IEEE Volunteer Leadership Training Tools

Presented by Engr Isaac Adekanye
On IEEE Nigeria Section Technical and Administrative Meeting, 14th March, 2020
@ Digital Bridge Institute, Jabi Abuja
IEEE

- Brief history
- Organization / Operations
- Regions / Divisions
- Sections / AG / SB / Chapters
- Volunteers focus
- Section Leaders and roles
- Leadership tools
- Expectations
The Founding of IEEE

1884
Thomas Edison, Alexander Graham Bell, and other notables founded the American Institute of Electrical Engineers.

1912
IRE
Institute of Radio Engineers

1963
AIEE and IRE merged to become the Institute of Electrical and Electronic Engineers, or IEEE.

Pioneers of wireless technologies and electronics founded the Institute of Radio Engineers.
Summary of the IEEE Organization

Members

Assembly

Board of Directors

Executive Director

Staff

IEEE-USA  EAB  PSPB  MGA  Standards  TAB  Committees
IEEE Membership Regions

TOTAL MEMBERSHIP – 430,000+
Sections – Nearest Point to Members

Technical Activities Board

- Divisions
  - IEEE Societies & Technical Councils

Member & Geographic Activities Board

- Regions
  - Areas
  - Section
    - Chapters
    - Affinity Groups
      - Sub-Sections
      - Student Branches
      - Councils
        - SB Chapters
        - SB Affinity Groups

Geographic Unit Structure

Parent Committees - WIE, YPs, LMC, Consultants Network
<table>
<thead>
<tr>
<th>Actions</th>
<th>What members should feel from the experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Join &amp; Renew</td>
<td>Easy, and <strong>makes me feel like IEEE cares about me</strong></td>
</tr>
</tbody>
</table>
| Navigation & Discovery | I can **find what I need easily**  
                          | I can get **help from a person**  
                          | when I need it. It **saves me time**                                           |
| Using Products & Services | Offerings are **relevant to my needs**  
                          | My **expectations are exceeded** when I use products  
                          | **Benefits consistently exceed the costs**  
                          | IEEE makes good on their **reputation for quality**                            |
| Attending Events       | I can **easily find and register** for events  
                          | I **feel welcome** and **part of the organization**  
                          | I get **valuable information**                                                 |
| Getting support        | I can get support **when & how I need it**  
                          | Staff/Volunteer(s) **understand & exceed my needs**                            |
| Volunteering           | I can **easily find** valuable opportunities  
                          | I get **proper training & recognition**                                         |
Tips for IEEE Leaders

- **Lead By Example**: delegate functions
- Encourage **Ownership of Goals** that are **Engagement Oriented**
- Use **Projects** to drive effective **Engagement**
- **Focus** on key audiences: YP, WIE, Academia, Students, Industry professionals.
- **Measure** results
Mode of Operation

- Meetings – Excom, Section, Chapter, etc.
- Membership development
- Affinity group activities
- **Reporting / Rebates**
- Mentoring
- Humanitarian activities
Section Leaders – ExCom

- Section Chair
- Vice Chair
- Secretary
- Asst Secretary
- Publicity Secretary
- Treasurer
- Immediate Past Chair
Co-opted Exco Members

- Communications
- Computer
- Consultants
- Industrial Applications
- Power Energy
- Women in Power
- Past Section Chairs
Section Chair

- Know all about Bylaws; Policies & Procedures; RAB Operations Manual
- Chair meetings
- Work with ExCom, Committee, Chapter & Affinity Group Chairs to support activities
- Represent Section at Region/HQ Meetings
- A signatory to Bank Accounts
Section Vice Chair

- Chair meetings in absence of Chair
- Familiar with policies relating to the activity of the Section and subunits, including Bylaws; Policies & Procedures; RAB Operations Manual
- Perform additional tasks assigned by Chair
Section Treasurer

- Prepare the annual budget
- Record all financial activities
- Reconcile bank statements/activity
- Report status of finances to the Section ExCom on a regular basis
- Prepare and submit Annual Financial Report (L-50)
- A signatory to Bank Accounts
Section Secretary

- Record minutes of ExCom and other Section meetings
- Handle all correspondences
- Distribute meeting notices
- Maintain Section Records
- Submit Officer and Meeting reports, including Officer changes during the year, to IEEE Operations Center
Assist Secretary

- Supports the Secretary to perform all functions
- Handle the Secretariat in absence of Secretary
- Perform additional tasks assigned by Secretariat
Publicity Secretary

- Disseminates information on the Section activities to members
- Publicize invitation to meetings, programs, etc.
- Perform additional tasks assigned by Secretariat
Chapter Chair

- Preside at Chapter ExCom and other meetings
- Work with other Chapter Officers to plan program of activities for Chapter
- Represent Chapter at Section ExCom and Society sponsored meetings
- Familiar with Section bylaws, policies & procedures, RAB Operations Manual, etc.
- Submit or ensure submission of required reports to Section
Tools Available for Section Leaders

✓ Section Vitality Dashboard - http://www.ieee.org/societies_communities/geo_activities/dash board.html

✓ Section Vitality Checklist and Section Election Calendar Tool http://www.ieee.org/societies_communities/geo_activities/resources/section_vitality.html


✓ MGA Website - https://www.ieee.org/societies_communities/geo_activities/56707_Member_and_Geographic_Activities.html

✓ MD Website - www.ieee.org/md

✓ Support Center - https://supportcenter.ieee.org/

✓ Center For Leadership Excellence, CLE (Officer training, job descriptions for most volunteer positions) https://ieee-elearning.org/CLE/
v-Tools

- vTools eAdvice
- vTools Events
- vTools Officer Reporting
- vTools Students Branch Reporting
- vTools Voting
- OU Analytical
- Web Conferencing and recording
- Web hosting
IEEE Centre for Leadership Excellence

- Volunteer Resources
- VoLT
- Membership Development Training
- Sections Congress Presentations
- Conference and Events
- Technical Activities Volunteer Education
- CEU
Expectations

- Take the Nigeria Section to higher performance level
- Develop/practice/improve **teamwork** skills
- Advance humanitarian activities
- Increase SB, Affinity Groups and Subsections visibility
- Networking and friendships
- Greater membership benefits / MDO
- Mentorship
Questions?
Thank you