

POSITION TITLE: Student Branch Counsellor (SBC)

TERM: Elected Position by Student Branch and endorsed by Section Chair

APPROVAL: 05 Nov 2018

LATEST REVISION: N/A

Outline

As an IEEE Student Branch Counsellor, you have a valuable position in the IEEE as the faculty person with direct contact with students. A key responsibility is to influence and shape the minds of young, bright and energetic professionals. It is you, who can help develop the enthusiasm and professional awareness of hundreds or thousands of students.

A SBC is a faculty member of the university, who is an active IEEE member, serves as an advisor to the branch and its student officers. Since student officers change annually, and sometimes more frequently, the Branch Counsellor lends a sense of continuity to branch affairs. The counsellor is also a liaison with IEEE Headquarters, familiar with all aspects of branch operations, and a source of information and guidance about the IEEE. As Branch Counsellor, you will promote the professional and academic welfare of IEEE Student members and work closely with them.

Specific Duties

- Ensure that information from IEEE Headquarters and NSW Section is shared with the student officers
- Attend Executive Committee meetings and assist IEEE Student Branch Committees
- Participate in Branch Counsellor events, webcasts or other programs sponsored by IEEE MGA or the NSW Section
- Consult with IEEE NSW Section Student Activities Committee (SAC) about Branch activities and problems
- Foster good relations with the local Sections and encourage students to establish regular liaison with the Section SAC Chair and Young Professionals Affinity Group Chair
- Promote student awareness of awards, contests and benefits of membership— visit www.ieee.org/benefits or www.ieee.org/scholarships
- Establish industry contacts for Branch programs and activities
- Involve other faculty members in the activities of the Branch

Appointment

A Branch Counsellor is appointed by the IEEE Section Chair upon the recommendation of the Student members of the Branch and the Section Student Activities Committee Chair, and serves with the approval of the Department Head. The appointment or reappointment shall normally be for two years (extensions permitted). The Branch can either re-nominate the current Branch Counsellor or submit a new recommendation. Student branches will vote on the SBC at the AGM.

ACTIVITIES

January

- If newly nominated ensure that the position is endorsed by the NSW SAC and Section Chair
- 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
- Encourage the branch to advertise and plan submissions for the IEEE Australia Council competitions

February

- Ensure branch submits budget to the Section Treasurer for approval at the Section meeting (funding amount based on previous years activities)

March

- Advertise the NSW Section free IEEE memberships (if any) to students. Encourage staff to promote IEEE membership in lectures.

June

- Ensure that at least one meeting with the student branch committee has been held
- Help the student branch committee start preparing for IEEE Xtreme

August

- Encourage and support branches to organise an exhibit showcasing their activity and achievements for the previous 12 months at UNITE

October

- Support the branch committee to organise an annual general meeting to be held in November/December. At the AGM an agenda item should be the nomination of the Branch Councillor
- Ensure the branch is well progressed in submitting Student Branch Reporting via vTools for the 1st of Nov deadline
- Ensure SBs carry out reporting (Meeting and Officer) and provide Report for AGM.

November

- Ensure the branch is represented at the Section AGM