

POSITION TITLE: Student Activities Chair (SAC)

TERM: Nominated Position. Confirmed at the start of each year

APPROVAL: 05 Nov 2018

LATEST REVISION: N/A

Outline

The Student Activities Chair provides support for all student activities across the section. Key tasks involve:

1. Working with Student Branch Councillors and Committees to ensure engagement with IEEE activities and opportunities
 2. Identify inactive branches and work with the Section Executive and Membership Development Officer to enable strategies to promote active engagement
 3. Regular communication with Young Professionals, Women in Engineering and Professional Activities Chairs
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ACTIVITIES

January

- Contact all active student branches and branch councillors in the previous year and ensure that a successful transition has taken place
- Identify and report to the section executive branches at risk
- Ensure branches are making progress towards submitting a Best Student Branch application for the Australia Council Competition
- Ensure branches submit evidence for their yearly funding allocation for the February section meeting
- Work with the Membership Development Officer to ensure that a funding proposal is put to the February meeting for free student memberships

February

- Report to the section the status of student branches and identify one inactive branch that will be the target to rejuvenate throughout the year
- Work with the branch councillors and committee to ensure a plan is put in place to engage maximise engagement with the IEEE based on the budget model

June

- Ensure branches are making progress on their plans. A report should be made to the section
- Encourage branches to submit an article to July circuit

September

- Ensure branches are making progress on their plans. A report should be made to the section
- Encourage branches to submit an article to October circuit

October

- Provide a report to be submitted to the Section AGM
- Ensure branches will submit required reports by deadline
- Send an email to the Section Executive confirming if you would like to continue the position into the following year