

IEEE Student Branch Leadership Training Part 1: Branch Administration Structure

Region 7

IEEE Canada

Student Congress 2013

Mississauga – Sep. 13 – 15

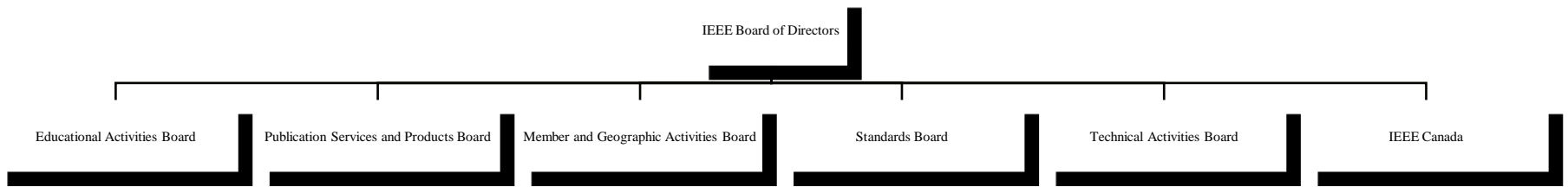
Maïke Luiken (RSAC) and Ali Jahanbani Ardakani (RSR)

Revised September 16th, 2013

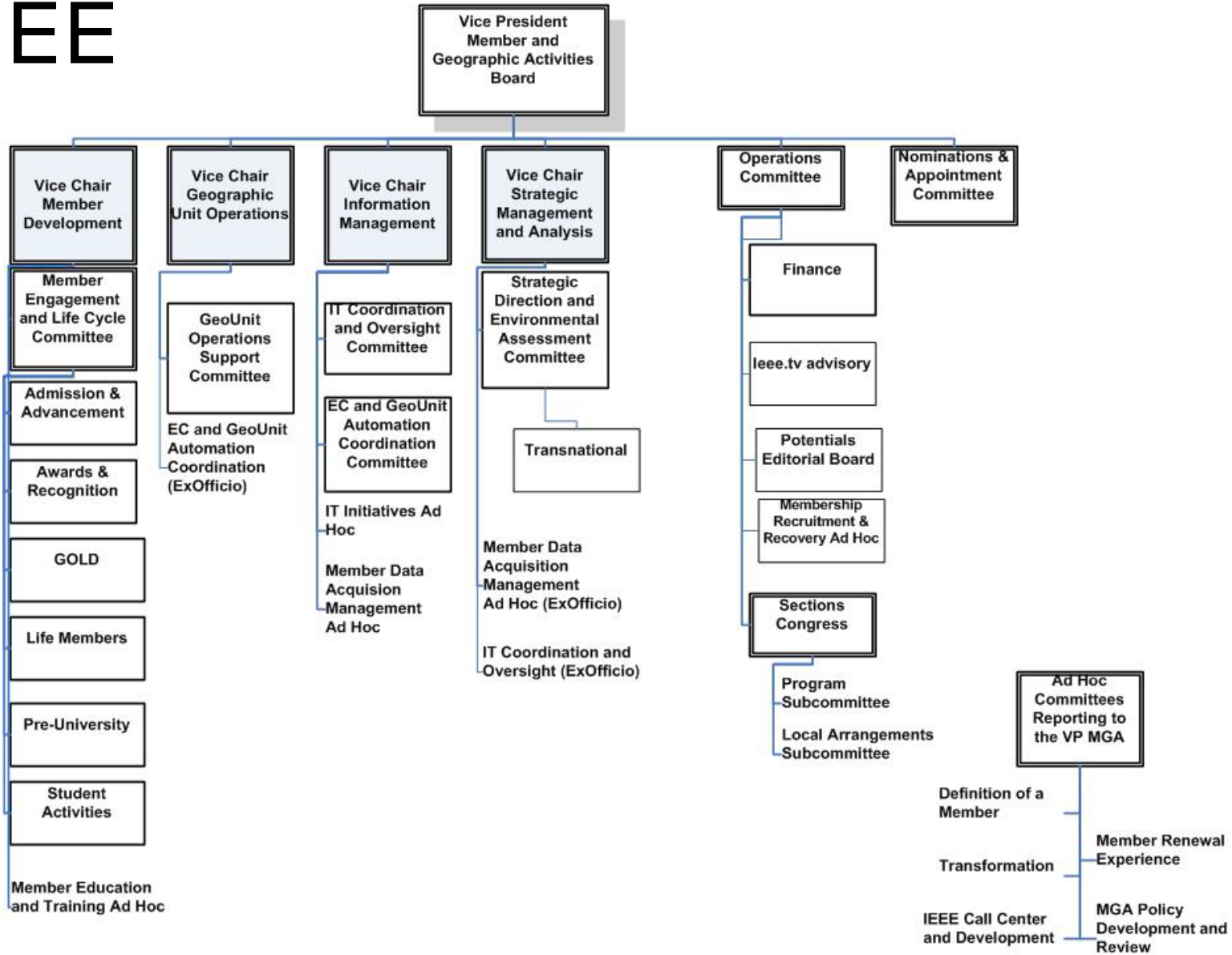


IEEE

- Volunteer Organization and Staff Organization



(Student Services is part of Member and Geographic Activities in the staff organization)



Organization

Geographic Units in IEEE

4½ time zones, ~ 18,000 members (4.2% of 429000 total IEEE)
4300 student members



MGA Student Activities Committee

MISSION

To deliver a common, high-quality IEEE Student Member experience globally, for life-long professional success through IEEE membership

VISION

To be recognized as the global platform to inspire, enable, develop, and support students as the future leaders of our profession

Region 7 (IEEE Canada) Student Activities Committee

RSAC (Regional Student Activities Chair) – Maïke Luiken

RSR (Regional Student Representative) – Ali Jahanbani Ardakani

Website – <http://sites.ieee.org/r7-sac/>

Facebook – <https://www.facebook.com/IEEECanadaStudents>

BRANCH ADMINISTRATIVE STRUCTURE

- The key individuals in your Student Branch include:
 - Student Officers (should be undergraduate students)
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer
 - Branch Counselor and/or Branch Chapter Advisor (normally a faculty member)
 - Branch Mentor (from industry – recent graduate perhaps)
 - Committee Chairs (also Student members, could also be graduate students)

Student Branch Chairs

- Serves as the Executive Officer of the Student Branch.
- Manages the general operations of the Branch.
- Presides at all meetings of the Branch.
- Appoints committee chairs.
- Involved in “forward planning” for the Branch.
- Prepares necessary reports for IEEE Student Services.
- Arranges for election of Officers every year (new or re-election)
 - essential to do before leaving office.
- Communicates frequently with other Officers.
- Works with Branch Counselor in dealings with the Department and Faculty, as well as the local IEEE Section and GOLD (now YP – Young Professionals), WIE Affinity Groups and Society Chapters
- Works with Branch Affinity Groups and Branch Chapters

Student Branch Vice-Chairs

- Serve as the junior Executive Officer of the Student Branch.
- Chair the Program or Membership Committee.
- Monitor the progress of Branch programs.
- Fill in for the Student Branch Chair as required.
- At some Branches, may run for Chair next year for continuity.

Student Branch Secretary

- Keep detailed records of all Branch meetings, activities.
- Carry out all necessary communications of the Branch, including the filing of officer and activity report online with IEEE.
- Maintain posters, forms and other supplies as required.
- Post a calendar of events to keep all members informed of Branch activities on the web site and other areas on campus.
- Ensure that all Branch activities are conducted under the provisions of the current Branch policies for IEEE and the university.
- Arrange for orderly transfer of all Branch records to incoming Secretary.

Student Branch Treasurers

- Responsible for ensuring the Branch's finances are in order.
- Ensure that the Student Branch account has co-signing authority with the Student Branch Chair, Student Branch Counselor.
- Deposit all monies received promptly in the Student Branch account.
- Prepare a budget at the start of the school (or fiscal) year.
- Prepare end-of-year Financial Statements.
- Chair the Fundraising Committee.
- are Co-signing Officers (jointly with the Student Branch Chair).
- Arrange for orderly transfer of all accounts and records to incoming Treasurer.

Student Branch Counselors

- Faculty members, active in the IEEE, who serve as an advisor to the Branch and its Officers.
- Appointed by the local Section Chair, upon the recommendation of the Student members and the Regional Student Activities Chair (RSAC).
- Normal term of appointment (or re-appointment) is two years.
- Provide a sense of continuity to the Branch.
- Inform other faculty members of Branch activities.
- Promote student awareness of membership benefits, awards, contests.
- Help the Branch establish Industrial contacts and works closely with the Branch Officers and the Branch Mentor.

Branch Mentors

- Designed to maximize the interaction between the Student Branch and the local Section.
- Branch Mentor must be from Industry.
- Appointed by the local Section Chair, in consultation with the Branch members.
- A recent graduate with firsthand experience in Student Branch operations is an ideal candidate.
- Meet regularly with the Branch members and the Branch Counselor.
- Assist the Branch to develop effective programs.
- Provide a bridge between the Branch and the local Section by working with GOLD Affinity Group Chairs.

Student Branch Committees

Having different committees can help you develop a varied, broad-reaching program of activities. Some key committees are:

- Program Committee - responsible for planning and running the Branch's program of activities.
- Membership Committee - responsible for planning and carrying out Branch recruitment efforts, including promoting membership benefits to new and existing members.
- Publicity Committee - responsible for advertising all Branch activities.
- Finance Committee - responsible for fundraising activities.
- Nominating Committee - responsible for setting election guidelines and dates and finding suitable candidates.

Student Branch Committees

Again - Having additional different positions and committees can help you develop a varied, broad-reaching program of activities. It also gives opportunities to engage more volunteers!

Your branch may decide to add different positions and Committees.

For example:

- S-PAC Committee, STEP Committee,
- Vice Chair
- and so on ...

Student Branch Chapters and Affinity Groups

You may have a student chapter of a technical society or a WIE or GOLD (YP) student affinity group on your campus.

If you have student branch chapters and student affinity groups, then the Student Branch Chapter Chairs and the Affinity Group Chairs should also Be part of your branch meetings – if possible.

Voting:

Normally, all Committee Chairs, Executive Officers and additional Officers, Student Branch Chapter Chairs, Student Branch WIE and GOLD vote at student branch meetings.

IEEE Volunteerism

Most of the people you will work with on IEEE activities are volunteers.

- Be respectful of them and their time (plan efforts)
- Make them feel their contributions are important
 - Make sure they get recognition
 - Thank them for their participation
 - Give them titles related to activities
 - Seek and get commitments
- Make sure they feel they have input to the process