downloads** each month.

- More than **1,300 standards** and more than **500 standards** under development.
IEEE quick facts (3)

- More than 200 transactions, journals and magazines (1/3 of the world’s technical literature in electrical engineering, computer science and electronics):
  - 17 of the 20 top-cited publications in electrical and electronics engineering,
  - 75% of the authors are from outside USA.

- More than 1,800 conferences in 95 countries:
  - partnering with 1,300 non-IEEE entities globally,
  - attracting more than 485,000 conference attendees,
  - publishing over 1,500 conference proceedings via IEEE Explore.

Data current as of 31-12-2016, taken from www.ieee.org/about/today
IEEE organization

» Grouped into geographic areas reflecting where members live and work …
  » 10 Geographic Regions,
  » 334 Sections within Regions,
  » 3,005 Student Branches at colleges and universities over 100 countries.

» … and technical areas based on members technical fields of interest (Knowledge Communities, both global and local):
  » 39 Technical Societies, 7 Technical Councils, and 12 general technical communities,
  » 2,116 Chapters that unite local members with similar technical interests,
  » 1,481 Student Branch chapters of Technical Societies.

http://www.ieee.org/about/today
IEEE organization

- Members may also group up attending to non-technical interests or affinities.
- The following have been approved as parent organizational units of local affinity groups:
  - Consultants Network, CN,
  - Life Members, LM,
  - Women in Engineering, WIE,
  - Young Professionals, YP (formerly GOLD).
- With a total of 486 affinity groups worldwide which are non-technical subunits of one or more Sections or Regional Councils.

- Other groups are:
  - IEEE Entrepreneurship (http://entrepreneurship.ieee.org/),
  - Special Interest Group on Humanitarian Technology (https://www.ieee.org/special_interest_group_on_humanitarian_technology.html) and other groups focusing on humanitarian efforts,
  - And several virtual communities.
IEEE Regions

[Diagram showing the regions of IEEE with numbers 1-10标注]
IEEE Divisions

39 Societies and 7 Technical Councils grouped in 10 Divisions (same number as for Regions):

I. Circuits and Devices (CAS, ED, SSC; CEDA, Nano)
II. Industrial Applications (CPMT, DEI, IA, IM, PEL, UFFC)
III. Communications Technology (Com)
IV. Electromagnetics and Radiation (AP, BT, CE, EMC, Mag, MTT, NPS; CRFID, CSC)
V. Computer (C)
VI. Engineering and Human Society (E, IE, PSE, PC, R, SIT, TEM)
VII. Energy and Power Engineering (PE)
VIII. Computer (C)
IX. Signals and Applications (AES, GRS, IT, ITS, OE, SP, VT)
X. Systems and Control (CIS, CS, EMB, Pho, RA, SMC; Bio, Sen, Sys)
IEEE organization

▸ Brings together members with similar interests.

▸ Sponsors
  - Conferences,
  - Workshops,
  - Tutorials,
  - Seminars,
  - And so on.

▸ Develops publications:
  - Journals,
  - Magazines,
  - Newsletters.

▸ Recognizes member accomplishments.

▸ Helps members to network through Societies, Chapters, Conferences, and other tools, e.g., IEEE Collabratec™ collaboratec
IEEE Section – the basic GeoUnit

- Sections provide a local community of colleagues.
- Members build a network through activity in
  - Sections,
  - Chapters within the Section,
  - Student Branches within the Section.
- Volunteers develop new skills and experience:
  - Management,
  - Teamwork,
  - Leadership.
- Volunteers:
  - Gain recognition,
  - Recognize achievements of others.
IEEE Organization

▸ IEEE Officers
  - Voting members of IEEE elects a President each year.
  - Serves for three years:
    • President-Elect,
    • President and CEO,
    • Past-President.

▸ President also serve on IEEE governing bodies:
  - IEEE Board of Directors (31 voting members: 3 “Presidents” + 6 Vice Presidents + Secretary + Treasurer + 10 Regional Directors + 10 Division Directors),
  - IEEE Assembly (23 voting members: 3 P + 10 RD + 10 DD).
IEEE Organization

- IEEE Major Boards have elected volunteer leadership.
- Six subordinate boards govern major areas of IEEE interest:
  - Member and Geographic Activities (MGAB),
  - Technical Activities (TAB),
  - Educational Activities (EAB),
  - Publication Services and Products Board (PSPB),
  - Standards,
  - IEEE-USA.
- There are a number of Committees that report either to BoD or to the Boards.
- IEEE is governed by volunteers for volunteers, with the help of a reduced number of qualified staff members.
Volunteer Orientation

3. Short overview of Region 8
Region 8 covers Europe, Middle East, and Africa

- Largest Region in terms of geographical extension.
- Probably in diversity is also the largest one.
R8 is Second largest in terms of number of members.
R8 Organizational Units data

• 57 Sections
• 8 Subsections
• 1 Area: Africa Area
• 565+ Society Chapters
• 79+ Affinity Groups
• 508+ Student Branches
• 183+ Student Branch Chapters
• 74+ Student Branch Affinity Groups
• Source: MGA December 2015
‘Average’ Region 8 Section

- 1,100 Members
  (largest ca. 8,500)
  (median ca. 500)
  (smallest ca. 50)

- 18 OU’s
  (with ca. 40 members)
  - 9 Chapters,
  - 1 Affinity Group,
  - 6 Student Branches,
  - 1 Student Branch Chapter,
  - 1 Student Branch Affinity group.
IEEE Region 8 Vision and Mission

Mission

▸ To serve the needs of the members of the Institute, the profession and society at large, by enhancing and supporting the IEEE’s Organizational Units and their activities within Region 8.

Vision

▸ Region 8 is an effectively organized, dynamic and influential entity, recognized as a leading and esteemed part of a truly transnational IEEE, with IEEE benefits equally available to all members.
Key steps to realize the mission

- Provide a platform for coordination, motivation and interaction among Region 8 units.
- Provide a link between the Region and other IEEE organizational units.
- Work to achieve smooth and effective operations in different countries
  - recognizing cultural differences, and
  - effectively cooperating with national societies and other organizations.
- Expand IEEE presence and activities to new geographic areas in Region 8.
- Promote the transnational nature of IEEE within the Region and the Institute.
R8 Operating Committee (OpCom)

Magdalena Salazar-Palma
Antonio Luque
Margaretha Eriksson
Ana Maria Madureira
Adam Jastrzebski
Adeel Sultan
Shaib Qamer Sheikh
Maciej Borowka
Committee members

- **OpCom**
  - **Director:** Magdalena Salazar Palma (Spain)
  - **Director-Elect:** Antonio Luque (Spain)
  - **Past-Director:** Margaretha Eriksson (Sweden)
  - **Secretary:** Ana Maria Madureira (Portugal)
  - **Treasurer:** Adam Jastrzebski (UK and Ireland)
  - **Vice-Chair, Member Activities:** Adeel Sultan (UAE)
  - **Vice-Chair, Student Activities:** Maciej Borowka (Poland)
  - **Vice-Chair, Technical Activities:** Sohaib Qamer Sheikh (UK and Ireland)
Committee members

- All Section Chairs:
  http://www.ieeer8.org/category/sections/
  - Interface to members.
Appointed members

- **Action for Industry**: Marios Antoniou (Cyprus)
- **Awards & Recognition**: Margaretha Eriksson (Sweden)
- **Chapters**: Albert Lysko (South Africa)
- **Conferences**: Ljupco Karadzinov (Republic of Macedonia)
- **Educational Activities**: Stamatis Dragoumanos (Greece)
- **Humanitarian Activities**: John Funso Adebayo (Nigeria)
- **Membership Development**: Ievgen Pichkalyov (Ukraine)
- **Nominations & Appointments**: Margaretha Eriksson (Sweden)
- **Professional Activities**: Mohamed El-Dallal (Egypt)
- **Publications and Communication**: Christopher James (UK and Ireland)
- **Region 8 News**: Alistair Dabbs (UK and Ireland)
- **Region 8 Today**: Stamatis Dragoumanos (Greece)
- **Sections Congress Coord.**: Costas Stasopoulos (Cyprus)
- **Standards Coordinator**: David Law (UK and Ireland)
- **Strategic Planning**: Antonio Luque (Spain)
- **Student Representative**: George Dimi (Benelux)
- **Young Professionals**: Sara Barros (Benelux)
Other appointed members

- **Electronic Communications**: George Michael (Cyprus)
- **Social Media and Web pages**: Dora Fourou (Greece)
- **History Activities**: Tony Davies (UK and Ireland)
- **Life Members**: Victor Fouad Anna (France)
- **Women in Engineering**: Ana Cigaran (Germany)
- **Region Vitality Coordinator**: Aleksandar Szabo (Croatia)
- **Voluntary Contribution Fund**: Andreas Koltes (Germany)
- **Africa Council Chair**: TBD

Ref: [http://www.ieeer8.org/category/committee/](http://www.ieeer8.org/category/committee/)
Africa Council

- Africa has 10 Sections, 6 Sub-Sections and more than 6,000 active members across the continent’s 54 countries as of 2016. Africa Council was approved in June 2018 and is now fully operational.
- Its primary responsibility is to be a centralized coordinating unit for IEEE activities in Africa. Other responsibilities are to provide:
  - Guidance to the members on how to use IEEE’s tools, products and network to enhance the engineer in Africa.
  - A common voice for IEEE on the continent and provide an initial point of contact.
  - Volunteer development training to grow IEEE’s presence in Africa to benefit all volunteers.
  - With the Africa Council, it is easier to identify solutions to problems in Africa. More importantly, African volunteers will get more opportunities to know themselves, network and share ideas and best practices for professional development.
What does R8 Committee do?

- Conducts **two annual meetings** with the Region’s leadership:
  - coordination of Region 8 business,
  - ultimate decision body for matters under Region responsibility
  - training for new volunteers.
- Supports activities of local Organizational Units.
- Coordinates meetings for technical and professional purposes in the Region.
- Coordinates student, Young Professionals and Women in Engineering events.
- Coordinates activities between R8 entities and Organizational Units from outside the Region.
- Engages in member development.
R8 Conferences

- EuroCon
- MeleCon
- AfriCon
- EnergyCon
- HistelCon

Approximately 300 IEEE conferences in Region 8 every year:

- Some of them technically co-sponsored.
IEEE Conferences in R8 (partial view)
IEEE Conferences in R8 (partial view)
Recent and Future R8 Conferences

- EUROCON 2017, 6-8 July 2017, Ohrid, Macedonia.
- ENERGYCON 2018, March or April, 2018, Limassol, Cyprus.
- MELECON 2018, 7-9 May, 2018, Marrakesh, Morocco.
- EUROCON 2019, July 2019, Novi Sad, Serbia.
- ENERGYCON 2020, Tunis – Gammarth, Tunisia.
- AFRICON 2019, September, Accra, Ghana
Finalizing Site Selection

- MELECON 2020
Sponsoring Conferences

- Sections can sponsor conferences. The Section is to sign a Memorandum of Understanding with the other parties.
- Record the decision to sponsor in the Section's meeting minutes. Review the application for sponsorship to make sure that the conference is a success and the quality is high.
- The Section should participate in the conference to gauge quality.
- If the Section needs advice, contact Region 8 Conference Coordinator.
New Technical Co-Sponsor (TCS) Fee

- For all conference applications received 1 January 2018 or later, in which an MGA Geographic Unit is a technical co-sponsor and there is no IEEE financial sponsorship, the MGA TCS Fee policy shall apply.
  - This fee is $1000 per TCS conference, and $15 per paper sent to IEEE Xplore.
  - If multiple IEEE Organizational Units (OUs) technically co-sponsor the same conference, the fee will be divided equally between all IEEE sponsors (i.e.: Society, Council, MGA Geographic Units).
  - MGA Geographic Units will have the option to bill the TCS fees directly to the Conference.
New Technical Co-Sponsor (TCS) Fee

- An exception to this general policy?
  - MGA will continue to pay these fees if the external (non-IEEE) financial sponsor has a National Society Agreement with IEEE or has a Sister Society Agreement with one or more of the IEEE Societies.

- Starting 1 March 2018, IEEE MCE will retroactively deploy processes to collect the TCS fees for any conference application with technical co-sponsorship by an MGA Geographic Unit received on or after 1 January 2018.

- Last webinar presentation:
The General Data Protection Regulation (GDPR), originating in the European Union, is expected to have far-reaching implications on how organizations, like IEEE, conduct business worldwide, including conferences.

- This regulation places new obligations on organizations that market, track, or handle personal data.
- Went into effect on 25 May 2018. IEEE will be providing solutions over the next months.
- In addition, training will be available shortly.
- Most important information: http://sites.ieee.org/gdpr
IEEE Convene

Convening the Conference Community
1-2 August 2019  Washington, D.C., USA

Theme: Enhancing the attendee experience
Volunteer Orientation

4. Running a Section successfully
What a Section Chair does

- Runs the Section.
- Finds future leaders.
- Be a role model.
- Inspires and mobilizes people.
- Organizes Administrative board meetings.
- Supports other activities:
  - Professional,
  - Technical,
  - Non-technical (including social).
- Reports new officers – important!
  - So they receive e-mail, info material, and so on.
Why and how to report change of Officers and/or election results?

➢ All officers shall be elected annually or biannually,
➢ Term of office is 1 January to 31 December,
➢ An officer should not serve in the same position for more than four consecutive years, or for more than six years in total.

See MGA Operations Manual, Section 9.4.F:  
Why and how to report change of Officers and/or election results?

- The Section/Chapter must report the change of Officers/volunteers as soon as possible.
- To ensure the IEEE Geographic Roster will be updated.
- Ensure volunteers have access to IEEE MGA services:
  - SAMIEEE (web-based ad hoc query tool that provides volunteers access to member data, [link](http://officers.vtools.ieee.org/)),
  - vTools (wide range of tools developed by volunteers for IEEE members and IEEE volunteers: [http://sites.ieee.org/vtools/](http://sites.ieee.org/vtools/)),
  - Entity Web Hosting (service to develop, create and maintain websites on an IEEE host: [http://sites.ieee.org/](http://sites.ieee.org/)).

- Meeting Reports: [https://events.vtools.ieee.org/tego_/authentication/sign_in?_landing=/meeting_report/search](https://events.vtools.ieee.org/tego_/authentication/sign_in?_landing=/meeting_report/search)
Positions/areas of responsibility in IEEE Geographic Roster for a Section

- Chair,
- Vice Chair,
- Secretary,
- Treasurer,
- Secretary/Treasurer,
- Industry Ambassador
- Nominations and Appointments,
- Newsletter,
- Professional Activities,
- Educational Activities,
- Student Activities…
Positions/areas of responsibility in IEEE Geographic Roster for a Section

- Historian,
- SAMIEEE,
- Awards and Recognition,
- Chapter Coordinator,
- Membership Development,
- Electronic Communications Coordinator,
- Chapters Chairs,
- Affinity Groups Chairs,
- Conference Coordinator.
Volunteer Orientation

5. Section Vitality Dashboard
Section Vitality Dashboard

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.

- **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; Safari 4.x.

- **Leadership**
  - Officer history (Vitality Dashboard officer tab)
  - All current officers (geographic roster)

- **Other key URLs**
  - vTools
    - Voting
    - Online Officer Reporting
    - Meetings and L31
    - WebInBox
    - Surveys
    - Review Room
  - SAM/IEEE
    - eNotice
    - Web Conferencing
    - IEEE Online Rosters
Section Vitality Dashboard

▸ Memberships and statistics
  • Section Vitality Dashboard: (http://www.ieee.org/societies_communities/geo_activities/dashboard.html).
  • 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,
- Meeting reporting in “L31”,

2018-03-11
Section Vitality Dashboard
Other Key URLs

▸ OU Analytics
▸ eNotice
▸ Web Conferencing
▸ IEEE Online Rosters
Section Vitality Dashboard
### Section Vitality Dashboard

#### Current Section and Subsection Officers

<table>
<thead>
<tr>
<th>Region Code</th>
<th>Sub Section Name</th>
<th>Position Description</th>
<th>Position Start Date</th>
<th>Position End Date</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>R1</td>
<td>Cyprus Section</td>
<td>Chair</td>
<td>2/28/2014</td>
<td></td>
<td>Marios</td>
<td>Antoniou</td>
<td><a href="mailto:m.s.antoniou@cytanet.com.cy">m.s.antoniou@cytanet.com.cy</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Secretary</td>
<td>2/28/2014</td>
<td></td>
<td>Constantinos</td>
<td>Mavromoustakis</td>
<td><a href="mailto:mavromoustakis.cj@unic.ac.cy">mavromoustakis.cj@unic.ac.cy</a></td>
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<td></td>
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<td>Treasurer</td>
<td>2/28/2014</td>
<td></td>
<td>Stavros</td>
<td>Izeckiel</td>
<td><a href="mailto:s.izeckiel@ieee.org">s.izeckiel@ieee.org</a></td>
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<tr>
<td></td>
<td></td>
<td>Vice Chair</td>
<td>2/28/2014</td>
<td></td>
<td>Elias</td>
<td>Kyrikides</td>
<td><a href="mailto:kyrikides@ieee.org">kyrikides@ieee.org</a></td>
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<tr>
<td></td>
<td></td>
<td>VTools Coordinator</td>
<td>1/1/2012</td>
<td></td>
<td>George</td>
<td>Michael</td>
<td><a href="mailto:gmxal@gmail.com">gmxal@gmail.com</a></td>
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#### Current Society Chapter Chairs

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<tr>
<th>Organizational Unit Name</th>
<th>Position Description</th>
<th>Position Start Date</th>
<th>Position End Date</th>
<th>First Name</th>
<th>Last Name</th>
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<tbody>
<tr>
<td>Cyprus Section Chapter, C16</td>
<td>Chapter Chair</td>
<td>1/1/2010</td>
<td></td>
<td>Constantinos</td>
<td>Mavromoustakis</td>
<td><a href="mailto:mavromoustakis.cj@unic.ac.cy">mavromoustakis.cj@unic.ac.cy</a></td>
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<tr>
<td>Cyprus Section Chapter, CS0011</td>
<td>Chapter Chair</td>
<td>5/4/2012</td>
<td></td>
<td>Demetris</td>
<td>Blades</td>
<td><a href="mailto:eilenet@gmail.com">eilenet@gmail.com</a></td>
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<td>Cyprus Section Chapter, COM19</td>
<td>Chapter Chair</td>
<td>11/1/2004</td>
<td></td>
<td>Costas</td>
<td>Stavropoulos</td>
<td><a href="mailto:costas@ieee.org">costas@ieee.org</a></td>
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<tr>
<td>Cyprus Section Chapter, PE31</td>
<td>Chapter Chair</td>
<td>5/1/2012</td>
<td></td>
<td>Elias</td>
<td>Kyrikides</td>
<td><a href="mailto:kyrikides@ieee.org">kyrikides@ieee.org</a></td>
</tr>
<tr>
<td>Cyprus Section Jr. Chapter, BM18/SP01</td>
<td>Chapter Chair</td>
<td>4/22/2009</td>
<td></td>
<td>Effthyoulos</td>
<td>Xynacou</td>
<td><a href="mailto:ekynacou@cy.ac.cy">ekynacou@cy.ac.cy</a></td>
</tr>
</tbody>
</table>

#### Current Affinity Group Chairs

<table>
<thead>
<tr>
<th>Organizational Unit Name</th>
<th>Position Description</th>
<th>Position Start Date</th>
<th>Position End Date</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyprus Section Affinity Group, GOLD</td>
<td>Affinity Group Chair</td>
<td>12/3/2012</td>
<td></td>
<td>Pavlos</td>
<td>Kearnthous</td>
<td><a href="mailto:pavlos.kearnthous@gmail.com">pavlos.kearnthous@gmail.com</a></td>
</tr>
</tbody>
</table>

#### Student Branch and Branch Chapter Officers

---

**Note:** All lists currently do not show vacant positions.
Volunteer Orientation

6. Short overview of Member and Geographic Activities
Member and Geographic Activities

- IEEE Member and Geographic Activities (MGA) is focused on supporting and meeting the members' needs and IEEE membership recruitment and retention strategies and implementation. IEEE local geographic organizational units (Sections, Chapters, Affinity Groups, and Student Branches) provide unique opportunities for members to attend technical presentations, create strong peer-to-peer connections, and participate in leadership opportunities that can make a positive distinction in IEEE members' jobs and careers.

- The IEEE Member and Geographic Activities Board (MGA Board) is responsible to the IEEE Board of Directors, has oversight of IEEE geographic organizational units, and is responsible for IEEE membership and member development.
Member and Geographic Activities

MGA mission

- **Inspire, Enable, Empower and Engage** Members of IEEE.
- For the purposes of:
  - Fulfilling the mission of IEEE,
  - Enhancing the members growth and development through their life cycle,
  - Providing a professional home.

MGA vision

- Ensure quality member opportunities for continuous engagement.
Member and Geographic Activities

mga.ieee.org/mga

- MGA Home (News; Vision and Mission; Geographic Units).
- MGA News (with an archive of former issues of Scoop).
- MGA Board.
- Geographic Unit Operations Resources.
- Regional World Map.
- MGA Committees, Agendas, and Reports.
- MGA Nominations and Appointments.
- MGA Awards and Recognition Program.
- MGA Department (Staff).
MGA Board

- Chair and Vice President, MGA (Francis Grosz).
- VP-Elect (Kujkin Lu).
- Past Chair (Martin Bastiaans).
- Secretary (Cecelia Jankowski).
- Treasurer (Deborah Cooper).
- 10 Region Directors.
- 3 Vice Chairs:
  - Member Development,
  - Geographic Unit Operations,
  - Information Management,
- 2 TAB Representatives with voting rights.

https://www.ieee.org/societies_communities/geo_activities/mga_board.html
MGA Board and Committees Structure

Member and Geographic Activities Board

Vice Chair
Member Development
Member Engagement and Life Cycle Committee
Admission & Advancement
Awards & Recognition
YP
Life Members
Student Activities

Vice Chair
Geographic Unit Operations
GeoUnit Operations Support Committee
YP

Vice Chair
Information Management
IT Coordination and Oversight Committee
WIE

Vice Chair
Strategic Management and Analysis
Training Committee
Member Benefits Portfolio
Advisory Committee

Operations Committee
Finance
Nominations & Appointment Committee
Individual Benefits & Services Cmte
jedee.tv advisory
Sections Congress
Potentials Editorial Board
Membership Recruitment & Recovery Cmte

Other Committees
Center for Leadership Excellence
Training Committee
Member Benefits Portfolio Advisory Committee
Geographic Unit Operations Resources

www.ieee.org/societies_communities/geo_activities/resources

- Required reporting for Geographic Units.
- OU Analytics (www.ieee.org/samieee).
- vTools (vtools.ieee.org).
- Request for letter to employer.
- Formation and Petitions, Section Bylaws and Addendums, Affinity Groups, Chapters, Ordering products.
Sections Congress

- IEEE Sections Congress is a triennial gathering of Section leadership sponsored by the Member and Geographic Activities (MGA) Board.
- It is the one major meeting sponsored by IEEE that brings together the grassroots leadership of IEEE so that they can share ideas, concerns, and solutions.
- It is also a forum where the Section Chairs speak as the collective voice of IEEE members, expressing ideas about how IEEE can better serve its members, both now and going forward. The issues generated at Sections Congress have had a major impact on the plans made by the IEEE leadership for the future of IEEE.
- It involves hundreds of delegates from all ten Regions who have a unique opportunity to learn how to utilize the resources of IEEE to maximize their effectiveness as IEEE volunteer leaders.
Sections Congress

- With workshop, panel, and tutorial sessions held on topics of interest to the Sections during several days of working sessions and networking.
- Each Region prepares recommendations that are voted by all Sections Congress delegates. The top five are considered by MGA and IEEE for their plans.
- Recent Sections Congress:
  - Sections Congress 2017 in Sydney, Australia, at the International Convention Centre, from 11 to 13 August 2017.
  - Theme: Brilliant Minds, Bright Futures
- Next Sections Congress: Ottawa (Canada), August 2020
  http://sections-congress.ieee.org/
The IEEE Center for Leadership Excellence (CLE) serves as the repository for all leadership training material within IEEE to ensure IEEE keeps pace with its evolving organization.

Additionally, it will meet the needs of IEEE volunteer leadership by providing materials that will enable volunteers to accomplish their jobs efficiently and effectively, thus allowing them to spend more time ensuring that members are engaged in IEEE activities so that IEEE member satisfaction and relevance continue to grow.
The IEEE CLE makes information easily available with a Learning Library in key areas of education and training. This Library will be updated regularly with new courses as they become available.

Volunteers will now benefit from having access to full course material for their positions which will provide a one place to go for all their training needs. This includes a Quick Start module to help come up to speed during their first 30 days in their position, a job description for their role, time line of key dates and recommended training modules that support the particular aspect of their role.

www.ieee.org/cle contains an IEEE Glossary!
vTools

vTools are developed and made possible by IEEE volunteers. The toolbox simplifies administration by offering web-based software, reduces time spent managing activities, and assists in member development.

vTools is sponsored by IEEE Membership and Geographic Activities (MGA). MGA serves the needs of IEEE members by supporting IEEE Sections, Chapters, and Branches and is responsible for IEEE membership, and member development.

vTools toolkit contains tools in various phases of development, from production, to pilots, to active development:

- **vTools.Meetings** - tool for managing section and chapter meetings. Officers can create meeting announcements with no dependence on webmaster availability and show them on your website. Members and the public may see and register for the upcoming meetings. Visit the [project WIKI page](#) for more information or click here to use the tool.

- **vTools.WebInABox** - wizard to assist officers generate simple section websites in an automated fashion with no dependence on webmaster availability. Visit the [project WIKI page](#) for more information or click here to use the tool.

- **vTools.Voting** - tool to allow members submit votes in their Section officer elections online (please note that this is different from the general IEEE elections). Visit the [project WIKI page](#) for more information or click here to use the tool.
vTools: *.vtools.ieee.org

- **Events** ( https://events.vtools.ieee.org/ ) – manage Section and Chapter meetings and events.
- **Voting** – submit votes in Section officer elections.
- **Officers** – report new officers or officer changes.
- **SBR** (Student Branch Reporting) – collecting and search reports submitted by student branch volunteers.
- **WebEx** – a Web Conferencing service to Geographic Organizational Units for online meetings, webinars, training, demos and presentations.
MGA rules for rebate

- All Sections in existence on 31 December and meeting minimum requirements receive a **USD 2,000** annual allowance.
- **USD 3** for each Member, Student, or Associate grade member,
  **USD 1.50** for Affiliate,
  **USD 4** for Senior or Fellow Grade member.
- **USD 200** for each chapter and/or affinity group meeting minimum requirements.
- **10% bonus** of total rebate to sections who report (financial, meeting, and officer) by deadline.
MGA rules for rebate

- All Subsections in existence on 31 December and meeting minimum requirements receive a **USD 500** annual allowance:
  - Minimum of 5 meetings,
  - Maintain at least 15 members.
MGA rules for rebate

**Activity bonus:** to encourage local activities:

- All sections (subsections) reporting **10 meetings or more**, at least five of which must be of a technical nature, receive an additional **USD 200 (USD 100)**,
- All chapters or affinity groups reporting **6 or more meetings** of a technical nature shall receive an additional **USD 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 officers.

- **Financial report:** Summary of 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 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. Submit a [Meeting Report Form (L31)](https://www.ieee.org) via the Web for each meeting.
MGA Operations Manual

1. Introduction
2. Member and Geographic Activities Board
3. MGA Financial Matters
4. MGA Committees
5. MGA Operations Committee
6. MGA Assembly
7. MGA Nominations and Appointments Process
8. Member and Geographic Activities Awards
9. Geographic Organizational Units
10. Conferences
11. MGA Publications
12. Revisions to the MGA Operations Manual
Member Strategy Team

Director, Member Strategy

Member Data and Research
- Membership Statistics
- Member Satisfaction
- Member Studies

Membership Development
- MD Materials
- MD Support
- Membership Promotion
- Student Programs

Product Management
- myIEEE
- memberNet
- IEEE.tv
- Mentoring Connection

- Measuring Engagement
- Alternate Models
- Dashboards
- Affinity Groups
- Benefit Promotion
- Campaign Coordination
- Marketing Operations
- Benefit Portfolio Mgmt
- New Benefit Process
- Financial Mgmt
Member Operations Team

Staff Director, Member Operations

Member Processing
- Join
- Renew
- Add societies

Contact Center
- Member Questions
- Computer access
- Recover password

Administration
- Project Management
- Budgeting
- Financial forecast
- Process Management

- Add Publications
- Change address
- Update profile

- Order products
- Payment Resolution
- Magazine Replacement

- Work flow
- Results measurement
- Productivity
Information Management Team

Director, Information Management

Member Experience
- Join
- Renew
- Add Societies / Subscriptions

Volunteer Tools
- eNotice
- EWH
- Online Communities

Operations
- Back Office Processes
- Project Management
- Web Presence
- Training
- SAMIEEEE
- vTools
Finance and Administration Team

Director, Finance and Administration

Finance
- Planning
- Forecasting
- Budgets
- Financial Analysis
- Business Models
- Monthly Reporting

Geo Unit Reporting
- L50 Reports
- Tracking
- Internal Controls
- Compliance

Banking Transactions
- Region Financial Transactions
- Advise and support Section Treasurers
- Monthly Assessment Summaries
- Custody Accounts
Geographic Activities Team

Director, Geographic Activities

Geo Unit Operations
- Regulatory
- Compliance
- Section Operations
- Volunteer Training
- Processes

Geo Unit Administration
- Volunteer Inquiries
- Historical Research
- Meeting Reports
- Recognition Products
- Geo Unit Formations

Governance
- Policy Management
- MGA Board Operations
- Committee Support
- Volunteer Development
- Volunteer Recognition
Volunteer Orientation

7. Region 8 Committee meetings
A typical R8 committee meeting

What will happen tomorrow?

Committee members are the real stars of the meetings. Everything will be presented, reported, or asked to you.
During the meeting you can expect reports from the different R8 officers and committees; presentations from invited IEEE leaders and staff; healthy discussion about matters pertaining to the Region, the Sections or the members.
The Region Director will chair the meeting and will take care of the order, timing, and progress of items.

Don’t be shy! Participate, share your opinion and listen to others!
How is the meeting organized

The meeting will start with a roll call, when everybody in the room is asked to identify themselves.

The meeting has an agenda. At the beginning you will be asked to approve it. The agenda has been posted at the meeting page on the R8 website.

Then you will be asked to approve the consent agenda. The items there are supposed to be of non-controversial nature. But everybody is entitled to take items out of the consent agenda. If you feel that something needs to be discussed, just raise your hand at this moment.

Then the next items in the agenda will follow, starting with the welcome from the Director and the local Section Chair. Rules of order will be followed.

There will be breaks. Make use of them to know and interact with the rest of the people.

After the meeting on Saturday there will be a social event, and the meeting will continue until Sunday before lunch.
Seating

Seating is predetermined. You will find a sign with your position. Free seats are also available.

A typical R8 meeting seating arrangement
Motions

A motion is a request for the body (the R8 Committee) or some of its members (committees, appointed persons, officers) to do something. As such, a motion always has to have an element of action.

Motions will be presented, discussed and voted. Any member has the right to propose or discuss a motion. Only those with voting rights will be allowed to vote.

*More on motions later.*
Rules of order

- **Rules of order**, also known as **standing orders** or **rules of procedure**, are the written rules of parliamentary procedure adopted by a deliberative assembly, which detail the processes used by the body to make decisions.

- **IEEE Bylaws I-300. Management**

  *Robert's Rules of Order* shall be used to conduct business at meetings of the IEEE Board of Directors, Major Boards, Standing Committees and other organizational units of the IEEE unless other rules of procedure are specified in the Not-For-Profit Corporation Law of the State of New York, the IEEE Certificate of Incorporation, the IEEE Constitution, these Bylaws, the IEEE Policies, resolutions of the IEEE Board of Directors, or the applicable governing documents of those organizational units provided such organizational documents are not in conflict with any of the foregoing.
Origins

- Loosely modelled after rules used in the United States House of Representatives.
- Robert was an active member of several organizations. To help simplify and organise meetings, he decided to write a manual that would enable organizations to adopt a parliamentary procedure.
Rules of order in R8 Committee

▸ **All members of the Committee have equal rights** to participate and take part in debate, except that non-voting members do not have the right to vote.

▸ Substantial parts of a meeting are organised in an informal way.

▸ Formal parts of meetings are normally conducted in accordance with Robert’s Rules.
  - Robert’s Rules are not well known in the countries of Region 8, it cannot be assumed that the R8 Committee members have more than a superficial familiarity with these rules, and this must be allowed for in the conduct of the meetings.

▸ **The Chair** should enable an orderly debate to take place on all issues, and allow equal and fair rights to all members of the Committee.

▸ During formal debates, **the Chair must take a neutral position** and may only vote in the case of secret vote or to break a tie.
Main ideas

- Rules of order are used to **simplify** the parliamentary procedure, **not to complicate** it.
- Everyone **has the right to speak** once if they wish, before anyone may speak a second time.
- Everyone has the right to know **what is going on** at all times.
- Only **urgent matters may interrupt** a speaker.
- The members discuss **one thing at a time**.
The basics of the rules

- **One thing at a time.** Only one main motion is allowed on the floor at a time, but there is a system to put that motion aside if something more urgent comes up.

- **One person, too.** Only one person may talk at a time.

- **And only one time per meeting.** The same motion (or practically the same) can not be made more than once per session; the only exception is if a member changes his or her mind.

- **Enough of us have to be here to decide.** The group determines the minimum number of people (called a quorum) that must be present to make a decision for the whole group.

The basics of the rules (cont’d)

- **Protected even if absent.** The rights of the members who are absent are protected.

- **Vote requirements are based on members’ rights.** The determination of what kind of vote is needed (such as majority, two-thirds, ...) is based on members’ rights. If an action gives rights to the members, it requires a majority vote to pass. If an action takes away rights from members, it requires a two-thirds vote to pass.

- **Silence = consent.** If a member chooses to abstain from voting, that member is giving his or her consent to the decision made by the group.

- **Everybody is equal.** All voting members have equal rights. The majority rules but the minority has the right to be heard and to attempt to change the minds of the majority.
How to do things ...

You want to bring up a new idea before the group.

- After recognition by the chair, present your motion.
- A second is required for the motion to go to the floor for consideration (and the motion now belongs to the body).

You want a motion just introduced by another person to be killed.

- Without recognition from the chair, state “I object to consideration.”
- This must be done before any debate.
- This requires no second, is not debatable and requires a 2/3 vote.

You want to change some of the wording in a motion under debate.

- After recognition by the chair, move to amend by adding words, striking words or striking and inserting words.
- This may be recognised as a friendly amendment by the person (or body) who proposed the original motion.
How to do things …

You like the idea of a motion under debate,
but you need to reword it beyond simple word changes.

▸ Move to substitute your motion for the original motion.
▸ If it is seconded, debate will continue on both motions and eventually the body will vote on which motion they prefer.

You feel the motion addresses two or more separate issues.

▸ Move to divide the question.

You want more study and/or investigation given to the idea under debate.

▸ Move to refer to a committee.
▸ Be specific as to the charge to the committee.

You want more time personally to study the proposal under debate.

▸ Move to postpone to a definite time or date.
How to do things …

You want to postpone a motion until some later time.
▸ Move to table the motion.
▸ The motion may be taken from the table after one item of business has been conducted.
▸ If the motion is not taken from the table by the end of the next meeting, it is dead.

You have heard enough debate.
▸ Move to call the question; this cuts off debate and brings the assembly to a vote on the pending question only.
▸ Requires a 2/3 vote.

You want to take a short break.
▸ Move to recess for a set period of time.

You want to end the meeting.
▸ Move to adjourn.
How to do things …

You are unsure that the chair has announced the results of a vote correctly.

▸ Without being recognized, call for a “division of the house.”
▸ At this point a standing vote will be taken.

You are confused about a procedure being used and want clarification.

▸ Without recognition, call for “Point of Information” or “Point of Parliamentary Inquiry.”
▸ The chair will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

▸ Move to reconsider.
▸ If the majority agrees, the motion comes back on the floor as though the vote had not occurred.
Summary of RRO

You may **INTERRUPT** a speaker for these reasons only:
- to get information about business – **point of information**
- to get information about rules – **parliamentary inquiry**
- if you can't hear, safety reasons, comfort, etc. – **question of privilege**
- if you see a breach of the rules – **point of order**
- if you disagree with the chair's ruling – **appeal**

You may influence **WHAT** the members discuss:
- if you would like to discuss something – **motion**
- if you would like to change a motion under discussion – **amend**

You may influence **HOW** and **WHEN** the members discuss a motion:
- if you want to discuss the topic at another time – **postpone**
  or **lay it on the table**
- if you think people are ready to vote – **call the question**
<table>
<thead>
<tr>
<th></th>
<th>To:</th>
<th>You say:</th>
<th>Interrupt Speaker</th>
<th>Second Needed</th>
<th>Debat able</th>
<th>Amend able</th>
<th>Vote Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn</td>
<td>&quot;I move that we adjourn&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>Recess</td>
<td>&quot;I move that we recess until...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>Complain about noise, room temp., etc.</td>
<td>&quot;Point of privilege&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair Decides</td>
<td></td>
</tr>
<tr>
<td>Suspend further consideration of something</td>
<td>&quot;I move that we table it&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>End debate</td>
<td>&quot;I move the question&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td></td>
</tr>
<tr>
<td>Postpone consideration of something</td>
<td>&quot;I move we postpone this matter until...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>Amend a motion</td>
<td>&quot;I move that this motion be amended by...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>Introduce business (primary motion)</td>
<td>&quot;I move that...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td>You say:</td>
<td>Interrupt Speaker</td>
<td>Second Needed</td>
<td>Debate-able</td>
<td>Amend-able</td>
<td>Vote Needed</td>
<td></td>
</tr>
<tr>
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<td>------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td><strong>Object to procedure</strong></td>
<td>&quot;Point of order&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair decides</td>
<td></td>
</tr>
<tr>
<td><strong>Request information</strong></td>
<td>&quot;Point of information&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>Ask for vote by actual count</strong></td>
<td>&quot;I call for a division of the house&quot;</td>
<td>Must be done before new motion</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None unless someone objects</td>
<td></td>
</tr>
<tr>
<td><strong>Object to considering some matter</strong></td>
<td>&quot;I object to consideration of this question&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td></td>
</tr>
<tr>
<td><strong>Take up matter previously tabled</strong></td>
<td>&quot;I move we take from the table...&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td><strong>Reconsider something</strong></td>
<td>&quot;I move we now (or later) reconsider our action relative to...&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Same as original motion</td>
<td>No</td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td><strong>Vote on a ruling by the Chair</strong></td>
<td>&quot;I appeal the Chair’s decision&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td></td>
</tr>
</tbody>
</table>
Volunteer Orientation

8. Expense reporting
Reporting your expenses

Travelling on IEEE business (from FOM.6)

It is IEEE policy to provide for, or reimburse, reasonable authorized travel expenses incurred in connection with the conduct of IEEE business. All persons traveling on IEEE business for whom IEEE pays or reimburses transportation expenses shall travel economically by booking economy class flights well in advance and shopping for low-cost business class train fares and low-cost rental car rates. Guidelines and procedures for reimbursement are available.

IEEE does not reimburse for the travel expenses of spouses or travel companions as an entitlement. Airfare, hotel, and incidental costs of spouses or travel companions are never covered but it is recognized that there are occasions where the demand on volunteer time in particular, requires travel with a spouse or companion which may result in some meal costs being expensed. Since the purpose of the business trip is already deemed necessary and the only incremental cost is the spouse/companion meals, expensing the meals is acceptable as long as the cost is reasonable and the practice is not perceived as an entitlement. Spouse/companion costs for purely social gatherings must be reimbursed on the staff or volunteer person’s expense report as a reduction of reimbursed expenses.
Allowable expenses

- In general, everything that is reasonable to spend to do the IEEE business at a given place.
- Always book the cheapest economy ticket available.
- Meal expenses are refundable up to $100 per day (this is not a daily allowance).
- Meals are not reimbursed if they are provided by the event organization.
- Visa processing fees are refundable. Credit card processing charges too.
- As a general rule, try to share taxis or use other public transportation if possible.
- You can combine IEEE and personal travel if you follow these guidelines.
The expense report

- Be careful to comply with R8 guidelines for reimbursement.
- Fill the city and purpose for each day.
- Detail items in the right-hand side.
- Use currency exchange of the current date at the end.
- Attach scanned receipts for amounts over $25 or 25€. Credit cards statements alone are not sufficient.
- Details for items labeled “Miscellaneous” or “Other” MUST be provided.
- Be careful with bank data. Check for correctness.
- Submit your report before 60 days. Late reports will NOT be processed.
# The expense report

## Expense Report: Region 8

**Name:**

**Period Ending:** 2018-03-11

**IEEE Membership Number:**

**Purpose of Trip:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Status</th>
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**Travel and Subsistence:**

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**Other Expenses:**

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**Total Expenses:**

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**Signature:**

**Date:**

**Approve:**

**Date:**

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**IEEE**

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The expense report

Name and event

Role and number

Hotels (if any)

Currency and rate

Fill the yellow cells

Purpose of each day

To/From

Daily meals on your own

Name, date
More information

- IEEE Travel and Expense Reimbursement Guidelines.
- Worldtravel, IEEE designated travel agency.
- Concur, the IEEE platform for travel and expense report, to be deployed for Regions in Q3 2019.
Volunteer Orientation

9. Concluding remarks
Some general remarks to Section Chairs

- Complete ExComs (A&R, YP, MD, PA, SAC, SSR, ...).
- Allocate sufficient budget for your officers.
- Reporting: officers (please update!), meetings, finances.
- ExCom task descriptions – Training needs.
- Center for Leadership Excellence.
- Recognize your volunteers – Section awards.
- Recognize your activities – Region 8 News.
- Keep your members informed – Web site, Newsletter.
- Member Benefits (www.ieee.org/start).
- New Member Orientation Webinars (www.ieee.org/start).
- Contact and support (www.ieee.org/about/contact_center/).
Most Popular Questions

- How do I renew my annual membership?
- How can I make changes to my 2012 annual renewal invoice?
- What are the advantages of using the new IEEE e-commerce platform?
- Where do I go to recover my username and password if I forgot it?
- How can I find out the status, and expected delivery of my publications to which I subscribed?
- How can I access the 2012 IEEE Special Interest Memberships and Subscriptions catalog for Professional or Student?
- What are the changes to Xplore?
- How do the new upgrades and enhancements affect myIEEE?
- Why is IEEE upgrading its web sites and systems?
- How do I register for an IEEE Web Account?
- When can I expect to receive my Membership Card?
- Can I change my web account information?

See all popular questions
Some common acronyms

- AIEE : American Institute of Electrical Engineers
- A&R : Awards and Recognition
- BoD : Board of Directors
- CLE : Center for Leadership Excellence
- EAB : Educational Activities Board
- ECC : Electronic Communications Coordinator
- EMEA : Europe, Middle East, Africa (= Region 8)
- EPICS : Engineering Projects in Community Service
- ExCom : Executive Committee (in Section or Regions)
- GSM : Graduate Student Member
Some common acronyms

- IBP : IEEE Business Platform
- ICP : Interactive Content Project
- ICX : IEEE Conference Exchange
- IEL : IEEE/IET Electronic Library
- IET : Institution of Engineering and Technology
- IRE : Institute of Radio Engineers
- MD : Membership Development
- MGA : Member and Geographic Activities
- N&A : Nominations and Appointments
- NIC : New Initiative Committee
- OpCom : Operating Committee (in Region 8)
- OU : Organizational Unit
Some common acronyms

- PA : Professional Activities
- POCO : Panel of Conference Organizers
- PSPB : Publication Services and Products Board
- RSR : Region Student Representative
- SA : Standards Association
- SAC : Student Activities (sub)Committee
- SAMIEEE : Section/Society Access to Membership IEEE
- SBC : Student Branch Congress
- S/C : Society/Council
- SPC : Strategic Planning Committee
- SPC : Student Paper Contest
- SSR : Section Student Representative
Some common acronyms

- STEM: Science, Technology, Engineering, Mathematics
- STEP: Student Transition and Elevation Partnership
- TAB: Technical Activities Board
- TCS: Technical Co-Sponsorship/ed
- TISP: Teacher In-Service Program
- VCF: Voluntary Contribution Fund
- VC: Vice Chair
- VP: Vice President
- WiE: Women in Engineering
- YP: Young Professionals

All Society (AES … VT) and Council (BIO … TM) acronyms
Questions?
Thank you!
aluque@ieee.org