



Section/Chapter Formation and Reporting Policies

Amit Kumar

2023 IEEE Region 10 Section Chapter Committee Chair
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Mar 4, 2023 - IEEE Region 10 AGM, Vietnam

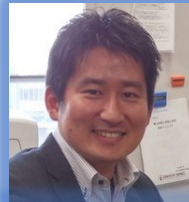
2023 R10 Section Chapter Committee



Amit Kumar
India
Chair



Zuhaina Zakaria
Malaysia



Kojiro Nishimiya
Japan



Vamsi Krishna
India



Abhishek Appaji
India



Eddie Fong
(Australia)



Takako Hashimoto
(Advisor, Japan)



Deepak Mathur
(Advisor, India)



Supavadee Aramvith
(Advisor, Thailand)

2021-2022 R10 Section chapter Committee



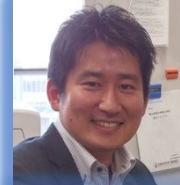
Amit Kumar
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**Supavadee
Aramvith**
Thailand



Kevin Wong
Australia



**Kojiro
Nishimiya**
Japan



Abhishek Appaji
India



**Zuhaina
Zakaria**
Malaysia



**Chanjief
Chandrakumar**
New Zealand



Mahesh Neerati
India



Chanakya Jha
India

2022 R10 Section Chapter Committee

Summary of Progress made in 2022

- ▶ Approved 47 New Technical society Chapters
- ▶ 2 Section chapter Programs with Best practices sharing session by Successful Sections/ Chapters
- ▶ Section Chapter Support programs in collaboration with IEEE Region 8 and MGA
- ▶ 45 Section Chapter coordinators in IEEE Region 10
- ▶ Facilitated to promote chapter event to other R10 Sections and Chapters
- ▶ Organized IEEE Region 10 Section Chapter Symposiums at Jeju (Online) and Kulalalumpur (Face to Face/Hybrid)
- ▶ Section Chapter Committee Website is being updated with current information.
<https://sc.ieeer10.org/>
- ▶ 2 online and 1 Face to Face Programme to establish Maldives on IEEE Geography
- ▶ Interaction with Fiji subsection is on for possible support for Section elevation

IEEE Region 10 Section Chapter Committee

Committee Meeting – Section Chapter Committee organized several Committee meetings in 2022

Some of the important points discussed were the following

- ▶ Encourage CLE for chapters offered by MGA training committee
- ▶ Initiate series of webinars on various important topics for Chapter leadership
- ▶ Encourage more chapters with available higher members
- ▶ Appoint active subsection coordinators
- ▶ Discussion on Section Chapter 2022 operations

Virtual Forum on Technical and Professional Growth with IEEE Membership

June 20th @ Maldives



VIRTUAL FORUM ON Technical and Professional Growth with IEEE Membership

Organised by IEEE Region 10 Section Chapter Committee

Date: 28 June 2022

Time: 5.00 PM - 7.00 PM (Maldives Time, GMT +5)



FREE Registration Link
<https://forms.gle/vwGeesb9uIWvZnqw5>

Target Audience

Engineering Professionals | IT Professionals | Engineering Lecturers |
IT Lecturers | Engineering Students | Computing & IT Students

Registration open until 5 PM, 27 June 2022



KJ Ray Lis
IEEE President



David Kochler
Vice President, IEEE Member
and Geographic Activities



Deepak Mathur
IEEE Region 10 Director
and Geographic Activities



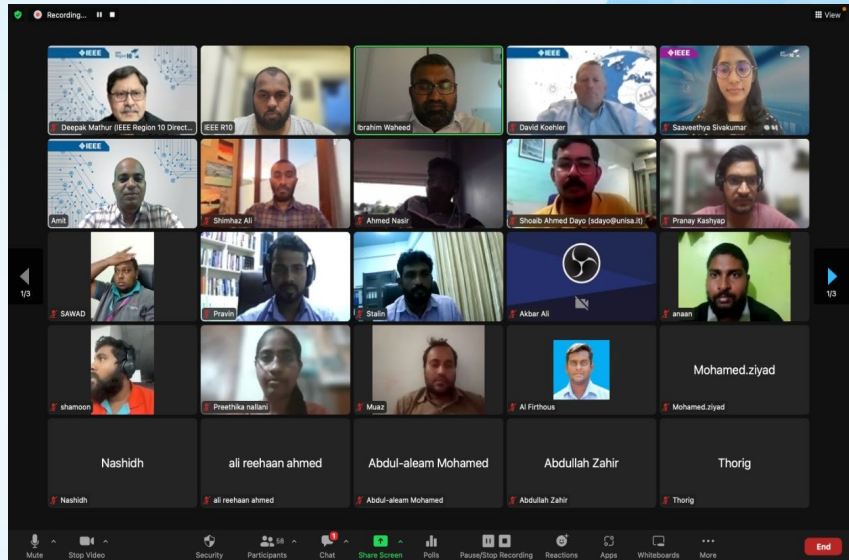
Amit Kumar
IEEE Region 10 Section
Chapter Committee Chair



Saaveethya Sivakumar
IEEE Region 10 Inaug.
Professionalism Chair



Ibrahim Waheed
IEEE Senior Member



IEEE Region 10 Section Chapter Symposium

13th August 2022, Jeju Korea @ Region 10 Student Congress

1:10	
sywl2022.ieee10.org	
Track3: IEEE R10 EXCOM Talk	
Time	Program
10:00-12:00	Parallel Session III Saturday August 13 2022
Room	Room : Baekrok Room Session Chair: Kurnianingsih (IEEE Indonesia Section)
10:00-10:30	R10 Section & Chapter Symposium Amit Kumar(R10 Section Chapter Committee Chair)
10:30-10:45	Professional Development – Community Capacity Building through Technology Parkash Lohana(IEEE R10 Professional Activities Committee Chair)
10:45-11:15	R10 Conference Management Michael Ling Chuen Ong(IEEE R10 Conference Quality Management Committee Chair), Takao Onoye(IEEE R10 Conference & Technical Seminar Committee Chair)
11:15-11:45	R10 Information Management & Newsletter Kurnianingsih (IEEE R10 Information Management Committee Chair), Mohammad Faizal Ahmad Fauzi(IEEE R10 Newsletter Committee Chair)
11:45-12:00	R10 North Asia Zone Representative & R10 Strategic Planning & New Initiative Seishi Takamura(R10 North Asia Zone Representative)



IEEE Region 10 Section Chapter Support Webinar

In collaboration with MGA and IEEE Region 8



MGA-R8/R10 Chapter Support Webinar

Oct 28 2022, 6 pm BKK /4.30 pm IST/IPM CET



DEEPAK MATHUR

REGION 10 DIRECTOR



SUPAVADEE ARAMVITH

MEMBER, MGA CHAPTER SUPPORT COMMITTEE



MATT FRANCIS

CHAIR, MGA CHAPTER SUPPORT COMMITTEE



DR. ANTONIO LUQUE

REGION 8 DIRECTOR



AMIT KUMAR

CHAIR, IEEE REGION 10 SECTION CHAPTER COMMITTEE



ANDREJS ROMANOVŠ

CHAIR/IEEE R8 CHAPTER COORDINATION COMMITTEE

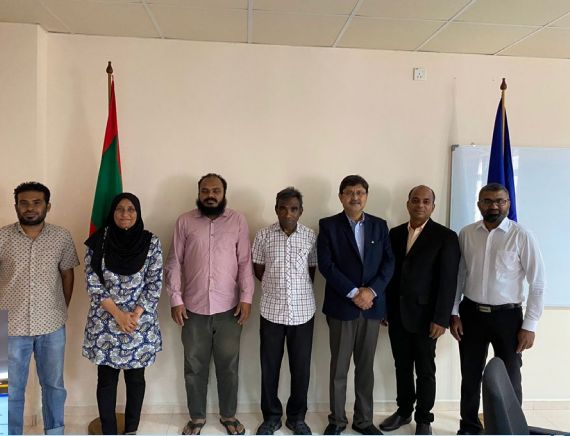


Zoom Registration link

<https://tinyurl.com/mga-r8-r10>



Maldives Orientation Program (24th Sep 2022)



IEEE Region 10 Section Chapter Symposium

3rd December 2022, Kuala Lumpur in collaboration with IEEE Malaysia Section



IEEE Region 10
Section Chapter Committee
Presents
IEEE Region 10 Section Chapter Symposium



Venue: Dewan Banquet, Level 14, Universiti Teknologi Malaysia, Jalan Sultan Yahya Petra, 54100 Kuala Lumpur
HYBRID MODE | 3RD DECEMBER 2022

Section Chapter Symposium – Kuala Lumpur (3rd Dec 2022)



Major takeaways of Section Chapter Committee Events in 2022

- ▶ The events proved to be kind of awareness on how to successfully run an IEEE Section or chapter and kind of learning best chapter management strategies from the outstanding society chapters and through the experiences of outstanding chapter officers. Chapter support and vitality events discussed and deliberated on best practices for IEEE Society chapter management and how sections can collaborate and support their chapters.
- ▶ Section Chapter Symposium platform is an enabler platform for collaboration and networking within the Region 10 Sections and Chapter. These OUs establish and maintain a communication channel with other Section Chapter coordinators. This event and the Section chapter coordinators help in promoting and assisting major Chapter events and TCS conferences in R10 sections and in future it will become more robust. The event is a unique platform for promoting and encouraging inter and intra Section, subsection, chapter collaboration.
- ▶ Sections get exposure to work closely with Society chapters and discuss collaborative models being undertaken at their home sections. IEEE Society chapters get an exposure to participate and organize sessions in International programs with other section chapters.
- ▶ Societies may find it interesting and support their constituent chapters across IEEE Region 10. Sessions for best practices by MGA, Societies, chapters, and student branch chapters needs to continue.
- ▶ Inter-regional events and Events in Collaboration with MGA committees fetch good interest and awareness. IEEE Societies may be roped in as partners to fetch more outcome.

2022 YTD Student & Geographic Units Formed

January - December

PETITION TYPE	Total	REGION									
		R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
Affinity Group/Joint Affinity Group	25	1	0	7	0	2	2	1	4	2	6
Chapter/Joint Chapter	88	4	2	1	0	2	2	1	20	6	50
Section/Subsection	3	0	0	0	0	0	0	0	1	1	1
Student Branch	124	1	0	1	0	1	1	0	44	11	65
Student Branch Affinity Group	32	0	0	1	0	0	0	0	10	6	15
Student Branch Chapter	427	3	0	5	0	1	0	0	79	49	290
Grand Total	699	9	2	15	0	6	5	2	158	75	427



Operational policies, procedures, and activities are a core component of the management of IEEE Member and Geographic Activities (MGA).

[Geographic Unit Resources](#)

- ▶ IEEE local geographic organizational units - regions, sections, chapters, student branches, and affinity groups - provide unique opportunities for members to attend technical presentations, create strong peer-to-peer connections, and participate in leadership opportunities that can make a positive distinction in IEEE members' jobs and careers.
- ▶ There are many different types of local units throughout IEEE
- ▶ Every member is automatically assigned to a local Section, based on where the individual resides.
- ▶ The Section can have many [Technical Chapters](#) or [Affinity Groups](#) which give members the opportunity to network and participate in activities within their discipline or interest.

MGA Geographic Unit Election

MGA has been working to simplify the Geographic Unit election process. Sections can use the new automated MGA Nominations application during the pilot phase. Communication and planning tools are available.

Election Calendar Tool

Call for Nominations Announcement

First State of Candidates Announcement

Email to Section Chair to Ratify the State

Single Candidate Approval Communication

End of Petition Communication

Election Outcome Communication - Candidate Selected

Election Outcome Communication - Candidate NOT Selected

Final Election Results Announcement

IEEE MGA GEOGRAPHIC UNIT

ELECTION PILOT



IEEE Geographic Unit Required Reporting & Rebates

Meeting Reporting

Sections and Subsections are required to hold **five (5)** meetings each year in order to qualify for a rebate. **Chapters** are required to hold **two (2) technical meetings** each year and **Affinity Groups** are required to hold **two (2)** meetings each year.

Scheduling and reporting meetings (requires an IEEE Account)

Meeting categories and sub-categories

How meetings are counted

Access limitation

vTools.Meetings training

Guidelines for reporting meetings

Chapters and Affinity Groups



IEEE Geographic Unit Required Reporting & Rebates

IEEE Geographic Unit Reporting - New Officers and Officer Changes

IEEE geographic unit officer reporting may be submitted to IEEE at any time via the [vTools.OfficerReporting tool](#)

E-mail MGA staff with questions: scs-officer-report@ieee.org

Guidelines

- [Verify that all officers are eligible to hold office](#) before submitting. This applies to all positions except Newsletter Editor and Webmaster.
- Member numbers of unit officers must be included when entering data into [vTools.Officer Reporting](#).
- The names of newly elected officers must be reported to IEEE MGA within 20 days following the election.

Chapters/Affinity Groups

The Chapter/Affinity Group Chair and Treasurer names, member numbers, and e-mail addresses should be sent to the Section Secretary within 20 days of an election. If the same officer is going to be in place for an upcoming year, send that information to the Section Secretary in December, along with updated contact information if applicable.

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

IEEE Geographic Unit Required Reporting & Rebates

2023 Geographic Unit Rebate Schedule

Section 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 for each Subsection meeting minimum requirements.

Chapter and Affinity Group rebate

US\$200 for each Chapter and Affinity Group meeting minimum requirements in accordance with the following sections of the MGA Operations Manual:

Geographic Councils

Geographic Councils can receive only Chapter/Affinity Group rebates (US\$200/unit) for active Chapters and/or Affinity Groups

▶ *The rebate is paid to the Section by the end of the second quarter. The funds provided are intended for the support of not only the Section's activities, but also the activities of its subunits, including Subsections, Chapters, Affinity Groups, and IEEE student organizations.*

▶ *For Sections formed from Subsections after 31 December, the current year's rebate for the new Section shall be based upon the terms of a written agreement between the officers of the parent Section and the new Section. The agreement will be developed in consultation with the Region Director.*

IEEE Geographic Unit Required Reporting & Rebates

Meeting Categories and How Meetings Are Counted

- ▶ **Administrative:** meetings of the Section/Chapter/Affinity Group Executive Committee to discuss unit administrative matters (e.g., elections, Section functions, activity planning). Sub-categories are:
 - ExCom;
 - Officer Training.

- ▶ **Professional:** meetings to enhance professional development (such as continuing education, a speaker discussing the current job market, preparation of resumes, etc.). Sub-categories are:
 - Continuing Education;
 - Professional Development;
 - Industry Relations: meetings and activities with local industries (e.g., a tour);
 - Professional (Other).

- ▶ **Technical:** meetings of a technical nature specific to the needs of the unit, or of interest to the members. Society Chapters must hold and report a minimum of two technical meetings annually in order to qualify for the rebate. Sub-category is not applicable.

- ▶ **Non-Technical:** generally meetings of a professional nature. Sub-categories are:
 - Social;
 - Awards Dinner;
 - Pre-University Activities – Teacher–In-Service Program, a science fair;
 - Non-technical (Other).

IEEE Geographic Unit Required Reporting & Rebates

How meetings are counted

- ▶ If a Section or Chapter or affinity group meeting is reported more than once, and the date, location, type of meeting, and number of attendees are the same, it is considered one (1) meeting, and the duplicate meeting reports are deleted from the records.
- ▶ Regardless of the length of a meeting (whether 1 hour, 8 hours, or longer), for reporting purposes, it is considered one (1) meeting. There may be several speakers and topics; however, they would be considered 'sessions' of the same meeting. To be considered separate meetings, the type of meeting, the location, and/or the number of attendees must vary. For example: If a Unit meeting begins at 9:00 AM and ends at 5:00 PM, even though there are several speakers and topics, it is considered one (1) meeting.
- ▶ Occasionally, Section Meetings are followed by Chapter/Affinity Group meetings, or are joint meetings of one or more Subunits. In those instances, the meetings may be reported individually by the Section(s) and Chapter/Affinity Group(s) and can be counted as a separate meeting for each of the Subunits.
- ▶ If a Unit Executive Committee holds an administrative meeting, followed by a general technical or non-technical meeting, the meetings can be reported individually and will be counted as two (2) separate meetings.
- ▶ Section, Chapter, and Affinity Group meetings should be held within the geographic boundaries of the Section.

IEEE Geographic Unit Required Reporting & Rebates

Financial Reporting

- ▶ As of April 30, 2021, NetSuite is no longer available. NetSuite 2020 and prior data is available upon request. Please contact the MGA Finance Team at finance-solutions@ieee.org with any requests for data or questions you may have.
- ▶ IEEE geographic units must annually report their financial status (using the financial online reporting tool, NextGen), covering the period of 1 January–31 December.
- ▶ Geographic unit Treasurers are responsible for recording the financial activity of their unit and any subunits (Subsections, Chapters, and/or Affinity Groups) using NextGen. In order to be eligible for the 10% rebate bonus, this information must be in the system no later than **17 February 2023**.
- ▶ Units submitting financial reports **later than 28 February 2023** will not receive rebate payment for 2022 activity.
- ▶ If the Section or Council is unable to obtain financial records from a subunit, it may opt to submit a statement that the subunit has failed to submit a timely financial report and waive its right to a rebate for that particular subunit. Delinquent subunits may be subject to probation or even dissolution.
- ▶ For subunits that report consolidated financials with the Section, income and expense information and year-end bank statements (if applicable) should be submitted to your Section's Treasurer as soon as possible.

IEEE Geographic Unit Required Reporting & Rebates

Geographic Unit Compliance

Select IEEE Volunteer leadership are required to take the training. Volunteers who are required to take the training will receive an email from IEEE with a link to log-in to their assigned training classes. The email will come from "compliance-training@ieee.org" with a subject line that reads, "Access Your Required IEEE Compliance Training".

For more information about the [Compliance Program](#) visit the IEEE Support Center. In some countries/regions, IEEE may be required to have a registration while in others no action is necessary. If your Section is conducting or plans to conduct any of the following activities, please [e-mail MGA Compliance staff](#) to determine if registration may be needed in your country/region:

- ▶ issuing invoices to vendors for rendering of services related to IEEE activities;
- ▶ opening a local bank account;
- ▶ collection of membership dues;
- ▶ financial sponsorship of a conference;
- ▶ offering an educational accreditation program;
- ▶ compensating individuals for work performed on a full or part-time basis;
- ▶ purchasing or leasing property;
- ▶ publication of papers and magazines.



IEEE Section Vitality

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.*
- ▶ Does your Section have Social Media presence (Facebook, Instagram, etc)
- ▶ Train new officers through the Center for Leadership Excellence.
- ▶ Are you familiar with vTools?
- ▶ Promote use of Section Vitality Dashboard, vTools and SAMIEEE. *
- ▶ Review /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)
- ▶ Review meeting reporting on vTools for all local units and bring it up to date

IEEE Section Vitality

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 (e.g. webinar).
- Engage with Regional Leadership and activities (e.g. attend annual regional meeting).
- Review Affinity Group and Chapter activities to ensure continuity.
- If there are no affinity groups or chapters in the Section, strive to form one using SAMIEEE to gauge members' interests.*

IEEE Section Vitality

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

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).
- Organize an Annual Dinner with Section Awards.
- Communicate with the Section membership and announce new officers
- Are elections held annually?
- Did you have an election in the last 2 years?



Activities marked with an asterisk can also be conducted anytime during the year.

Important Links

Vitality means performing the duties, initiative, energy, and enthusiasm . Vital organizational units (Sections, Chapters, Affinity Groups and Student Branches) better serve their members. Some years ago IEEE Member and Geographic Activities made Section Vitality a priority. In order to have all the Sections alive and active, IEEE needs many enthusiastic volunteers on all levels and especially on the Section level.

[Tips for recruiting and retaining volunteers](#)

[Volunteer Recruitment Toolkit](#)

[Surveying Members](#)

[IEEE Membership: The Elevator Pitch](#)

[Member Recruitment Best Practices](#)

[Member Retention Best Practices](#)

[IEEE Geographic Unit Record Retention Schedule](#)

[Request for letter to employer](#)

[IEEE Technical Chapters](#)

[IEEE Geographic Unit Formation Policies and Petitions](#)

[Volunteer Tools](#)

[OU Analytics](#)

[IEEE Data Access and Use Policy](#)

[IEEE eNotice Service](#)

[Forms](#) (Usage of IEEE Brand, Business conduct and IEEE Copyright form)

IEEE OU Analytics

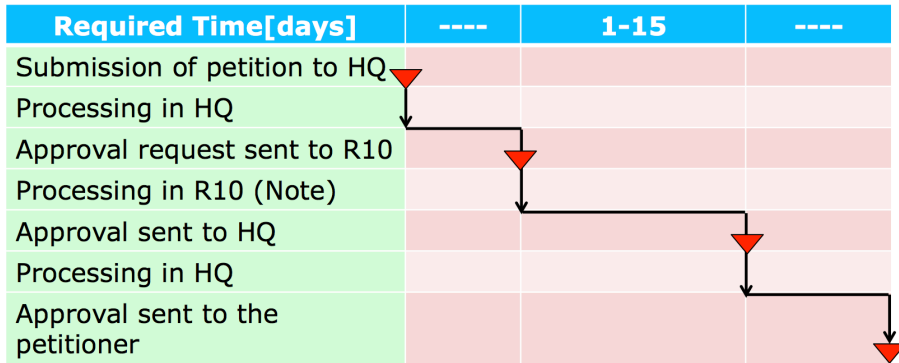


Activity Bonus

- ▶ 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 timelines) in order to be eligible for an activity bonus.

Day-to-day operation – Petition Evaluations

Target Processing Time for R10 New Subsection/Chapter Petitions



(Note) Processing in R10:

- Review of petition document by R10 Committee lead by the R10 Section and Chapter Coordinator: 1-7 days
- R10 Section and Chapter Coordinator recommendation to R10 Director and confirm the R10 Decision: 1-8 days



R10 may consider reject the petition if no response or outstanding issues pending for the period over 30 days

IEEE R10 Requirements and Guide for New Section/Subsection/Chapter Formation

- ▶ Chapter
 - Minimum petitioners: 12 IEEE members.
 - Please see note 1 for the complete process to follow.
- ▶ Subsection
 - Minimum petitioners: 20 IEEE members.
 - Please see note 1 for the complete process to follow.
- ▶ Subsection Elevation to Section
 - Active Subsection for three consecutive years.
 - Minimum petitioners: 100 IEEE members.
 - At least three times larger than the membership when the subsection was formed.
 - Please see note 2 for the complete process to follow.

IEEE R10 Requirements and Guide for New Section/Subsection/Chapter Formation

Note 1 - Additional information and process to follow.

1. Prepare the appropriate petition documents by following the Basic MGA Approval Process shown in the MGA Website: <https://mga.ieee.org/resources/operations/formations-petitions>.
2. Prepare Business plan indicating the followings:
 - motivation to form a new OU,
 - detail activities to be conducted within the first six months to ensure sustainable growth of the proposed new OU,
 - the first year goal, and
 - local support.
3. The plan should be endorsed and approved by the Chair of Parent OU.

IEEE R10 Requirements and Guide for New Section/Subsection/Chapter Formation

Note 2 - Additional information and process to follow

1. The section petitioner must show proof that it had complied the following.
 - A) Active Subsection for three consecutive years.
 - B) Minimum petitioners: 100 IEEE members as well as at least three times larger than the membership when the subsection was formed.
 - C) Threefold growth in their activities over the period.
2. Subsection must seek internal consent and approval from its current parent Section EXCOM. In this regard the subsection must comply the following:
 - A) Business plan of the new Section petitioner for the first 3 years. See note 3. The plan is to be prepared by the petition organizer, endorsed by the current parent Section Chair.
3. Prepare the appropriate petition documents by following the Basic MGA Approval Process shown in the MGA Website: <https://mga.ieee.org/resources-operations/formations-petitions>

IEEE R10 Requirements and Guide for New Section/Subsection/Chapter Formation

Note 2 - Additional information and process to follow

4. The petitioner should submit all relevant petition documents to the IEEE R10 Section and Chapter committee chair, copy furnished to the IEEE R10 secretariat.
5. The IEEE R10 Section and Chapter Committee chair will verify the validity of the petition documents by asking the petitioners parent Section Chair to give comments.
6. The SC team will evaluate all the information presented pertaining to the petition.
7. If all the information validated are alright, the SC team through the SC coordinator will recommend to the IEEE R10 Director to sign and endorse the petition for R10 to become the parent OU of the petitioner.
8. When the IEEE R10 Director signs the petition or give the approval via email, the Section and Chapter Committee chair will send the approved petition form to the petitioner.
9. The petitioner can now submit its petition request (with the IEEE R10 Director approved document that R10 will be the parent of the petitioner) to the MGA.
10. MGA gives final approval of the petition.

IEEE R10 Requirements and Guide for New Section/Subsection/Chapter Formation

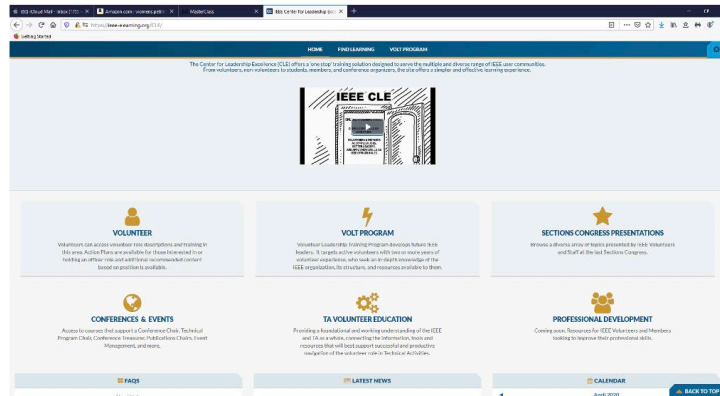
Additional information in the business plan

1. How will you keep your OU active, and add the members?
2. How will you retain the members?
3. How will you make your OU self-sustaining and manage funding for activities/ events?
4. How will you enhance member benefits & make IEEE preferred professional platform?
5. How will you create deeper IEEE connectivity with Industry, Research & Academia to enhance value for members?
6. Any other input/information.

Action items from IEEE MGA Chapter Operations Support Committee

Earlier an Adhoc MGA/TA Joint Committee

1. **Work with GUOS and the MGA Training Committee to provide training and information resources to the Chapters**
 - Designate CLE as the home for chapter resources



- Include best practices, training, etc. Very quickly will be able to provide links to currently available training and best practices. Second phase, creation of new materials, best practices, review existing training, etc. Need to create chapter coordinator training. Developing project plan with timeline

Action items from IEEE MGA Chapter Operations Support Committee

Earlier an Adhoc MGA/TA Joint Committee

- 2. Implement welcome letters to new officers, with links to training and other resources**
- 3. Create and send a Chapter self-assessment survey, similar to the Section self-assessment done annually**
 - Provide feedback on results
 - Provide suggested remedies for issues
- 4. Define a Chapter Coordinator position for Societies/Councils, Regions, and Sections with multiple Chapters.**
- 5. Initiate a series of webinars for Chapter leadership**
 - To become quarterly
 - Assorted topics presented by Societies, Regions, Ad Hoc Committee, others as needed. Pilot in Region 10
- 6. Request that all Societies budget for financial support of Sections**
- 7. At Section's Congress, provide sessions for Section Officers on improving Chapter relations**



Let's work together

amitkr@ieee.org