



Inactive Subsections and Chapters

*IEEE Region 10 Section and Chapter Coordinator:
Hidenori NAKAZATO
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Statistics in Region 10

- ▶ 58 Sections
- ▶ 6 Councils
- ▶ 29 Subsections
- ▶ 603 Chapters ?

Subsections in Region 10

Sri Lanka Central Region Subsection	Mangalore Subsection	Vizag Bay Subsection
Bahawalpur Subsection	Madhya Pradesh Subsection	Ananthapuramu Subsection
Sarawak Subsection	Nagpur Subsection	Roorkee Subsection
Sabah Subsection	Chandigarh Subsection	Hefei Subsection
Peshawar Subsection	Rajasthan Subsection	Zhejiang Subsection
Brunei Darussalam Subsection	Podhigai Subsection	Shandong Subsection
Nepal Subsection	Bhubaneswar Subsection	Fiji Subsection
Afghanistan Subsection	Malabar Subsection	Honam Subsection
Myanmar Subsection	Kochi Subsection	Tasmania Subsection
Cambodia Subsection	Guntur Subsection	

Subsections with Small Membership

Section	Subsection	Active	Arrears	HGM
Hyderabad Section	Ananthapuramu Subsection	0	0	0
	Afghanistan Subsection	8	9	17
	Brunei Darussalam Subsection	15	3	18
	Cambodia Subsection	5	18	23
Lahore Section	Bahawalpur Subsection	11	13	24
Seoul Section	Honam Subsection	12	16	28
Malaysia Section	Sabah Subsection	27	13	40
New Zealand North Section	Fiji Subsection	24	17	41
	Myanmar Subsection	18	99	117

Vitalizing OUs

Meeting Activity and Report Requirements

Organization Unit	Requirements
Section	<ul style="list-style-type: none">• Report at least 5 meetings each year• Maintain min. 25 members other than student
Subsection	<ul style="list-style-type: none">• Report at least 5 meetings each year• Maintain min. 15 members other than students
Chapter	<ul style="list-style-type: none">• Report at least 2 technical meetings each year• Maintain min. 10 members other than student
Affinity Group	<ul style="list-style-type: none">• Report at least 2 meetings per year or maintain a level of activity acceptable to the regional director.• Maintain min. 6 members other than students



Chapters with No Event Reports

- ▶ # of Chapters w/o any event reports for the last two years

# Inactive Chapters	Section	# Inactive Chapters	Section
11/45	Beijing	4/6	Wuhan
9/26	Seoul	3/25	Malaysia
8/15	Nanjing	3/20	Hong Kong
4/18	Shanghai	3/11	Harbin
4/15	Thailand	3/4	Islamabad

- ▶ The Chapters might have activities, but w/o report nobody knows
- ▶ Please advise Chapters to have proper reports

Vitalizing OUs

Section Vitality Dashboard

- ▶ <http://www.ieee.org/about/volunteers/samiee/dashboard.html>
- ▶ Provides Section and other organizational unit leaders a real-time, top-down status view of their vitality metrics.
 - Active IEEE members and students
 - Society and special interest memberships (WIE, CN, SA, YP)
 - Current officer and officer history
 - Member recruitment and retention
 - Member loyalty years
 - IEEE Life members
 - Meeting activity
 - IEEE Conferences Dashboard

IEEE Section Vitality Checklist

First Quarter of the Year (January – March)

- ▶ Complete and submit all IEEE mandated documentation (e.g. Meeting Reports, Financials (NetSuite/ L50) to close the previous year.
- ▶ Report all Section Officers, Affinity Group, Chapter, and Student Branch Chairs.
- ▶ Update section website*.
- ▶ Train new officers through the Center for Leadership Excellence.
- ▶ Promote use of Section Vitality Dashboard, vTools and SAMIEEE. *
- ▶ Update local operating procedures.
- ▶ Plan and budget for Section, Chapter, and Affinity Group activities for the year.
- ▶ Organize a workshop for Chapter and Affinity Group Chairs.
- ▶ Conduct joint meeting with student branches, e.g. technical presentation, Student Professional Activities Conference (S-PAC).
- ▶ Reach out to non-renewing members before the deactivation date (end of February).

IEEE Section Vitality Checklist

Second Quarter of the Year (April – June)

- ▶ Conduct a Membership Development activity, e.g. membership recruitment or elevation meeting. Half-year dues cycle starts in March. Contact deactivated members and ask them to renew.
- ▶ Conduct Professional Development Activities, e.g. workshop/seminar.
- ▶ Conduct a Continuing Education activity.
- ▶ Establish a plan for engaging with members in industry.
- ▶ Communicate with section members on IEEE activities, such as webinars.
- ▶ Engage with Regional Leadership and activities, e.g. attend annual regional meeting.
- ▶ Review Affinity Group and Chapter activities to ensure continuity.
- ▶ Solicit nominations for awards, e.g. regional or MGA or Technical Activities (TA).
- ▶ If there are no affinity groups or chapters in the Section, strive to form one using SAMIEEE to gauge members' interests *.

IEEE Section Vitality Checklist

Third Quarter of the Year (July – September)

- ▶ Promote a pre-university activity in your area, e.g. TISP, science fair judging *.
- ▶ Conduct a Career Workshop, e.g. resume writing, employment network *.
- ▶ Submit nominations for awards, e.g. MGA, TA, and Region. Solicit nominations for Section Awards.
- ▶ Establish partnership with industry, e.g. joint technical presentation/training *.
- ▶ Conduct joint meeting with student branches, e.g. student training, STEP event.
- ▶ Support an affinity group function in conjunction with the section.
- ▶ Recruit new volunteers*.
- ▶ Solicit nominations for leadership roles for the upcoming year and develop the slate for elections.

IEEE Section Vitality Checklist

Fourth Quarter of the Year (October – December)

- ▶ Encourage members to renew.
- ▶ Conduct an event to support involvement with local industry *.
- ▶ Hold Officer Elections.
- ▶ Share and collaborate on humanitarian/community engagement projects *.
- ▶ Conduct a Membership recruitment event, e.g. social event.
- ▶ Review meeting reporting on vTools for all local units and bring it up to date.
- ▶ Organize an Annual Dinner with Section Awards.
- ▶ Communicate with the Section membership and announce new officers.

- ▶ * Can be conducted anytime during the year

IEEE Geographic Unit Required Report

▶ (1) Officer Report

- Refer to Guidelines at: http://www.ieee.org/societies_communities/geo_activities/required_reporting/officer_forms.html
- Submission at: <https://officers.vtools.ieee.org/>
- Enquiry? Kindly email to: <mailto:scs-officer-report@ieee.org>

▶ (2) Meeting Activity Reports

- Refer to Guidelines at: http://www.ieee.org/societies_communities/geo_activities/required_reporting/index.html
- Submission at: <https://events.vtools.ieee.org>
- Enquiry? Kindly email to: <mailto:sec-rebate@ieee.org>

IEEE Geographic Unit Required Report

▶ (3) Financial Report via NetSuite

- Forms and instructions Guidelines at: http://www.ieee.org/societies_communities/geo_activities/required_reporting/financial_reporting.html
- Submission at: <http://www.netsuite.com/portal/home.shtml>
- Enquiry? Kindly email to: <mailto:finance-solutions@ieee.org>

Rebates

- ▶ Sections rebate
 - US\$2,000 annual allowance
 - Membership rebate
 - US\$3 for each member of Member, Graduate Student Member, Student Member, or Associate Member grade
 - US\$1.50 for each Affiliate
 - US\$4 for each member of Senior Member or Fellow grade
- ▶ Subsection rebate
 - US\$500
- ▶ Chapter and Affinity Group rebate
 - US\$200

https://www.ieee.org/societies_communities/geo_activities/required_reporting/rebate_schedule.html

Activity Bonus

- ▶ All Sections reporting 10 meetings or more, at least 5 of which must be of a technical nature, shall receive an additional US\$200.
- ▶ All Subsections reporting 10 meetings or more, at least 5 of which must be of a technical nature, shall receive an additional US\$100.
- ▶ A meeting jointly sponsored by more than one IEEE geographical organization unit (Chapter, Affinity Group, Subsection, or Section) may qualify as a meeting for each, but will count toward the activity bonus of only one of the units.
- ▶ All Chapters or Affinity Groups reporting 6 or more meetings shall receive an additional US\$75; in the case of a Chapter, at least 6 of the reported meetings shall be in the technical category.
- ▶ Activity bonus funds are excluded from the 10% bonus for timely reporting.
- ▶ All units must qualify for the timely reporting bonus (see #4 above) in order to be eligible for an activity bonus.

Important Dates

- ▶ All sections whose reports (financial, meeting, and officer) are submitted by the third Friday of February (16 February 2018) will receive a 10% bonus of the total rebate.
- ▶ Sections are required to submit their financial reports by the last day of February (28 February 2018) and the meeting and officer reports by **15 March 2018** to be eligible for the dues rebates.

