South Area R2 IEEE Leadership Training

9 February 2019, from noon to 6:00 (lunch prior)

Vienna Community Center, 120 Cherry Street, SE, Vienna, VA 22180

The meeting will be held in the community center. There is plenty of free parking.

Time	Item	**Please Register on VTools so we have a headcount for food** https://events.vtools.ieee.org/m/187932	Owner
11:30	Networking, lunch, registration		
12:00	Introductions and overview of the day		Doug Holly
12:15	The role of the Chair & Vice Chair • General overview as defined by IEEE • Section and Chapter specific assignments and examples		Charles Dietlein
12:45	The role of the Secretary • General overview as defined by IEEE • Section and Chapter specific assignments and examples • Reporting responsibilities (Meeting Reports, Officer Reports)		Mike Olex
1:15	How to manage a Chapter/Section Treasury • Concentration Banking • NetSuite and monthly reporting to IEEE • End-of-year compliance with IEEE and IRS • Best Practices		Harvey Newman
1:45	Discussion of section/chapter specific treasurer activities • Budgets and approvals for funding • Responsible use of funds • Getting approval for expenses and how to get reimbursed		Doug Holly
2:15	Break		
2:30	Planning Effective Meetings – some tools, tricks and cautions for meetings		Doug Holly
2:45	The Parliamentary Game – a practice session using Bob's Rules		Marty Schulman
3:30	Growing the organization – tools and ideas to retain, increase membership • Encouraging Students – how to help engage them • Science Fairs • Senior Members and awards		Sundi Myint Doug Holly
4:00	Region 2 and the resources available to from them		Murty Polavarapu
4:20	IEEE USA – Opportunities to for engagement		Russ Harrison
4:45	Break		
5:00	Hands on Workshops – bring your charged laptop and IEEE sign on – these will be individual workshops to practice actually using specific tools - Create an event and eNotice in VTools - Website - Datamining membership data - Using NetSuite		Doug Holly Charles Dietlein Marty Schulman tbd