

IEEE Volunteer Leadership Training Tools



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IEEE

- Brief history
- Organization / Operations
- Regions / Divisions
- Sections / AG / SB / Chapters
- Volunteers focus
- Section Leaders and roles
- Leadership tools
- Expectations

The Founding of IEEE

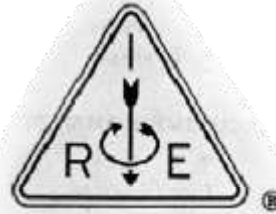
1884

Thomas Edison, Alexander Graham Bell, and other notables founded the **American Institute of Electrical Engineers.**



AIEE
American Institute
of Electrical Engineers

1912



IRE
Institute of Radio
Engineers

1963

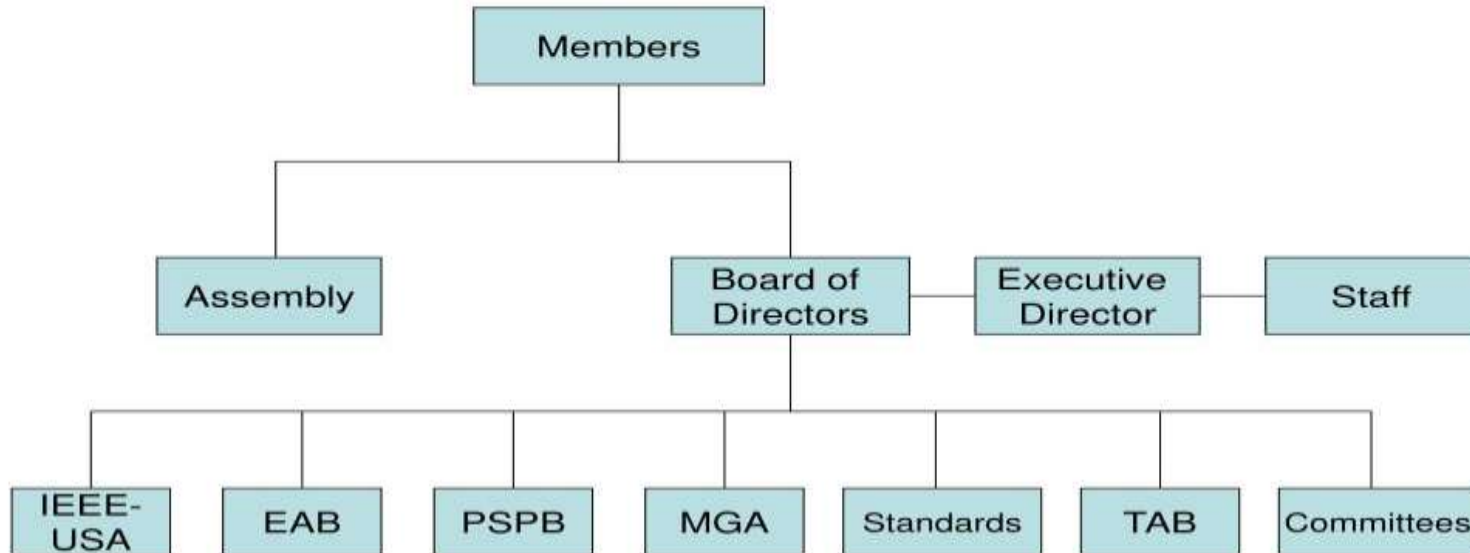
AIEE and IRE merged to become the Institute of Electrical and Electronic Engineers, or **IEEE.**

Present

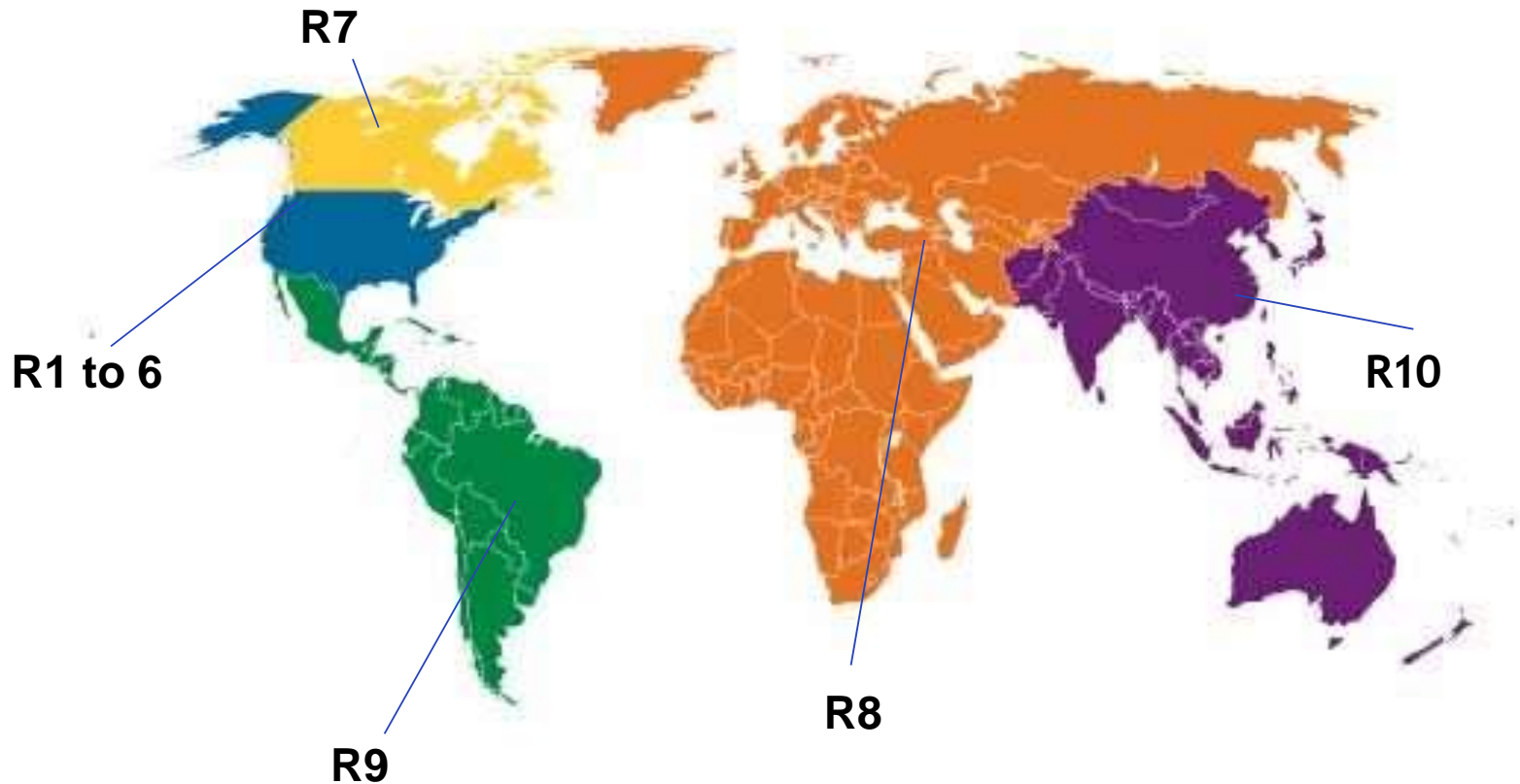


Pioneers of wireless technologies and electronics founded the **Institute of Radio Engineers.**

Summary of the IEEE Organization

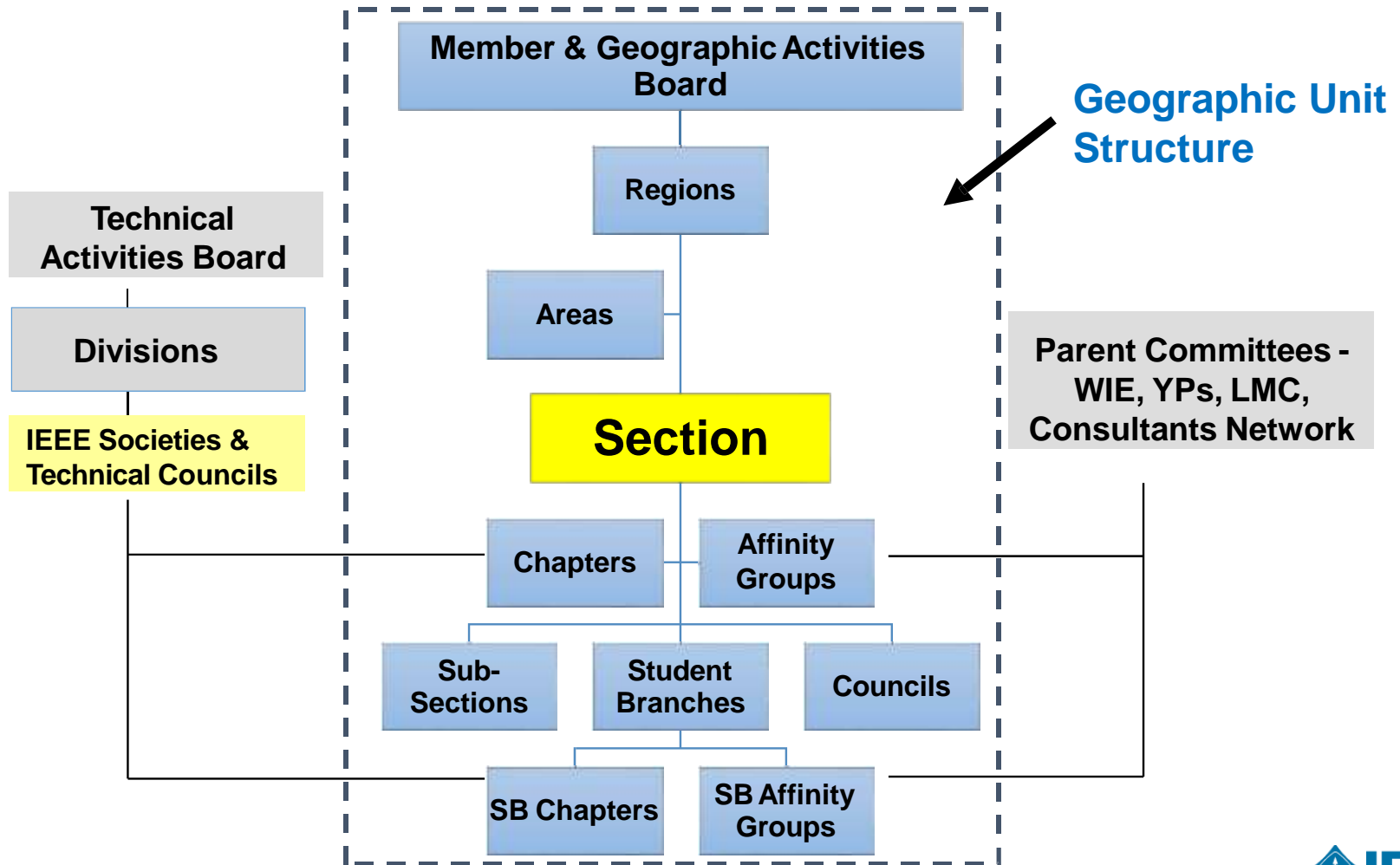


IEEE Membership Regions



TOTAL MEMBERSHIP – 430,000+

Sections – Nearest Point to Members



Volunteer's focus...

Actions	What members should feel from the experience
Join & Renew	Easy, and makes me feel like IEEE cares about me
Navigation & Discovery	I can find what I need easily I can get help from a person when I need it It saves me time
Using Products & Services	Offerings are relevant to my needs My expectations are exceeded when I use products Benefits consistently exceed the costs IEEE makes good on their reputation for quality
Attending Events	I can easily find and register for events I feel welcome and part of the organization I get valuable information
Getting support	I can get support when & how I need it Staff/Volunteer(s) understand & exceed my needs
Volunteering	I can easily find valuable opportunities I get proper training & recognition

Tips for IEEE Leaders

- **Lead** By Example; **delegate** functions
- Encourage **Ownership of Goals** that are **Engagement Oriented**
- Use **Projects** to drive effective **Engagement**
- **Focus** on key audiences: YP, WIE, Academia, Students, Industry professionals.
- **Measure** results

Mode of Operation

- Meetings – Excom, Section, Chapter, etc.
- Membership development
- Affinity group activities
- **Reporting / Rebates**
- Mentoring
- Humanitarian activities

Section Leaders – ExCom

- Section Chair
- Vice Chair
- Secretary
- Asst Secretary
- Publicity Secretary
- Treasurer
- Immediate Past Chair

Co-opted Exco Members

- Communications
- Computer
- Consultants
- Industrial Applications
- Power Energy
- Women in Power
- *Past Section Chairs*

Section Chair

- Know all about Bylaws; Policies & Procedures; RAB Operations Manual
- Chair meetings
- Work with ExCom, Committee, Chapter & Affinity Group Chairs to support activities
- Represent Section at Region/HQ Meetings
- A signatory to Bank Accounts

Section Vice Chair

- Chair meetings in absence of Chair
- Familiar with policies relating to the activity of the Section and subunits, including Bylaws; Policies & Procedures; RAB Operations Manual
- Perform additional tasks assigned by Chair

Section Treasurer

- Prepare the annual budget
- Record all financial activities
- Reconcile bank statements/activity
- Report status of finances to the Section ExCom on a regular basis
- Prepare and submit Annual Financial Report (L-50)
- A signatory to Bank Accounts

Section Secretary

- Record minutes of ExCom and other Section meetings
- Handle all correspondences
- Distribute meeting notices
- Maintain Section Records
- Submit Officer and Meeting reports, including Officer changes during the year, to IEEE Operations Center

Assist Secretary

- Supports the Secretary to perform all functions
- Handle the Secretariat in absence of Secretary
- Perform additional tasks assigned by Secretariat

Publicity Secretary

- Disseminates information on the Section activities to members
- Publicize invitation to meetings, programs, etc.
- Perform additional tasks assigned by Secretariat

Chapter Chair

- Preside at Chapter ExCom and other meetings
- Work with other Chapter Officers to plan program of activities for Chapter
- Represent Chapter at Section ExCom and Society sponsored meetings
- Familiar with Section bylaws, policies & procedures, RAB Operations Manual, etc.
- Submit or ensure submission of required reports to Section

Tools Available for Section Leaders

- ✓ Section Vitality Dashboard - http://www.ieee.org/societies_communities/geo_activities/dashboard.html
- ✓ Section Vitality Checklist and Section Election Calendar Tool http://www.ieee.org/societies_communities/geo_activities/resources/section_vitality.html
- ✓ v-Tools (Voting, e-Notice, IEEE Webhosting - wordpress etc.) - <http://sites.ieee.org/vtools/>
- ✓ MGA Website - https://www.ieee.org/societies_communities/geo_activities/56707_Member_and_Geographic_Activities.html
- ✓ MD Website - www.ieee.org/md
- ✓ Support Center - <https://supportcenter.ieee.org/>
- ✓ Center For Leadership Excellence, CLE (Officer training, job descriptions for most volunteer positions) <https://ieee-elearning.org/CLE/>

v-Tools

- vTools eAdvice
- vTools Events
- vTools Officer Reporting
- vTools Students Branch Reporting
- vTools Voting
- OU Analytical
- Web Conferencing and recording
- Web hosting

IEEE Centre for Leadership Excellence

- Volunteer Resources
- VoLT
- Membership Development Training
- Sections Congress Presentations
- Conference and Events
- Technical Activities Volunteer Education
- CEU

Expectations

- Take the Nigeria Section to higher performance level
- Develop/practice/improve **teamwork** skills
- Advance humanitarian activities
- Increase SB, Affinity Groups and Subsections visibility
- Networking and friendships
- Greater membership benefits / MDO
- Mentorship

■ Questions?

■ Thank you