RA APPENDIX IV –
SUMMARY OF DUTIES AND RESPONSIBILITIES – SECTION OFFICERS

The following duties and responsibilities of Section Officers have been compiled and approved by the RAB/TAB Section/Chapter Support Committee. This information is being provided as a guideline for Section Officers.

The guidelines noted below must conform to the provisions of the IEEE Constitution, IEEE Bylaws, IEEE Policy Manual, RAB Operations Manual and Section Bylaws. If, having consulted these documents, questions of procedure or interpretation remain, inquiries should be made to the Managing Director, Regional Activities Department.

1. SECTION CHAIR/VICE CHAIR *

A. In possession of and familiar with the IEEE Constitution, Bylaws, RAB Operations Manual and the Section Bylaws.

B. Presides at meetings of the Section and the Section Executive Committee.

C. Operates the Section to maximize satisfaction of Section member needs with the resources available.

D. Establishes and supports Chapters in his/her Section for all societies having 12 or more interested members who reside in the Section.

E. Establishes and supports Affinity Groups for those approved groups with 12 or more members interested in supporting such a group who reside in the Section.

F. Develops and presents plans for meeting members' needs to the Section Executive Committee for review.

G. Identifies appropriate volunteers and presents their appointments to the Executive Committee for review.

H. Ensures that all Section Officers, Committee Chairs and Chapter Chairs are properly trained for their jobs.

I. Signs L-50 financial report and confirms all reporting is accurate and submitted in a timely manner.

J. Ensures satisfactory performance from the other Section Officers and the Section Committee Chairs.

K. Appoints a Nominating Committee

L. Prepares an annual report of Section Activities for submission to the Region.

M. Represents the Section at all appropriate IEEE gatherings.

N. Transfers Section records to the new Section Chair at the end of the year.

* The Section Vice Chair fulfills the duties of the Chair in his or her absence, and assists and supports the Chair as required/assigned.

2. SECTION TREASURER

A. Accurately maintains financial records for Section.

B. Maintains bank accounts of Section funds.

C. Processes bank account signature authority documentation for IEEE Staff Director, Financial Services' signature where local laws and regulations permit.

D. Prepares the annual budget for submission to the Section Executive Committee.

E. If a Finance Committee is in place, serves as Chair of that committee.

F. Makes disbursements in accordance with the approved budget.

G. Refers expenses outside the budget to the Section Chair for action.

H. Ensures that all Section expenditures and disbursements are made in accordance with IEEE policy.

I. Is familiar with the relevant governance documents affecting financial operations, including but not limited to the RAB Operations Manual and the IEEE Policies Manual.

J. Prepares financial reports for the Section Chair, Section Executive Committee and Regional Director.

K. Passes on to successor all relevant records of office at the end of term.

L. Submits annual report of financial activity to the IEEE Operations Center and provides follow-up where necessary to confirm that the report has been approved.

3. SECTION SECRETARY

A. Accurately records minutes of all Section meetings.

B. Distributes agenda and meeting notices for all Section meetings.

C. Reports all Section and subunit meetings to the IEEE Regional Activities Department using the proper forms.

D. Maintains all Section records.

E. Notifies the IEEE Regional Activities Department of all changes in Section and subunit Officers.

F. Maintains an adequate supply of all forms, stationary, and other materials required by the Section.

G. Submits Section Bylaws to the IEEE Regional Activities Department and reports any revisions to be made to them.

4. STUDENT ACTIVITIES COORDINATOR

A. Become familiar with IEEE Student Activities-related programs through contact with the Regional Student Activities Chair (RSAC), Regional Student Representative (RSR), the Student Concourse web site at www.ieee.org/students and IEEE Student Services Staff.

B. With the approval of the Section Executive Committee, plan and execute training programs to address the needs and concerns of Student members and promote active involvement with IEEE after graduation.

C. Serve as liaison to Student Branch Counselors and Student Branch Chairs to maintain communication with the Section.

D. Provide a regular report to the Section Executive Committee about the status of Student Activities programs in the Section and in the geographic area. Remind the Section that Sections receive a rebate for Student members.

E. Pass on to successor all relevant records of office at the end of term.

5. MEMBERSHIP DEVELOPMENT COORDINATOR

A. Receives monthly mailings of Section membership statistics from IEEE Operations Center.

B. Maintains a current record of Section membership.

C. Analyzes Section membership information and identifying membership problems and opportunities.

D. Submits requests as needed for membership development materials, including posters and applications, to IEEE Operations Center staff.

E. Communicates regularly with Regional Membership Development officer.

F. Coordinates membership exhibits for local conferences, including but not limited to use of IEEE Cooperative Display program, soliciting materials for exhibits, identifying volunteers to staff booth.

G. Maybe asked to manage Section membership database (SAMIeee).

H. Serves as resource to members seeking information on Senior member elevations.

I. Communicates regularly with GOLD and Student representatives as well as Chapter Chairs about membership recruitment and development opportunities within those groupings.

J. Identifies opportunities for recruitment and elevation within the Section.

K. Provides regular membership status report with recommendations to Section Executive Committee.

L. Passes on to successor all relevant records of office at the end of term.

6. ELECTRONIC COMMUNICATIONS COORDINATOR

A. Is knowledgeable of IEEE governance documents as they relate to electronic communications, including but not limited to IEEE Policy & Procedures.

B. Maintains or coordinates the maintenance of:

- Section access to membership data (SAMIeee), if necessary
- Section email distribution list; and,
- Section web page.

C. Provide member contact data upon request to Section officers and Chapter Chairs

D. Periodically review member data and communicate concerns to IEEE Operations Center), if necessary.

E. Communicate regularly with Regional Electronic Communications Coordinator.

F. Provide monthly or quarterly update to Section Executive Committee on status of Section's electronic communications activity.

G. Passes on to successor all relevant records of office at the end of term

7. EDUCATIONAL ACTIVITIES COORDINATOR

A. Work with the MD Coordinator, to become aware of Section's demographics with relation to membership employed by academia, industry and government.

B. With the approval of the Section Executive Committee, plan and execute training programs to address the technical and professional development of the membership

C. Maintain information about Educational Activities through the IEEE Professional Development Institute (http://www.ieee.org/pdi).

D. Where appropriate, maintain information about national society(ies) and their educational activities.

E. Maintain information about area educational and training opportunities and promote these programs to the IEEE membership.

F. Provide a regular report to the Section Executive Committee about status of Educational Activities programs in the Section and in the geographic area.

G. Maintain communications with Regional Educational Activities contact.

H. Passes on to successor all relevant records of office at the end of term.

8. PROFESSIONAL/CAREER ACTIVITIES COORDINATOR

A. Is knowledgeable of IEEE governance documents as they relate to professional or career activities, including but not limited to IEEE Policy & Procedures, especially as relating to legal activities such as political advocacy (lobbying).

B. Be aware of Section's demographics with relation to membership employed by academia, industry, and government.

C. With the approval of the Section Executive Committee, plan and execute programs to address the career development of the membership

D. Where appropriate, maintain information about career activities through the IEEE-USA Professional Development programs.

E. Where appropriate, maintain information about national society(ies) and their career development activities.

F. Keep abreast of latest IEEE member benefits relating to careers, including monitoring the IEEE Career & Employment Opportunities web page. (http://www.ieee.org/careers)

G. Maintain information about area job fairs and career expositions and promote these to the IEEE membership.

H. Submit regular report to Section Executive Committee on status of Section's Professional/Career-related activities.

I. Communicate regularly with Regional Professional/Career Activities contact.

J. Passes on to successor all relevant records of office at the end of term.

9. CHAPTER CHAIR

A. In possession of and familiar with the IEEE Constitution, Bylaws, RAB Operations Manual and the Section Bylaws (the Chapter is managed according to the administrative parent Section's bylaws).

B. Presides at meetings of the Chapter and the Chapter Executive Committee.

C. Operates the Chapter to maximize satisfaction of Chapter member needs with the resources available.

D. Develops and presents plans for meeting members' needs to the Chapter Executive Committee for review.

E. Identifies appropriate volunteers and presents their appointments to the Chapter Executive Committee for review.

F. Insures that all Chapter Officers and Committee Chairs are properly trained for their jobs.

G. Signs off on financial report where appropriate and confirms all reporting accurate and submitted in a timely manner.

H. Insures satisfactory performance from the other Chapter Officers and the Chapter Committee Chairs.

I. Prepares an annual report of Chapter Activities for submission to the Section Secretary, Region and/or Society Chapter Coordinators.

J. Represents the Chapter at all appropriate IEEE gatherings.

K. Transfers Chapter records to the new Chapter Chair at the end of the year.

10. AWARDS & RECOGNITION COORDINATOR

A. Is knowledgeable of IEEE governance documents as they relate to Awards & Recognition, including IEEE Bylaws, Policy & Procedures, and RAB Operations Manual.

B. Maintains historical records of Section awards distributed.

C. Submits any new Section award to RAB Awards & Recognition Committee for approval.

D. Is knowledgeable of IEEE recognition products, including pins, plaques, certificates, etc., and process for ordering.

E. Drafts letter for recognition of newly elevated Senior members and Fellows for signature of Section Chair, and distribution by Section Secretary.

F. Presides at meetings of A&R Committee. Forwards recommendations to Section Executive Committee for approval.

G. Provides regular report, including recommendations, to Section Executive Committee for information and, where appropriate, action.

H. Passes on to successor all relevant records of office at the end of term.