

Section Vitality and Development

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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 2023/24 term

We would like to remind all sections and subsections that need to organize election this autumn (previous elections held in 2020) to start the election process if not already in the process. Following MGA operations manual, sections and subsections need to follow: the consecutive period of service in any one office should not exceed 4 years, after their first 2 year period of service, officers can run for one additional consecutive term. As a common guideline, use vTools and organize elections in your Section, Subsection, Chapters and Affinity Groups well before the current officers term end date. The term start date for elected officers should be 1 January and the end date 31 December. After election report new officers using vTools officers reporting.

In case there are any difficulties contact SVD team for help.

Ethiopia Subsection formation

Ethiopia petition was approved by Region 8 Committee at 118th R8 Committee Meeting. Afterwards, the petition was submitted to MGA and subsection was officially confirmed in June this year.

On behalf of SVD team: Congratulations to Ethiopia Subsection team!

Regional meetings with sections under the leadership of director-elect

In 2022 small online regionally oriented meetings with section/subsection leaders were conducted on a monthly basis to reinforce interaction and create new initiatives for sections and subsections to collaborate. 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. In two years, meetings will 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 2022 elections need to be organized in 28 sections. Chairs whose term ends at the end of this year are 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. For Region 8 it is important that all sections follow the officers start their 2 year term on 1st January.

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.

- **Financial reporting:** The reporting process will start at the beginning of 2023, therefore it is important to plan this activity on time, for example to regularly motivate your team to organize and report events in 2022. 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.

The guideline for the annual reporting is available online: <https://ieeer8.org/annual-reporting-guideline/>

- **The formation of a Subsection/Section:** SVD team receives many inquiries for the formation of a Subsection or to elevate a Subsection into a Section. According to the Region 8 Bylaws, the establishment of Subsections and Sections must be approved by the R8 Committee. The organizers need to contact the SVD chair and inform of their intention to form a Section or a Subsection providing also the required information as described in the guideline available online: <https://ieeer8.org/guideline-subsection-section/>

The formation of a Section or a Subsection needs to be first assessed by Region 8 Section Vitality and Development (SVD) Sub-Committee before submitting a formal petition through the online petition system.

- **Section website:** This summer SVD team contacted all sections and subsection to update the information on Section websites with outdated information. Some sections and subsections do not have an active website. It is crucial that Sections and Subsections have active web with up to date information, as this is the starting point for any member in the section.

All Section and Subsection chairs are kindly asked to check the rovided information at <https://ieeer8.org/category/sections/>, and inform SVD with needed updates.

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 **vTools** 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.