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**Section Vitality and Development (Ad Hoc Committee)****Matej Zajc****Team**

- Matej Zajc (Slovenia) (Region Vitality Coordinator)
- Ana Madureira (Portugal)
- Ahmed Hassan (Egypt)
- Andreas Koltes (Germany)
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**Goals**

The goal of 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, retaining and recruiting members, training new volunteers and holding elections on time by taking care about the period of service following the rules in the MGA Operations Manual.

Regarding section financial reporting, the goal is to achieve 100% submission rate before the reporting deadline and to encourage GEO units to qualify for the 10% rebate bonus.

An important goal is 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 become sections. We also monitor countries with no IEEE units but with potential to start a subsection.

**SVD scope**

- Monitor Sections vitality in Region 8 assisting sections in the elections and annual reporting.
- Monitor Subsections vitality in Region 8 assisting sections in the elections and annual reporting.
- Overseeing formation of a Subsection/Section in Region 8
- Organization of at least two SVD SC meetings with subsection volunteers.

**Progress against goals since the last report****- Updates on section elections for 2023-2024 term**

As reported on the spring meeting, in most cases, elections were successfully completed on time and results reported in vTools Officer Reporting. In some cases sections were late. In the past months, SVD team has guided the start of elections for the term 2023-2024, following officer's term end date 31 December 2024.

Efforts were also devoted to updating the vTools Officer Reporting in cases where start/end terms were not following 1. January – 31. December duration.

#### - Preparations for section elections for 2024-2025 term

Sections that need to have elections for the 2024-2025 term are advised to start the planning steps already during the summer. We would like to advise them to organize elections in their section well before the current officers' term end date to attract members to volunteer and run for the positions.

The two-year term start date for elected officers should be 1 January and the term end date for current officers should be 31 December. Having early election would enable the incoming team to learn about the operation before the term start date, which typically makes the transition easier.

It is a good practice to complete the election process by mid November.

#### Committee of R8 Specific Issues: inactive sections and subsections

Some sections and sub-sections are missing active Op Comms or are not responsive and efforts are devoted to re-establish active leadership.

#### Committee of R8 Specific Issues: Missing or inactive section/subsection web-sites

On R8 web site <https://ieeer8.org/category/sections/> information about sections and subsections are collected. The table collects current section and subsection chairs and contact information as well as link to section's and subsection's website. All Section and Subsection chairs are kindly asked to check the provided information at <https://ieeer8.org/category/sections/>, and inform R8 web master or SVD with needed updates.

In some cases information about section/subsection website is missing or website is out of date. All sections and subsection chairs are asked to review and update the information. In case that the sections or subsection that you are chairing does not yet have an active website do take action by appointing a web officer. Local websites are good source of information for local members and enable presence of IEEE in the country.

#### Selected good practices to ensure section vitality

- Active organization of activities and the involvement of the members but also the respective reporting at vTools Events reporting.
- Communication with your members (news, events, participation call, participation at section appointed positions and Sections OU's call, and others) using vTools e-notice tool.

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- Engagement of new members in sections activities and volunteering.
  - Reporting active executive committee officers via vTools, making sure start date (1. January), end date (31. December) and duration (max two consecutive two-year terms) following MGA operations manual.
  - Compliance with rules regarding eligibility for reimbursement from R8. The delegate to the R8 committee meeting should not serve in the current Section officer position for more than 4 consecutive years or for more than 6 years in total MGA Operations Manual, Section 9.4.F.7.d.)

### Proposals for improvements/Other Issues to report

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. Also look for volunteers who are willing to be candidates on next elections.
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 to have better overview and OUs vitality.