

## Section 5.18: Region 10 Student Representative (RSR)

### Purpose Statement

To help bridge student branches by keeping IEEE student members informed of current activities and events within the region and institute-wide so that student members can effectively network, learn and cooperate as one body.

### Goals

- i. To assist the Region 10 Student Activities Committee Chairperson in initiating the new projects and achieving the goals set forth by the SAC such as increasing student membership, increasing the retention rate of graduating students and increasing student involvement in the institute.
- ii. To keep student communication, branch counselor mailing lists and Social Media channels up-to-date and be in continual communication with all the sectional SAC, branch counselors and branch chairpersons so that information at the regional level pertaining to students will flow effectively, following the two way structure, to the students.
- iii. To ensure student branches are reporting properly once a year and any form of subsidies given out to student branches are received and verified.
- iv. To be fully in-charge of the annual student branch website contest.
- v. To show active involvement in Young Professionals and WIE committees and ensure a smooth transition of volunteers from student grade to the Young Professionals and WIE categories.
- vi. To be pro-active in making recommendations to SAC, concerning student programs and policies based on involvement and experiences with regional programs and branch activities.
- vii. To help the organizers of regional, national and sectional student congresses' organizers for quality and successful events.
- viii. To guide newly formed student branches and ensure that they understand the purpose, values and benefits of IEEE.
- ix. To setup the goals at the start of the year and presently bi-yearly report to Student Activities Committee Chairperson, Regional Director & MGA SAC Chair.
- x. To constantly keep up the RSR Operational Manual, up to date.
- xi. To assist in recognizing effective student branches.
- xii. To encourage section to appoint SSRs and build section level Student Activities team.
- xiii. To work with Student Activities Committee to foster IEEE MGA mission and goals.
- xiv. To be the bridge between the MGA SAC and Local Sections to identify the status of student branches, in terms of their activities, and provide accurate information to MGA for continuation / reactivation or dissolution of student branches

## Methods

- i. To be fully aware of and understand the goals of IEEE and R10 SAC so as to recognize and implement effective programs or means to meet these objectives. In short - be fully involved.
- ii. To stay constantly updated in order to be a credible adviser:
  - a. Be familiar with the IEEE Bylaws and regional rules.
  - b. Attend all SAC meetings each year.
  - c. Attend regional meetings each year.
  - d. Attend section meetings and encourage the attendance of other students in section meetings.
- iii. To keep Region 10 student branches informed of the latest news:
  - a. Ensure that the SAC website is constantly updated.
  - b. Communicate with branches by sending emails to sections via Ewell Tan (IEEE Asia-Pacific, Project Manager) and writing in Regional newsletter.
  - c. Encourage student branches to send reports on their activities and upload them to the R10 SAC website for better sharing and learning purposes.
  - d. Excellent student branches' publication should be selected to be published in the R10 Newsletter.
  - e. Stay in regular contact with student leaders
- iv. Effectively carry out the annual Regional Website Contest & Undergraduate Project Video Contest:
  - a. Begin the event publicity from the beginning of March.
  - b. Source allocation for the Contests and arranging judges
  - c. Prepare submission forms and receive entries for the contests and collate all the submissions in a spreadsheet.
  - d. Collate Results from all judges, properly, in a spreadsheet.
  - e. Seek approval of Region 10 Director
  - f. Announce results via email to all sections and R10 SAC website/social media portals
  - g. Website contest: Submit URL of the winning entry to Inter-Regional website contest administrator
- v. Assist in effectively carrying out the Annual R10 SAC Awards:
  - a. Assist R10 Awards & Recognition Committee Chair & R10 SAC chair in drafting Terms of Reference for the awards
  - b. Assist R10 SAC Chair for source allocation for the award and arranging judges
  - c. Prepare submission forms and receive entries for the awards and collate all the submissions in a spreadsheet.
  - d. Collate Results from all judges, properly, in a spreadsheet.
  - e. Announce results via R10 SAC website/social media portals.

- f. Be in-charge of R10 SAC Student Volunteer Award
- vi. Effectively carry out Joint Student Branch Revival Program
  - a. Form a team to execute the tasks
  - b. Perform systematic planning, draft proposal and seek approval from R10 Membership Development Chair and R10 SAC Chair
  - c. Execute Call for proposals, receive entries and collate all the submissions in a spreadsheet.
  - d. Evaluate the submissions and choose projects for funding
  - e. Seek approval from R10 Membership Development Committee Chair, R10 Director, & R10 SAC Chair
  - f. Notify the selected student branches
  - g. Follow-up the student branches to submit their project report
  - h. Inform treasurer to transfer funds for all selected projects that are completed
- vii. Effectively carry out SAC Ambassadors Program
  - a. Form a team to execute the tasks
  - b. Perform systematic planning, draft proposal and seek approval from R10 Membership Development Chair and R10 SAC Chair
  - c. Initiate call for nominations for SAC Ambassadors
  - d. Evaluate submissions and choose SAC ambassador for each section
  - e. Conduct online training for the SAC ambassadors and allocate tasks
  - f. Follow-up with completion of tasks
  - g. Collate year end reports from all SAC ambassadors
  - h. Make arrangements to provide certificate of appreciation for each ambassador

In a nutshell, continue being passionate about your role and positively influence those around you. The focus areas will mainly be covering the following:

- Put efforts in making IEEE, the preferred professional platform by enhancing member benefits across all the offered segments.
- Devise strategies to improve the overall leadership capabilities in all the geographical units of IEEE, by providing necessary training and support. Introduce new initiatives for better effectiveness of IEEE organizations across R10.
- Bring high-level accountability for all the leadership roles.