

IEEE Region 8 Membership Development Committee Operations Manual

Approved by the R8 Committee, XX October 2022

1. Charter

To create, promote and monitor appropriate and effective membership development programs.

2. Composition

The Committee consists of

- Chair
- Up to three (3) members, including the Past Chair
- Up to five (5) corresponding members.

3. Reporting

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

At every R8 Committee meeting, the report should include:
current membership statistics in R8, by grade and in total
YoY evolution of membership in R8
comparison with other Regions
current membership statistics by Section

The Membership Development Committee submits Special R8 MD Reports (September and March) as well as Annual MD Report based on OU Analytics to the Region 8 Committee.

The Membership Development Committee submits results of R8 Section MD Annual Awards as well as Recruitment and Retention Goals approved by the IEEE MGA Membership Recruitment and Recovery Committee (MRRC) to the Region 8 Committee annually.

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. Volunteer Leadership Training

The Membership Development Committee shall organize Volunteer Leadership Training annually in face-to-face mode. Generally, this training is organized in cooperation with Region 8 Chapters Coordination Committee as well as other Region 8 Committees by invitation. The Training shall be organized in the first quarter of the calendar year to train newly elected volunteers-officers and developing the skills of more experienced volunteers-officers. The Membership Development Committee invites R8 MD Section Officers or their representatives to participate.

The MD Committee sends a Call for Hosts to Region 8 Section Chairs and Section MD Officers in August-September annually. Region 8 MD Committee and Chapters Coordination Committee consider the application. The decision about Hosting must be announced at the time of Region 8 Fall Meeting, but no later than mid-November.

Apart from MD-specific training, the MD Section Officers or their representatives should attend general sessions to familiarize themselves with IEEE Region 8, Section and Chapters Operation, MD Tools and Awards, OU Analytics, Vitality, Industry, WIE, SYP activities and etc.

The Training consists of a general lectures part and a group-work part. In group work, participants share their ideas and best practices for membership development in their IEEE Units. During Trainings participants develop a Membership Action Plan that are monitored by the Region 8 Membership Development Committee during the membership year.

The Membership Development Committee provides coverage of the costs for the Volunteer Leadership Training speakers and participants according to the Region 8 Budget.

5.2. Information Support to the Region 8 Section on Membership Development Statistics

The Membership Development Committee provides various Reports on MD statistics for Sections during year. In addition, upon request, the MD Committee can provide advice or short online training related to OU Analytics, Memberships and Subscriptions Monthly Statistics web pages.

5.3. Recruitment and Retention Goals

MGA MRRC creates, monitors and approves all IEEE Recruitment and Retention goals. IEEE Region 8 Membership Development Committee Chair as a member of MGA MRRC takes part in all processes related to approval of annual Recruitment and Retention goals.

The Membership Development Committee sends information about goals to Region 8 Sections through MD reports.

6. Awards

MGA MRRC manages Recruitment and Retention Awards for Region 8 Sections.

7. Contact

The Membership Development Committee can be contacted via the email alias ma-md@ieee.org.