

Executive Committee member:

Committee usually meets bi-monthly at lunch. Together they come up with the general membership activities you see advertised in the section. Programs can lunch programs, and/or evening seminars in any technical, career development or social area. There is also the opportunity for involvement in Region 1 activities (Region 1 covers the Northeast). Executive Committee members tend to stay on the committee for four years and serve as chair during the fourth year. Each year we ask if you want to continue, so there is a chance to leave if needed. The following offices have specific responsibilities as shown.

Chair – Call and run Section Executive committee meetings. Work toward programming that creates value for members and returns their dues/rebates to them.
Attend Regional meetings or find a representative. Notify Regional leadership/secretary of voting proxy if a representative is sent.
Ensure that year-end reports are submitted. Help coordinate meeting reports so that each chapter is credited with appropriate meeting activity.
Be secondary check writer after the treasurer.
Write IEEE Fellow nomination referrals as required.

Treasurer –Be present at lunch and Executive Committee meetings as much as possible. If there is a check-writing requirement, coordinate who will write/deliver check if you can't attend.
Keep track of Section treasury and bank accounts (located as required by IEEE).
Coordinate and pay for PO box and mailing account as required.
File year-end reports with IEEE as required.

Secretary - Be present at Executive Committee meetings as much as possible. Issue minutes of same if in attendance.
Write thank you letters to speakers.
Help file year-end meeting reports (?).

Membership Chair –
The membership chair is aware of the membership database and how to use the IEEE tools to communicate with members. They advocate for programs that will best serve the membership. They promote membership elevation, such as transitioning from a Student or Associate Member to full Member or full Member to Senior Member. In addition, they will also be responsible for receiving mailings of membership materials from IEEE Operations Center and give this information to the Section/Chapter/Affinity Group or Student Branch as needed.

Power and Energy Society Committee Member –

Work with other PES committee members to coordinate lunch meetings and/or evening seminars. Other program ideas are welcome. PES committee members typically spend four years on the committee culminating in chairmanship. Opportunity for sponsored travel to officer and section development events. Committee should send one representative to attend executive committee meetings.

Technical Society Committee Member(Signal Processing, Computer, Industry Applications, Computational Intelligence, Electron Device Society) –

Work with other committee members to coordinate lunch meetings and/or evening seminars. Other program ideas are welcome. Opportunity for sponsored travel to officer and section development events. Committee should send one representative to attend executive committee meetings.

Steinmetz Chair

Background first: The family of Charles Steinmetz set up a trust in his memory to provide the City of Schenectady with a free annual public lecture. It needs to be open to the public, on a technical topic but of interest to an informed citizen. There is still a trust fund and a treasurer is defined. That trust pays for speaker travel and an honorarium. It must be held in the City of Schenectady, and has traditionally included a dinner which is paid for by the attendees. The IEEE Schenectady Section usually sponsors the dinner to lower the price to encourage attendance. In memory we have had it at Union College. The last few lectures have been in the Nott Memorial which is a stunning venue. I have found Union is a bit difficult to deal with – it is a big help to have a Union employee as a committee member – but they do a nice job.

The Steinmetz chair has a committee including the treasurer. They come up with high level speakers (distinguished *and* interesting). Getting the speaker and date is the hardest part. We have favored April and October so as to include students and not risk bad weather. After getting the speaker and date, the committee coordinates the event. The Section has example invitations, and can help with publicity.

Membership Meeting Coordinator

Reserve space at Niskayuna Reformed Church for any membership meeting held there. Encourage meeting organizer to gather meeting information (speaker title, bio, abstract for talk). Send out email notice for meeting to membership via IEEE Vtools. Take RSVP's if the organizer does not, send list to organizer and treasurer (for lunch order). Optional to attend meetings. 4 – 5 meetings per year. Use VTools to send out any other email notice or newsletter to membership.

Webmaster

maintain section web site. Post upcoming events. Archive old events. Create list of officers each year. Make other changes as requested by officers.

Newsletter Editor/Coordinator

Publish a bi-annual email/pdf newsletter. The newsletter is posted in September/October, in order to announce officer nominations for the following year. The editor collects articles written by other officers and members. It helps to attend the Executive Committee meetings and luncheons as often as possible so you are aware of what is newsworthy and can contribute to the writing when needed.

Student Activities Chair

Keep contact info for SUNY, RPI and Union student chapters. Give them a liaison to ask for Section support of events. Support Future Cities competition, support other competition and mentoring opportunities as deemed appropriate. Guide career development programming that might be useful to student members. This can be direct participation or organizing other volunteers - email lists available!

Awards Chair

There are many awards available from IEEE, on a regional basis and from technical societies. They recognize volunteering, and technical accomplishment. The Awards chair becomes familiar with what is available and tries to publicize and/or solicit nominations to bring some of this resource/recognition back to the Section. The Awards chair also tries to encourage people to upgrade to senior membership. The Awards chair can use the web site, member emails and the newsletter for publicity.

Section Historian

Preserve and broadcast our proud Schenectady Section history. Use and promote the IEEE wiki website for history. Potentially arrange for historical speakers for membership programs.

PACE (Professional Activities) Chair

create programs for the purpose of professional development. Affinity groups have the goal of sponsoring one event per year to obtain a rebate from IEEE. It is advantageous to work with student chapters and submit requests for grants available from IEEE.

Affinity Group (Women in Engineering (WIE), Engineering in Medicine and Biology, Young Professionals) Chair

create programs of interest to affinity group. Affinity groups have the goal of sponsoring one event per year to obtain a rebate from IEEE.

Life Member Chapter Chair

- The Chapter Chair coordinates 2 – 3 events per year of interest to life members. Events could be anything from technical seminars to historical lectures to social events. Attend executive committee meetings as much as possible – at least several times a year to become familiar with the Section and its events.
- The designation "Life Member" is applicable only to a member who has attained the age of 65 years and who has been a member of IEEE or one of its predecessor societies for such a period that the sum of his/her age and his/her years of membership equals or exceeds 100 years.
- Executive committee meetings are at lunch on a weekday about 10 times a year and include lunch.

Nominating Committee Chair

Each summer check with volunteers to confirm that they want to continue with volunteering in their post or the next elected position in a rotation. Encourage existing volunteers to recruit for open positions, or personally contact new volunteers. Create a nominating committee report and give it to the newsletter editor in September for publishing. Keep track of names, check/assist the incoming Section chair to include new members in their email list. Check officer web site contact list.