

## Section 7: IEEE Asia-Pacific Office - Volunteer Support in IEEE Region 10

### Objective

The IEEE Asia Pacific office's objective is to better serve the members and volunteers in Asia Pacific Region (a.k.a. Region 10). The office will proactively assist Region 10 entities in complying to the [IEEE Governing Document](#) and in particular to the [IEEE Member and Geographic Activities \(MGA\) Operations Manual](#).

#### **A. GOVERNANCE**

- The office shall gather and report feedback from volunteers and members on IEEE policies and procedures, services and benefits for the region. Consequently, the office will serve to communicate IEEE policies and procedures to region entities.
- The office shall serve as a point of contact between IEEE Headquarters and the region, and also between the region and sections, to facilitate communications and help resolve issues that may arise.
- The office shall assist the region committee in the formation of new IEEE entities (Sections, Subsections, Chapters, Affinity Groups and Student Branches). In addition, the office will work closely with IEEE MGA and Student Services, to resolve issues (if any) with the organizational units (OUs).
- The office shall report to the Region 10 Director on Sections, Councils and Chapters that fail to submit their required annual reporting: officer, meeting report, and financial reporting to MGA.

#### **B. OPERATIONS**

- The office support staff (i.e. Project Manager) provides support to the IEEE Region 10 Director and its Executive Committees in their functions, projects and activities in accordance to R10 policy and IEEE MGA Operations Manual.
- The office support staff shall assist and advise the Region 10 Operations Committee in planning, organizing and coordinating the Region 10 EXCOM meeting and Region 10 Annual Meeting.
- The office will coordinate the region participants to Section Congress, which is held once every 3 years.

- The office shall maintain the mailing listserv and data of Region, Section and Council volunteer leaders in Region 10.
- The office will assist Region 10 committees in updating the Region 10 Operations Manual every two years.
- The office will serve as point of contact for IEEE Headquarters and the region volunteers in improving communications and coordination of IEEE activities.
- The office is responsible in supplying the Membership Development Kits and Annual Kits to the geographical units in Asia Pacific for their local IEEE conferences, workshops, meetings and events.
- The office will assist the officers in preparing their membership presentation templates for customization to their local section events.

### **C. SUPPORT TO R10 COMMITTEES**

- The office shall assist the Region 10 Director, Region 10 Nomination and Advisory Committee in special projects, as and when required.

- **Operations Committees**

Assist the Operations Committees, in which consist of Director, Director-Elect, Past Director, Secretary, Treasurer, Vice-Chair of Membership Activities, Vice-Chair of Technical Activities and Vice-Chair of Professional Activities in their daily operations and special projects, including processing eNotice broadcast, petitions and etc.

- **Membership Activities:-**

Assist Committees under the leadership of Vice-Chair of Membership Activities in promoting professional and student membership growth in Region 10, and support the committees in implementing the membership programs/projects, i.e. Recruitment, Retention and Outreach.

- **Technical Activities:-**

Assist Committees under the leadership of Vice-Chair of Technical Activities in planning, organizing and coordination of the TENCON, TENSYP, R10-HTC, R10 SYWL congress, Technical Seminars and Distinguished Lecture Program (DLP). Within given resources, the office shall endeavor to work with Sections and Societies to promote the IEEE, society memberships and technical activities in the region.

- **Professional Activities:-**

Assist Committees under the leadership of Vice-Chair of Professional Activities in supporting their projects to promote awareness of professional activities in Region 10.

- Other Committees:-
  - Assist Region 10 Awards & Recognition Committee in planning, coordinating and preparing R10 awards nomination and coordinating the R10 awards to be presenting at the award ceremony during R10 Annual Meeting.
  - Assist Region 10 Strategic Planning Committee & Region 10 History Committee in their special projects and activities.
- The office support staff (i.e. Project Manager) shall provide guidance and training support on IEEE volunteer tools, such as IEEE OU Analytics, vTools, and Section Management to the volunteer leaders, as and when required.

#### **D. TRANSITION OF R10 EXECUTIVE COMMITTEE & CORPORATE MEMORY**

- The office provides continuity of activities during the transition period to hand over the Region 10 leadership from one committee to the next.
- Assist transitioning of the incoming R10 Executive Committee members as and when they are appointed by the Region 10 Director.
- The office serves to retain organizational memory, to maintain and archive relevant historical data for Region 10.