

IEEE Region 8 Section Vitality and Development Committee Operations Manual

Approved by the R8 Committee, XX October 2022

1. Charter

The mission of the Section Vitality and Development Committee (SVD) mission is to have vital Sections and Subsections in Region 8 serving their members.

2. Composition

The Section Vitality and Development Committee consists of

- R8 Section Vitality and Development Committee Chair, who also serves as Region Vitality Coordinator
- Up to two committee members in roles of a section coordinator and a subsection and countries with no IEEE OUs coordinator
- Corresponding members: coordinator for financial reporting, R8 subsection chairs under supervision of Region 8, among others.

All members are appointed by the R8 Director.

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.

5. Programs

The Committee shall:

- 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.
- Organization of monthly regional meeting for sections and subsections in Region 8.

5.1 Assisting Sections and Subsections in financial reporting

In coordination with the Treasurer, SVD assists Sections and Subsections in their annual reporting with the goal to be eligible for the annual rebate. The information on financial reporting and event reporting is collected and updated in the Guideline for the annual reporting of Sections and Subsections in Region 8, following MGA Operations Manual and Region 8 Operations Manual.

5.2 Assisting in the formation of Sections and Subsections

According to the Region 8 Bylaws, the establishment of Subsections and Sections must be approved by the R8 Committee. The formation of a Section or a Subsection needs to be first assessed by Region 8 Section Vitality and Development (SVD) Committee before submitting a formal petition through the online petition system.

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 Guideline for the formation

of a Subsection/Section in Region 8, which follows the IEEE R8 Operations Manual).

5.3 Organization of monthly regional meetings for Sections and Subsections

In coordination with the Director-Elect, SVD organizes monthly regional meeting for clusters of Sections and Subsections in Region 8 to stay in direct touch with them and oversee their vitality.

6. Awards

The Section Vitality and Development Committee organizes and manages the R8 Section award in three categories: large (1000 or more members), medium (between 500 and 1000 members), and small (500 or less members). The Awards are managed in coordination with the R8 Awards Committee.

The same Section cannot be awarded more than once in any period of three years.