

IEEE Region 8 Publications and Communications Committee Operations Manual

Approved by the R8 Committee, XX October 2022

1. Charter

To coordinate Region 8 publications and communications directed to members and potential members.

2. Composition

The Committee consists of

- Chair
- Editors-in-Chief of the channels: R8News, R8Today, Social media, Electronic Communications
- Up to 8 Associate Editors
- Up to 4 Corresponding members, including the Past Chair

Members of the committee shall have experience in managing communications, writing content, and/or producing editorials.

The Editors-in-Chief of the channels shall:

- Take full ownership and responsibility of their respective channels and its functioning
- Arrange and lead meetings as required for their respective channels
- Develop a timeline for annual Committee activities in cooperation with the Chair.
- Prepare reports for R8 meetings and as required by the chair.
- Recommend Associate Editors (AE) for their respective channels
- Identify and address needed improvements in the Channel's processes and operations
- Provide a thorough and timely orientation for Members of the Channels

3. Reporting

Reports to the Region 8 Committee through the Director-Elect.

4. Meetings

The Committee shall conduct business by teleconference. When budget allows, face-to-face meetings can be held. The committee shall meet at least four (4) times per year.

5. Channels

Region 8 Publications and Communications consist of four channels. Each channel has its own dedicated EiC (Editor-in-Chief) and associated team to assist regional members, in not only promoting their IEEE message but also in sharing their activities/stories/achievements. While each of the 4 channels would disseminate information in its own distinctive manner, they are all meant to converge and synchronize to a consolidated regional platform. The first 3 mentioned below, belong to the online portfolio while the last one is Region 8 flagship paper and online publication. The channels are:

1. Region 8 Website/Electronic Communications (R8EC): The Region's website is a main repository of information about the region & it is suitable for posting information and resources available in the region.

2. Region 8 Social Media (R8SM): This is to stay connected with our online followers using various social media platforms (Facebook, Twitter, Instagram, LinkedIn etc), to ensure better engagement with R8 members & to provide quick real-time information/messages.

3. Region8Today (R8T): This is the online news portal of Region8 with the main aim to

quickly share current news and the great work being done by our members. In addition to that, it also aims to provide a networking opportunity for newcomers and social media links for better understanding IEEE.

4. Region 8 News (R8N): This is the main flagship newsletter, published quarterly to keep IEEE members within the Region updated on programs, initiatives, events and activities.

6. Awards

None

7. Contact

The Committee can be contacted at pnc@ieeer8.org