



IEEE NSW SECTION 2018-2019 Strategic Plan

Latest Update

15 May 2019

Our Purpose

To provide a local medium to support the IEEE's core purpose of "*foster technological innovation and excellence for the benefit of humanity*"

The IEEE New South Wales (NSW) Section provides local activities and services to IEEE members who live, work and visit us in New South Wales, Australia. We also support the activities of the NSW Chapters, Student Members, Young Professionals, Women in Engineering and Life Member affinity groups

Vision for 2018-2019

Across 2018-2019 the New South Wales Section will embark on a period of reflection. The section committee will examine three fundamentals:

- 1) SECTION STRUCTURE (EXPECTATIONS, FUNDING & COMMUNITY)
- 2) MEMBERSHIP VALUE (COMMUNICATION, ENGAGEMENT, DEVELOPMENT & RECOGNITION)
- 3) COMMUNITY AND TECHNICAL CONTRIBUTION

This process of reflection will provide a solid foundation for greater impact in 2020 and beyond.

This vision will be enacted through 8 goals listed below. Each goal is associated with action items and success indicators that will drive the reflection and change process. The progress in achieving the goals will be monitored and documented at each section meeting. The action items form a culmination of ideas gathered through experience of the newly elected executive committee and through participation, findings and exchange of ideas at ANZSCON, POCO and Sections Congress 2017.

The implementation of the goals will require substantial resourcing and can only be achieved by greater involvement of the wider IEEE NSW community.

Our Goals

FUNDAMENTAL ONE: SECTION STRUCTURE (EXPECTATIONS, FUNDING & COMMUNITY)

Goal 1: Review the structure of the NSW section

We will:

- 1.1 Develop position descriptions for all committee members to ensure consistency of expectations, clarity in workload, provide evidence of contributions made, and a hand over and continuation of work.
 - S1.1 Position descriptions approved by September 2018 **Approved 5/2/18**
- 1.2 Review the storage, update and distribution of section documents and policies.
 - S1.2 Review to be completed by August 2019 **Approved 5/2/18**

Goal 2: Review and maximise funding opportunities and efficiencies

We will:

- 2.1 Explore avenues to increase income
 - S2.1a Conduct a review of the risk and rewards of the section taking a greater financial stake in IEEE conferences and develop and appropriate policy by April 2019 **Approved 9/4/18**
Completed May 2019
 - S2.1b Conduct a review of the income received and outline initiatives and targets to improve revenue by May 2019 **Approved 9/4/18**
- 2.2 Change funding model for student branches to one based on rewards and incentives
 - S2.2 Conduct a review of rewards/incentives by May 2018 that will be used to shape student branch budget allocations in 2019 **Approved 9/4/18** **Completed April 2018**

Goal 3: Integrate the sections diverse communities

We will:

- 3.1 Engage the wider IEEE community into the running and direction of the IEEE
 - S3.1a Chapters to review diversification of their committee structure and make recommendations by February 2019
 - S3.1b Conduct a review by May 2019 as to how inclusive the IEEE is and if it can be of better value to other fields outside of engineering
 - S3.1c Consider rotating the monthly section meetings between North Sydney (St Leonards), the city. Implementation by the May 2018 meeting **Approved 11/3/19** **Completed April 2018**
 - S3.1d Ensure formal business is completed within one hour of the section meeting, and use the second hour for community wide discussions on pre-advertised issues. Implementation by the May 2018 meeting OR initiate tri-yearly dedicated strategic meetings
 - S3.1e Commence an annual Chapter Chair meeting to align strategy and events. **Approved 1/4/19** **Completed May 2019**

3.2 Create greater industry and academic awareness of research seminars conducted at universities across the section

- S3.2 University Deans and/or Heads of School to appoint a liaison with the coordinators of research seminars / guest lecturers and the NSW Section allowing relevant events to be registered and advertised through the section. At least 5 events to be advertised in 2018
Approved 9/4/18 Completed June 2018

3.3 Implement an annual event that brings together industry and academia together

- S3.3 Commence a mid-year IEEE network event to bring the communities together by August 2018 Approved 9/4/18 Completed August 2018

3.4 Relevance of IEEE to members in industry

- S3.4 A review is conducted and reported back by June 2019

FUNDAMENTAL TWO: MEMBERSHIP VALUE (COMMUNICATION, ENGAGEMENT, DEVELOPMENT & RECOGNITION)

Goal 4: Engage with the IEEE leaders of tomorrow (student and young professional)

We will:

- 4.1 Refresh the sections website, initiate a section Facebook page and LinkedIn group, and encourage all student branch and the young professionals group to have active Facebook pages
 - S4.1a Redevelopment of the section website complete by August 2018 **Approved 5/2/18** Completed August 2018
 - S4.1b Have a section Facebook page and LinkedIn group active by March 2018 **Approved 5/2/18** Completed March 2018
 - S4.1c Link 2019 funding for student branches to social media compliance **Approved 5/2/18** Completed April 2018
- 4.2 Identify inactive student branches and put in place support mechanisms to reactivate
 - S4.2 A review is conducted and reported back by April 2019 **Approved 2/7/18** Completed 1/4/19
- 4.3 Review support mechanisms and incentives for student branch councillors to actively engage and mentor student branches
 - S4.3 A review to be completed by April 2019 **Approved 2/7/18** Completed 1/4/19
- 4.4 Put in place the mechanism to launch an IEEE Rising Stars Australia
 - S4.4 Look to put in place the training and structure for 2020 **Approved 9/4/18** Completed 1/4/19

Goal 5: Create value in student and young professional membership, increasing retention

We will:

- 5.1 Provide a formal local mentoring service to student and young professionals supplementing the IEEE's international mentoring program
 - S5.1 Have in place a formal mentoring program by Nov 2018, at least 4 mentees in 2019, and 15 mentees in 2020 **Approved 6/8/18** Stage 1 Completed 1/4/19
- 5.2 Provide students with leadership opportunities and integration into chapters
 - S5.2a Identify potential positions within the section committee where it would be practical to create junior positions to provide support and a link to the committee members by July 2019 **Approved 6/8/18**
 - S5.2b Each chapter where possible will have representation from each student branch within the chapter committee providing a link between activities and opportunities by July 2018. This can be supported by financial incentives for the 2019 budget.
- 5.3 Investigate the creation of annual meeting of student branch leaders and section executive to exchange ideas, cross promote events and pool resources for greater outcomes
 - S5.3 Trial at least one meeting by the end of February 2019 **Approved 4/2/19** Completed 22/2/19

Goal 6: Provide recognition of the work section members make towards a successful IEEE

We will:

- 6.1 Commence annual awards that will be presented at the sections AGM annually. The awards will be based on a joint recognition of contribution to the members area of expertise as well as their contribution to the IEEE
- S6.1a A policy and guideline document will be developed by early July 2018 with applications for the award to be advertised that month **Approved 7/5/18** **Completed June 2018**
 - S6.1b The following awards (possible options) will be presented at the 2018 Section AGM:
 - o IEEE NSW Outstanding Volunteer **Approved 7/5/18** **Completed November 2018**
 - o IEEE NSW Outstanding Young Professional **Approved 7/5/18** **Completed Nov 2018**
 - o IEEE NSW Outstanding Student Volunteer **Approved 7/5/18** **Completed Nov 2018**
- 6.2 Find financial sponsorship for the awards. While the awards may proceed without a financial prize, try and find a long term corporate sponsor to provide financial support to a prize and support the AGM and AGM dinner
- S6.2 Call upon the IEEE community to find a financial sponsor for 3 * \$500 awards plus \$2000 towards the section AGM. Sponsor will be recognised in all advertising of the awards, award the prizes, provide a 5min speech at the AGM and provide a banner for advertisement during the AGM **Rejected 2/7/18**

Goal 7: Provide development opportunities for IEEE members

We will:

- 7.1 Investigate the creation of non-technical workshops for members e.g. legal technicalities know how for start-ups, financial planning workshops, communication skills development, leadership skills development, work-life balance etc
- S7.1 Review the feasibility and logistics of running such events by March 2019

FUNDAMENTAL THREE: COMMUNITY AND TECHNICAL CONTRIBUTION

Goal 8: Encourage and initiate projects that support IEEE's mission of advancing technology for humanity

We will:

- 8.1 Provide financial incentives and/or support for members to engage with IEEE projects
 - S8.1 Complete an review by November 2018 as to how the section can support IEEE projects including, and not limited to:
 - IEEE Sight
 - IEEE Teaching Videos – academic.ieee.org