IEEE Region 8 Young Professionals Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter

To serve the interests of the IEEE affinity groups characterized by members in their first fifteen years (approximate) of graduation, and the recognition and support of Young Professionals members.

2. Composition

The Committee consists of
- Chair
- Up to six (6) members, including the Past Chair
- Up to five (5) corresponding members.

It is common practice that most members, including the Chair, be Young Professionals.

3. Reporting

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

At every R8 Committee meeting, the report should include:
current number of YP AGs in the Region and changes since the last report
activities carried out since the last report
progress on the selection, organization, or closing of R8 SYP and xSYPs, as appropriate

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 YP Affinity Groups vitality coordination

Young Professionals are coordinated through affinity groups (AGs) in Sections. Each YP AG is eligible for $3000 funding from MGA per year: a $200 yearly rebate ($250 if reported over 5 activities) and up to $2750 of YP programs. To be able to do so, they need to have:
   • Chair in a good standing – reported not older than 2 years; each person can be a Chair of the AG 4 years consecutively or 6 years in total (not consecutively)
   • Activities in a good standing – at least 2 activities of any type reported in vTools for last year

These are the basics and the minimum that R8 YPC monitors for each AG, while maintaining a regular communication with them, encouraging and inviting to participate in YP activities and programs, apply for awards, or in short to be active. This process is called "AG Vitality".

The AGs that do not fulfill none of the above criteria are put to a probation and after a year can be dissolved by MGA. The full guidelines on AG administration can always be found at MGA operations manual https://mga.ieee.org/board-committees/operations-manual under section 9.9. Affinity Groups.

The AG Vitality is organized such that every R8 YP Committee member (including corresponding members) is assigned a number of AGs, usually related to their own personal relation with the chair, which also often implies geographical origin. For this, an online shared table "AG mentorship" is maintained where the information of the status of AG, contacts, and

personal comments is always kept up to date. The table consists of "Dashboard" and "Details" sheets.

The "Dashboard" sheet shows summary overview of the AGs, intuitive and for fast checking of the AG status. Before you make changes, see that most of the cells are formulas and draw the information from "Details" sheet. The AGs are colored in such way correspondingly, according to the table below:

Legend	Description
	AG active
	AG inactive
	AG revitalizing
	New AG
Chair	Chair in good standing
Chair	Chair needs elections

The "Details" sheet contains more details on AGs, including the contact of the AG Chair and section Chair, together with a personal R8YP Committee member note about the status.

Sometimes it happens that previous Chair contact or Vice-Chair contact are important as well and all these information shall be put in the notes.

To monitor vitality, the Committee members shall remember:
- Dates:
  - the deactivation of members with non-renewed memberships happens in mid-February
  - the cut-off date to consider rebate for AGs happen in mid-March (the events of AGs should be the latest reported by then)
  - The AGs are dissolved usually in October, so this is the last chance to fix the problems
- The official information can be found at https://vtools.ieee.org (vTools Events and vTools Officer Reporting)
- For an up-to-date table of all R8YP members – for this, the Committee chair shall have access to OU Analytics and obtain the list and puts it as an additional file to shared folder of AG vitality.
- Contact information of the AG chairs and section chairs is always current at https://rosters.ieee.org (click on IEEE Geographic Units and follow)
- Section chairs information is conveniently listed at https://ieeer8.org/sections/ieee-region-8-sections-and-subsections
- Response ratio of inactive AGs is almost always near-zero and might be very demotivating for R8YP Committee members. The Committee members should be professional about it and keep trying. If the current Chair does not respond, very often Vice-Chair would do. If no reply from AG at all, the Section Chair will be included in the communication.
- Good standing AGs are funded for attendance to SYP congress and this is usually a good motivation and checkpoint to get them back to good standing.

5.2 R8 Student and Young Professional Congress (SYP) and cross-sectional congresses (xSYP)

The R8 Student and Young Professional (SYP) is the Region flagship event for students and young professionals. SYP and cross-sectional SYPs aim at promoting leadership, innovation and technology development amongst students and young professionals, throughout the Region.

Since the call for proposals until the after the event wrap-up of the budget, the Region 8 YP Committee is involved in the process.

Both type of events should be mainly organized by a Student Branch because SBs are associated with a university and thus it makes it much easier to set up a venue. Also, the Student Branch team tends to have more elements as well as more support within the university and Section compared to the YP AG chair (1 person). Students also tend to have more available free time.

For this reasons, the R8 SAC is the main contact point between the organizing team and the Region 8. Nevertheless, the R8 YPs also provide crucial help throughout the process.
R8 YP Committee is expected to:
- During call for proposals, help with defining the important dates and contact relevant Section representatives, such as the various Section YP AG chairs, to motivate them to contact possible Student Branch chairs that can be up to the task and to also be part of the call and future organizational team;
- In case of the SYP, set up the voting system where every team member has to vote on all the proposals. YPs have 50% weight in the voting on where the next SYP is going to be hosted, where the other 50% comes from R8 SAC;
- Once the host has been chosen, the YP team should provide general help and support during the preparations, the event and while wrapping up, where SAC team should lead these efforts;
- In case of the SYP, set up the call for funded participants, together with SAC team – help set up important dates, e-notice and the google form for funded participants registration;
- Once the funded participant registrations are close, evaluate final list the YP funded participants while SAC does the respective list for students;
- Since the events have a YP track, the YP team is expected to actively suggest options for activities as well as funding and speakers. These activities can be tailored to the specific event (in a more technical setting) but also be more generic, such as oriented to the development of (inter)personal skills.
- In case of the SYP, have at least one representative in every major meeting, together with SAC and the organizing team. This is not as important for xSYP events since the organization is more centralized around the university and Section, rather than the Region.

6. Awards

The Committee manages two yearly awards:
- IEEE Region 8 Outstanding Young Professionals Affinity Group Award
- IEEE Region 8 Young Professional Exceptional Volunteer Award

6.1 Region 8 Outstanding Young Professionals Affinity Group Award

To recognize Young Professionals Affinity Groups (AG) within Region 8 for their efforts, successes and achievements in carrying out the mission of IEEE YP and the aims of IEEE in Region 8 within their Section. Recognition will be given to the Young Professionals AG that displayed the most successful maintenance of ongoing efforts, as well as the development and implementation of new programs. These activities shall leave an important imprint on the Section and on Region 8. The winning AG will receive a certificate providing the citation for the award and a cash prize of $400 granted by the R8 YP Committee to the corresponding Young Professionals AG.

Eligibility criteria:

- The Young Professionals AG must have at least 20 Young Professionals members;
- All activities must be submitted correctly to vTools on the form of event reports by the time of the application;
- The Young Professionals AG must not have received another IEEE award in the past 12 months;
- The $400 prize must be used to support local Young Professionals activities;

• Affinity Groups which have been awarded the Outstanding Young Professionals Affinity Group award in the past 5 years are not eligible to participate

6.2 Region 8 Young Professionals Exceptional Volunteer Award

To recognize a volunteer within Region 8 for his/her dedication towards the mission of IEEE Young Professionals. The recognition will be given to a devoted Young Professional member that presents the most successful maintenance of ongoing efforts, leadership skills, and remarkable development and implementation of new ideas and programs within the last year. These activities shall have an important impact on the Section and on Region 8 Young Professional community, and other IEEE members. The winner will receive an award and diploma providing the citation for the award granted by the Region 8 Young Professionals Committee.

Eligibility criteria:
   • The volunteer must not have received another IEEE award in the past 12 months;
   • The candidate's Affinity Group must not have been awarded with the Region 8 Outstanding Young Professionals Affinity Group Award in the previous year;
   • The Region 8 Young Professionals Exceptional Volunteer Award nominee cannot belong to an Young Professionals Affinity Group nominated to the Region 8 Outstanding Young Professionals Affinity Group Award in the same year;
   • The volunteer must be a Young Professional member of an active Young Professionals Affinity Group in good standing, i.e. with all the required reporting up to date and elections in order;
   • Members of Region 8 Young Professionals Committee are not eligible to be nominated;
   • Self nominations are not allowed.

Nomination process for both awards is conducted in cooperation with the Awards & Recognition Committee.

7. Contact

The Young Professionals Committee can be contacted via the email alias ma-yp@ieeer8.org.