

**POSITION TITLE:** Section Chair

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

**APPROVAL:** 06 Aug 2018

**LATEST REVISION:** N/A

---

## **Outline**

The NSW Section Chair provides strategic leadership and works together with the Vice Chair, Treasure, Secretary, Chapter Chairs and other committee members to provide value, professional development and engagement activities for members with an overarching focus of advancing technology for humanity.

---

## **ACTIVITIES**

February – November, monthly

- Two weeks before each meeting reach out to the committee with important information and notice of the agenda item to the secretary
- Attend Section meetings on the first Monday of each month and present a Chairs report
- Work with all committee members to ensure that key milestones for each position is being met and that future initiatives and strategic goals are being met

January

- If newly elected, update IEEE officer reporting: <https://officers.vtools.ieee.org/>
- If newly elected, add agenda item to confirm Australia Council representative
- Complete section vitality report (from HQ)
- Work with executive committee to set a strategic plan for the year
- Work with secretary to complete R10 Section Report (due early Feb)
- Work with treasurer to call out budget requests and discuss budget
- Work with Joint Lecture Series Coordinator to send out e-notice to call out for presenters (starts March and bi-Monthly)
- Update the email distribution list with changes to the committee structures
- Within e-notice add a section reminding people to renew IEEE membership

February

- Work with Section SAC to send out student free membership adverts to student branches by mid-month
- Ensure R10 Section Report complete and sent
- Prepare travel arrangements for R10 meeting (late Feb/early Mar)
- Discuss with Business Events Sydney the annual IEEE Fellows Dinner and other events and opportunities
- Submit a Chairs report to Circuit Editor

## March

- Attend R10 and Australia Council meeting and provide a report for the April Section meeting
- Send an e-notice to non-renewing members reminding them to renew membership and reinforcing the advantages of being an IEEE member

## April

- Seek reviewers for the Australia Council competitions
- Encourage members to apply for R10 awards
- Encourage the take up of free student memberships
- Visit student branches
- Attend a Chapter Chair & Student Chair Collaboration Meeting

## May

- Australia Council meeting on the third Tuesday of the month at 7pm
- Visit student branches
- Prepare plans for the organisation of the annual UNITE event

## June

- Submit a Chairs report to Circuit Editor
- Commence the call out encouraging members to apply for the NSW IEEE Volunteer Awards
- Start encouraging members and exhibitors to attend UNITE

## July

- Attend BES organised IEEE Fellows Dinner
- Australia Council meeting on the third Tuesday of the month at 7pm

## August

- Attend the annual IEEE UNITE event
- Work with committee to begin preparation for the Section AGM

## September

- Submit a Chairs report to Circuit Editor
- Australia Council meeting on the third Tuesday of the month at 7pm

## October

- Start encouraging members to attend the AGM
- Discuss at Section Meeting how the AGM can be used to maximise participant engagement for the future benefit of the section

## November

- Prepare for and attend Section AGM
- If outgoing, prepare and provide handover to new Chair
- Australia Council meeting on the third Tuesday of the month at 7pm

## December

- Write an article recapping the years events and the value delivered by IEEE membership throughout the year and why they should renew