

IEEE Kingston Section

Executive and Committee Officers Responsibilities

October 2nd, 2007

Section Chair

The Section Chair shall exercise general supervision of the affairs of the Section in accordance with the policies and instructions of the Section Executive Committee. Subject to the approval of the Section Executive Committee, the Chair shall appoint the Chairs of all Standing Committees and ad hoc committees of the Section. The Chair shall be the official representative of the Section.

Summary of Duties and Responsibilities:

1. In possession of and familiar with the IEEE Constitution, Bylaws, RAB Operations Manual and the Section Bylaws.
2. Calls and prepares the agenda of the Section meetings
3. Presides at Section meetings and the Section Executive Committee.
4. Operates the Section to maximize satisfaction of Section member needs with the resources available.
5. Establishes and supports Chapters in his/her Section for all societies having 12 or more interested members who reside in the Section.
6. Establishes and supports Affinity Groups for those approved groups with 12 or more members interested in supporting such a group who reside in the Section.
7. Insures that all Section Officers, Committee Chairs, and Chapter Chairs are properly trained for their jobs.
8. Signs L-50 financial report and confirms all reporting accurate and submitted in a timely manner.
9. Insures satisfactory performance of the other Section Officers and the Section Committee Chairs.
10. Appoints a Nominating Committee
11. Approves the annual report of Section Activities for submission to the Region.
12. Represents the Section at all IEEE gatherings including Region 7 meetings.
13. Transfers Section records to the new Section Chair at the end of the year.

Section Vice-Chair Membership Development

The Membership Development coordinator is responsible for promoting and monitoring membership at the sectional level.

Summary of Duties and Responsibilities:

1. Maintains a current record of Section membership by using the membership database (SAMIEEE).
2. Analyzes Section membership information and identifies membership problems and opportunities.
3. Provides regular membership status report with recommendations to Section Executive Committee.
4. Submits requests as needed for membership development materials, including posters and applications, to IEEE Operations Center staff.
5. Identifies opportunities for recruitment and elevation within the Section.
6. Serves as resource to members seeking information on Senior member elevations.
7. Drafts a letter for recognition of newly elevated Senior members and Fellows for signature of Section Chair, and distribution by Section Secretary.
8. Communicates regularly with GOLD (if it exists) and Student representatives as well as Chapter Chairs about membership recruitment and development opportunities within those groupings.
9. Passes on to successor all relevant records of office at the end of term.

Section Vice-Chair Programme

The Programme Coordinator is responsible for organizing and arranging major events related to the Section.

Summary of Duties and Responsibilities:

1. Responsible for creating and maintaining a plan of upcoming speakers within the Sections approved budget according on the IEEE required number of events per year and the interest of the Section members.
2. The Programme Coordinator is not necessarily responsible for setting up all events as other Executive members may organize individual talks, but the Programme Coordinator is responsible to oversee the planning and provide guidance as needed.
3. Should a talk or activity be considered that is not already financially approved, the Programme Coordinator must present this to the ExComm for approval.
4. The Programme Coordinator should ensure that the webmaster and secretary are aware of all activities for internet and email advertising.
5. The Programme Coordinator is responsible to ensure that the event coordinator has looked after any gift arrangements appropriate for the occasion.
6. The Programme Coordinator is responsible to ensure a record of all activities is maintained including speaker information as well as the numbers of Section members who attend the event.
7. Passes on to successor all relevant records of office at the end of term.

Section Secretary

The Section Secretary shall record the minutes of all business meetings of the Section and of the Section Executive Committee. The Section shall retain a recorded copy of the minutes.

Summary of Duties and Responsibilities:

1. Accurately records minutes of all Section meetings and provide a copy of the approved version to the webmaster.
2. Distributes agenda and meeting notices for all Section meetings.
3. Receives updated contact list as required from the Vice-Chair Membership Development.
4. Broadcast announcements of Section activities via email to the membership and ensures to the webmaster.
5. Maintains a record of Section activities including meetings, speakers, (numbers in attendance, speaker particulars, topic).
6. Drafts the annual report of Section Activities for submission to the Region for approval by the Section Chair.
7. Notifies the IEEE Regional Activities Department of all changes in Section and subunit Officers.
8. Submits Section Bylaws to the IEEE Regional Activities Department and reports any revisions to be made to them.
9. Books meeting rooms and arranges for refreshments, if required for Section meetings
10. Transfers Section records to the new Section Secretary at the end of the year.

Section Treasurer

The Section Treasurer shall be responsible for all receipts and disbursements in accordance with the Section budget, and such financial reports as may be required by the Section Executive Committee and by the IEEE Executive Committee.

Summary of Duties and Responsibilities:

1. Accurately maintains financial records for Section.
2. Maintains bank accounts of Section funds.
3. Prepares the annual budget for submission to the Section Executive Committee.
4. Applies for GST rebate on Section eligible expenses.
5. Makes disbursements in accordance with the approved budget.
6. Refers expenses outside the budget to the Section Chair for action.
7. Insures that all Section expenditures and disbursements are made in accordance with IEEE policy.
8. Is familiar with the relevant governance documents affecting financial operations, including but not limited to the RAB Operations Manual and the IEEE Policy & Procedures Manual.
9. Prepares financial reports for the Section Chair, Section Executive Committee and Regional Director.
10. Submits annual report of financial activity to the IEEE Operations Center and provides follow-up where necessary to confirm that the report has been approved.
11. Transfers Section financial records to the new Section Treasurer at the end of the year.

Chapter Chair

The Chapter Chair is responsible for the proper functioning of a local chapter section.

Summary of Duties and Responsibilities:

1. In possession of and familiar with the IEEE Constitution, Bylaws, RAB Operations Manual and the Section Bylaws (the Chapter is managed according to the administrative parent Section's bylaws).
2. Presides at meetings of the Chapter and the Chapter Executive Committee.
3. Operates the Chapter to maximize satisfaction of Chapter member needs with the resources available.
4. Develops and presents plans for meeting members' needs to the Chapter Executive Committee for review.
5. Prepares an annual report of Chapter Activities for submission to the Section Secretary, Region and/or Society Chapter Coordinators.
6. Represents the Chapter at all IEEE gatherings.
7. Transfers Chapter records to the new Chapter Chair at the end of the year.

Awards Committee Chair

The Awards Activities Chair is responsible for organizing and arranging major award activities for the Section.

Summary of Duties and Responsibilities:

1. Knowledgeable of IEEE governance documents as they relate to Awards & Recognition, including IEEE Bylaws, Policy & Procedures, and RAB Operations Manual.
2. Maintains a list of IEEE Institute-level Awards and Medals, IEEE Canada Awards and Medals, RAB Awards, Section Awards and Student Awards.
3. Updates Section members via email and electronic newsletter on the upcoming awards, their eligibilities, deadlines and application procedure.
4. Solicits nominations for IEEE Institute-level Awards and Medals, IEEE Canada Awards and Medals, RAB Awards, and Section Awards.
5. Maintains historical records of Section awards distributed.
6. Submits any new Section award to RAB Awards & Recognition Committee for approval.
7. Is knowledgeable of IEEE recognition products, including pins, plaques, certificates, etc., and process for ordering.
8. Drafts a letter for recognition for newly elevated Fellows for signature of Section Chair, and distribution by Section Secretary.
9. Drafts letter for recognition for award recipients for signature of Section Chair, and distribution by Section Secretary.
10. Forwards recommendations to Section Executive Committee for approval. Provides regular report, including recommendations, to Section Executive Committee for information and, where appropriate, action.
11. Passes on to successor all relevant records of office at the end of term.

Publicity Chair (Webmaster)

The publicity Chair is responsible for regular update of the information available to Section members.

Summary of Duties and Responsibilities:

- 1- Regular update of Section webpage.
- 2- Store Section reports, minutes of meetings and committee meetings, and IEEE Canada board meeting minutes on a secured page of Section website.
- 3- Seeks news and written material from Section officers for Section electronic newsletter.
- 4- Publishing electronic newsletter of Section 3 to 4 times a year.
- 5- Maintain the IEEE Student Competition recognition boards and websites.
- 6- Passes on to successor all relevant records at the end of term.

Student Branch Counselors

A Student Branch Counselors lends a sense of continuity to Branch affairs. Additionally, the Branch Counselor acts as a liaison with Section, IEEE Canada and IEEE Headquarters and should be familiar with all aspects of Branch operations.

Summary of Duties and Responsibilities:

1. Promoting the IEEE and student membership benefits on campus.
2. Promoting student awareness of the professional and technical benefits of membership, awards, contests and other programs.
3. Promoting the IEEE Student Paper contest and providing help to students interested in entering.
4. Establishing industrial contacts for Branch programs and activities, including speakers and tours and other opportunities to help Student members Network.
5. Sharing all correspondence and communications received for the Branch with Branch officers. Establishing a special mailbox for the Branch allows the officers easy access to IEEE mail.
6. Fostering good relations with the local Section and encouraging students to establish a regular liaison with the Section.
7. Informing other faculty members and staff of the activities of the Branch, and seeking their assistance in promoting meetings discussing benefits of membership, and supporting IEEE programs.
8. Consulting the Section Student Activities Chairman (SAC), the Regional Student Activities Committee Chairman (RSAC), and/or the Regional Director about Branch problems or activities as necessary, and participating in the Section Student Activities Committee or the Section executive committee meetings as appropriate.
9. Promoting an awareness of the IEEE organization and its policies, and conducting an IEEE training session for Branch officers on aspects of the organization. The Counselor should be prepared to counsel the Branch officers in student matters pertaining to the Bylaws and Constitution.
10. Participating in annual or semi-annual meetings of the Regional activities Committee, including any Branch Counselor Workshops at Regional Conferences.