

POSITION TITLE: Student Branch Chair

TERM: Elected Position. One year with a maximum of two consecutive terms

APPROVAL: 03 September 2018

LATEST REVISION: 05 November 2018

Outline

The Student Branch Chair provides leadership for the student members at their university. The Chair works closely with the student branch executive committees to organise and promote local events and opportunities that benefit NSW members. Through the Chair's leadership the student branch plays an important role in recruiting and retaining IEEE members. Regular communication with the Student Branch Counsellor and the Section Committee required. Each student branch should aspire a 2% growth in membership each year.

ACTIVITIES

January

- Communicate any changes (names and emails) to the branch committee to the NSW Section Executive
- Work with the branch committee to organise events for the year and a budget. Note that branch engagement during the year determines the following years budget
- Advertise and plan submissions for the IEEE Australia Council competitions

February

- Submit chapter budget to the Section Treasurer for approval at the Section meeting (funding amount based on previous years activities)
- Ensure that branch information on the Section and branch websites are up to date
- Communicate with previous year members the benefits of renewing IEEE membership
- Ensure a member submits an article to the March edition of Circuit

March

- Advertise the NSW Section free IEEE memberships (if any). Ensure that all members that register are included in branch communications as activation does not occur until mid-April

April

- Attend a Student Chair Collaboration Meeting

June

- Ensure a member submits an article to the July edition of Circuit
- Start planning for IEEE Xtreme

July

- Send an e-notice to branch members reminding them of the achievements in the year to date, as well as the plans for the rest of the year

August

- Branches should organise an exhibit showcasing their activity and achievements for the previous 12 months at UNITE

September

- Ensure a member submits an article to the October edition of Circuit

October

- IEEE Xtreme is held in this month
- Organise for an annual general meeting to be held in November/December.
- Ensure a call for nomination for the next branch committee is made
- Ensure candidates for the Student Branch Councillor are made available to be elected at the AGM
- Ensure the branch is well progressed in submitting Student Branch Reporting via vTools for the 1st of Nov deadline

November

- Ensure the branch is represented at the Section AGM

December

- Work with the Branch Secretary to ensure all meeting reports are completed and up to date
- Communicate with branch members reminding them of the years achievements, as well the reasons/benefits for renewing membership