

Section Vitality and Development

Matej Zajc

Goals

The goal of Section Vitality and Development Sub-Committee (SVD SC) is to have vital sections and subsections serving their members. That means successful operation, timely reporting (officers, meetings, and financials) to receive their rebates, successfully retain and recruit members, train new volunteers and hold elections on time following the MGA Operations Manual.

- **Financial reporting:** the goal is to achieve 100% submission before the reporting deadline and to encourage GEO units to qualify for their rebate bonus.
- **Section election:** the goal is to support sections in the process of electing Section officers for the next two-year term.

Focus on subsections, having Region 8 as their parent, to help them to connect with Region 8, to increase membership, run activities and perform reporting to receive the rebate and after years of successful operation to be elevated to sections. In addition, SVD monitors countries with no IEEE units but with potential to start a subsection in the near future. In this regards, SVD helps petitioners to prepare proposals that follow MGA Operations Manual and R8 Operations Manual before submitting the proposal on the petition portal. SVD evaluates all submitted petitions and informs R8 director about the result.

Progress against goals since the last report

Election for 2022/23 term

In August SVD contacted all sections that need to organize election this autumn. Sections were given information related to organize and report elections. Most sections responded that they plan elections. Some sections did not respond. As this is an important part of Section vitality we will discuss this at the next R8 Committee meeting to address potential difficulties that sections are facing.

Section chairs: Prepare questions and problems related to election process to be discussed at the R8 Committee meeting on Saturday 6.11.2021!

Libya Subsection formation

Libya petition was submitted at the beginning of this year. The petition was evaluated and approved by Region 8 Committee at 116th R8 Committee Meeting. Afterwards, the petition was then submitted to MGA and subsection was officially confirmed in June this year.

On behalf of SVD team: Congratulations to Libya Subsection!

Regional meetings with sections under the leadership of director-elect

In 2021 small online regionally oriented meetings with section/subsection leaders were started to reinforce interaction and stay connected. These are monthly meetings in small regional groups with a format to allow discussion on goals, achievements, best practices and problems R8 section and subsections are facing. The meetings will continue in 2022 to cover all Sections and Subsections in Region 8.

Section vitality self-assessment

At the end of the year IEEE MGA will contact Sections regarding self-assessment. Sections are advised to utilize this opportunity to gather relevant data and use the self-assessment to aid in the development of a Section's strategy planning.

Points of Concern

Section vitality greatly depends on vitality of each OU in a section. Therefore, it is important that section chairs with their teams continuously communicate with sections' OUs and assist them in organizing activities, serving members and reporting.

- **Section elections:** At the end of year 2021 elections need to be organized in 30 sections. Chairs whose term ends at the end of this year were already advised to look for new chairs and other committee members and start the elections process. All positions should be elected, preferably with more than one candidate for each position. As officers start date should be 1 January it is important to organize elections on time, well before the end date for current officers. It is advised that elections are organized by November or early December to ensure an adequate transition period and opportunities for training of new volunteers. For Region 8 it is important that all sections follow the officers start their 2 year term on 1st January.
- **Financial reporting:** In the past Region 8 was amongst top performing regions in IEEE in that respect. However, last year more sections were missing the goal. As the reporting process will start at the beginning of 2022 it is important to plan this activity on time, for example to regularly motivate your team to organize and report events in 2021. In Sections that are currently in the election process it is important that the new Section officers are informed about the financial and event reporting timeline. The deadline for the financial reports is on 28th February.

Proposals for improvements/Other Issues to report

Here are some points what can be done to improve section vitality?

1. Be familiar with the use of the IEEE OU Analytics and v-Tools and with the status for your Section.
2. Form new chapters, student branch chapters, affinity groups and student branches based on needs in your Section.
3. Be familiar with the MGA Operations Manual (Section 9), the Geographic Unit Rebate Schedule, Requirements and Procedures (MGA Operations Manual - Section 9.0.E).
4. Facilitate communication and cooperation between OUs in your section, propose actions to help struggling OUs.
5. Maintain Section website updated including all organizational units (chapters, affinity groups, student branches, young professionals).
6. Continuously look for active members to become volunteers.
7. Prepare a program of activities for the calendar year. Start new initiatives. Observe neighbouring sections and collaborate with them.
8. Introduce a chapter and affinity group coordinator in your Section.