

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 maintain the mailing listserv of Region, Section and Council volunteer leaders in Region 10.

B. OPERATIONS

- The Project Manager provides support to the IEEE Region 10 Director and its Executive Committees in their functions, projects, and activities in accordance with R10 policy and IEEE MGA Operations Manual.
- The Project Manager shall facilitate and advise the Region 10 Operations Committee in planning, organizing and coordinating the Region 10 EXCOM meeting and Region 10 Annual Meeting.
- The Project Manager will coordinate the region participants to Section Congress, which is held once every 3 years.
- The Project Manager will assist Region 10 committees in updating the Region 10 Operations Manual every two years.
- The Project Manager will serve as point of contact for IEEE Headquarters, particularly work closely with IEEE MGA and the region/section volunteers in improving communications and coordination of IEEE activities, and to resolve issues (if any) with the organizational units (OUs).

- The 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.
- The office is responsible in supplying the Membership Development Kits to the geographical units in Asia Pacific for their local IEEE conferences, workshops, meetings and events.

C. SUPPORT TO R10 COMMITTEES

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

- **Operations Committees**

Support 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 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 and Technical Seminars. Within given resources, 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 and coordinating R10 awards nomination, evaluation process and awards presentation.

- Assist Region 10 Strategic Planning Committee & Region 10 History Committee in their special projects and activities.

- Support Region 10 Information Management Committee and R10 History Committee to retain organizational memory, maintain and archive relevant historical data for Region 10.
- Assist Region 10 Section Chapter Committee in formation of new IEEE entities (sections, Subsections, Chapters, Affinity Groups and Student Branches).

D. TRANSITION OF R10 EXECUTIVE COMMITTEE

- The Project Manager provides continuity of activities during the transition period to hand over the Region 10 leadership from one committee to the next and assist transitioning of the incoming R10 Executive Committee members as and when they are appointed by the Region 10 Director.