

## Student Branch Guidelines

In this document, the primary duties which define the role of the Student Branch Counselor including the work procedures are illustrated.

### The duties of the Counselor:

As an IEEE Student Branch Counselor, you have a valuable position in the IEEE as the faculty person with direct contact with students. Many IEEE members appreciate the efforts you provide toward the young generation, bright and energetic professionals around the world. It is you, who can help develop the enthusiasm and professional awareness of thousands of students by proper guidance and sponsoring their ideas. IEEE student branch is more than just a club on your campus, but rather a professional organization which put the young on their right professional track.

### The major responsibilities of the Student Branch Counselor include:

- Form the branch executive committee. It traditionally consists of the Chair, Vice Chair, Secretary and Treasurer. However, it will increase your support to extend the opportunity to appoint as many students as you need in diverse positions that would help the branch in its activities.
- Assisting the branch executive committee in facilitating the events.
- Attending Executive Committee meetings, as well as, the meetings which are called by the Section Student Activities Coordinator or by the Section Chair.
- Reviewing your email and the Global Student Facebook page ([www.facebook.com/IEEESTUDENTS](http://www.facebook.com/IEEESTUDENTS)) for updates.
- Participating in Student Branch Counselor events, region or section meetings, webinars, mutual events etc.
- Involving your faculty colleagues and establishing industry contacts for Student Branch programs and activities.
- Promoting student awareness of awards, contests, conferences, IEEE membership to non-members ([www.ieee.org/students](http://www.ieee.org/students)).
- Ensuring the successful transition of graduating students to IEEE Higher Grade membership.
- Writing a report after each semester that documents the development and all the activities organized by the branch with including the fliers, photos and a brief explanation of the event.

### Budgeting and Financial Support:

The IEEE Saudi Section is committed to sponsoring the student branch per every academic semester, to be utilized on the student branch activities. The amount will be transferred to the Branch's account right after submitting a report that explains the expenses used from the previous deposit.

For more information please visit: <https://www.ieee.org/membership/students/branches/index.html>