

IEEE Region 8 Chapter Coordination Committee Operations Manual

Approved by the R8 Committee, XX October 2022

1. Charter

To serve as an action body to help build relationships between R8 Chapters and their parent Societies and Technical Councils, to encourage the good management and vigor of R8 Chapters, and to investigate and encourage the formation of R8 Chapters.

To report on Chapter issues and act as an interface with IEEE Societies and TAB on Chapter related questions.

2. Composition

The Chapters Coordination Committee shall consist of the following:

- Chair
- Up to two (2) Members
- Up to five (5) Corresponding Members

Voting members of the Committee shall have experience in Technical Societies and Councils.

3. Reporting

Reports to the Region 8 Committee through the Vice Chair Technical Activities.

4. Meetings

The Committee shall meet in person immediately before the Spring R8 Committee meeting if budget allows. In total, the Committee should meet at least 4 times per year.

5. Programs

5.1 Chapter panorama

The Chapter Coordination Committee shall organize Chapter Panorama event. The event should be geared towards IEEE Region 8 Chapter officers and members with the intent to deliver the most current and topical information about Chapters and Student Branch Chapters.

The Chapter Panorama should include Chapter basic principles, selected Societies talks, best practices from Best Chapter awardees, thus linking Societies and Sections/Student Branches, educating Chapter volunteers and inspiring prospective Societies and IEEE Members, ensuring enhanced technical interests within Region 8.

Chapter panorama should be organized annually, in a virtual form, near the end of the calendar year.

5.2 Chapter Chair training

Chapter Coordination Committee shall organize the Chapter Chair Training annually in face-to-face mode, when budget allows. Generally, this training is a part of annual Region 8 Volunteer Leadership Training Workshop, organized and managed annually by the R8 Membership Development Committee in the first quarter of the calendar year to train newly elected volunteers-officers. Apart of Chapter-specific training, Chapter Chairs should attend general sessions to familiarize themselves with IEEE R8, membership, vitality, industry and SYP activities.

5.3 Chapter Analysis/Vitality

1. The Chapter Coordination Committee analyses the potential new Chapter Opportunities in Region 8, based on current data, acquired from IEEE OU Analytics. This analysis shall be made bi-annually, in the middle and the ending of the IEEE Membership year. Analysis shall be reported to the Region 8 OpCom and Societies.

2. Chapter Coordination Committee analyses the Chapter Activities in Region 8, based on current Chapters activities reports and Chapter dissolution reports, acquired from MGA. This

analysis shall be made bi-annually, in the second and fourth quarter of calendar year. Analysis shall be reported to the Region 8 OpCom.

6. Awards

The Chapter Coordination Committee shall organize and manage the Region 8 Best Chapter Awards working together with R8 Awards & Recognition Committee. Awards are intended to recognize the outstanding performance of Region 8 Chapters in serving their members and the technical community and establishing goodwill within and between the Region 8 Sections and Student Branches. Two types of Awards are presented annually:

- Technical Chapters in three categories: Small (less than 25 members), Middle (between 25 and 60 members) and Large (more than 60 members) Chapter.
- Student Branch Chapters in three categories: Small (less than 25 members), Middle (between 25 and 60 members) and Large (more than 60 members) Chapter.

Any active single or joint Society or Council or Student Branch Chapter of Region 8 is eligible for an award, except as noted below. Applications should be submitted through the Region 8 Awards Portal. The selection is based on the outstanding performance of the nominated Chapter, reflected by the completed nomination form and supporting documents.

The same Chapter or Student Branch Chapter cannot be awarded more than once in any period of three years.

7. Contact

Chapter Coordination Committee can be reached via email chapters.officer@ieee8.org as it is mentioned at the ChCC homepage.