EDS Global Chapters Summit

Murty Polavarapu, Vice President (Regions and Chapters)

20 October 2020

Outline

- EDS and EDS Chapter Overview

- Chapter Administration

- Student Branches and Student Branch Chapters

- Chapter Financial Management

- vTools

- Conducting Virtual Meetings

- Volunteer Recruitment and Succession Planning

- Distinguished Lecturers and Mini-Colloquia

- EDS on Social Media

- EDS Membership Development

- Summary

- Questions and Answers

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Electron Devices Society - Overview

Promoting excellence in the field of electron devices for the benefit of humanity.

► To foster professional growth of its members by satisfying their needs for easy access to and exchange of technical information, publishing, education, and technical recognition and enhancing public visibility in the field of Electron Devices

► Information Dissemination
  - Journals
  - Conferences

► Education / Professional Growth
  - Chapter Events
  - Webinars
  - Distinguished Lectures

► Recognition
  - Awards
  - Student Fellowships
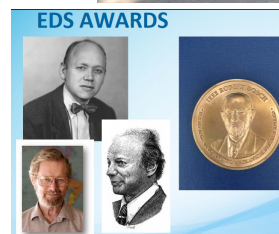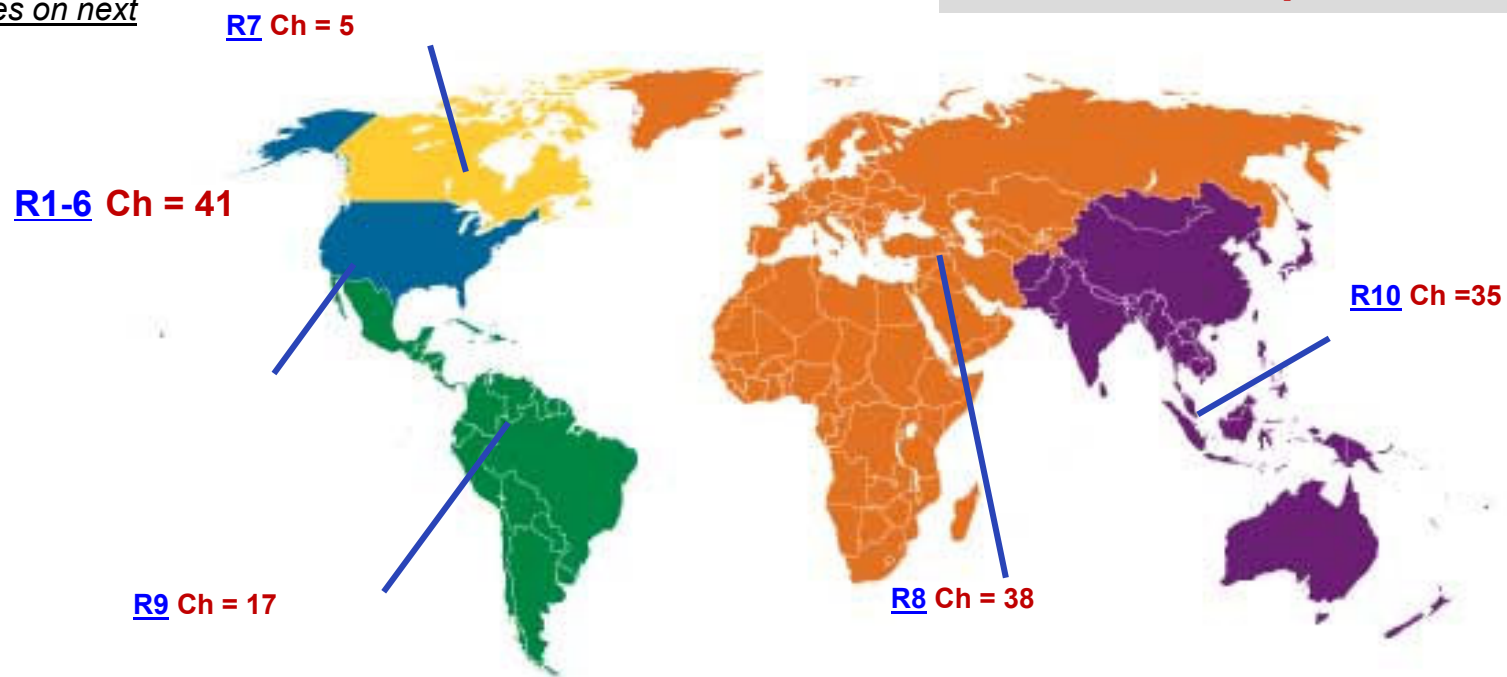
What is an IEEE Chapter?

- A geographical "Technical Subunit"
- Has two parents
  - Technical Society (or Technical Council)
  - Local Section
- Primary Objectives
  - Promote technical and professional growth
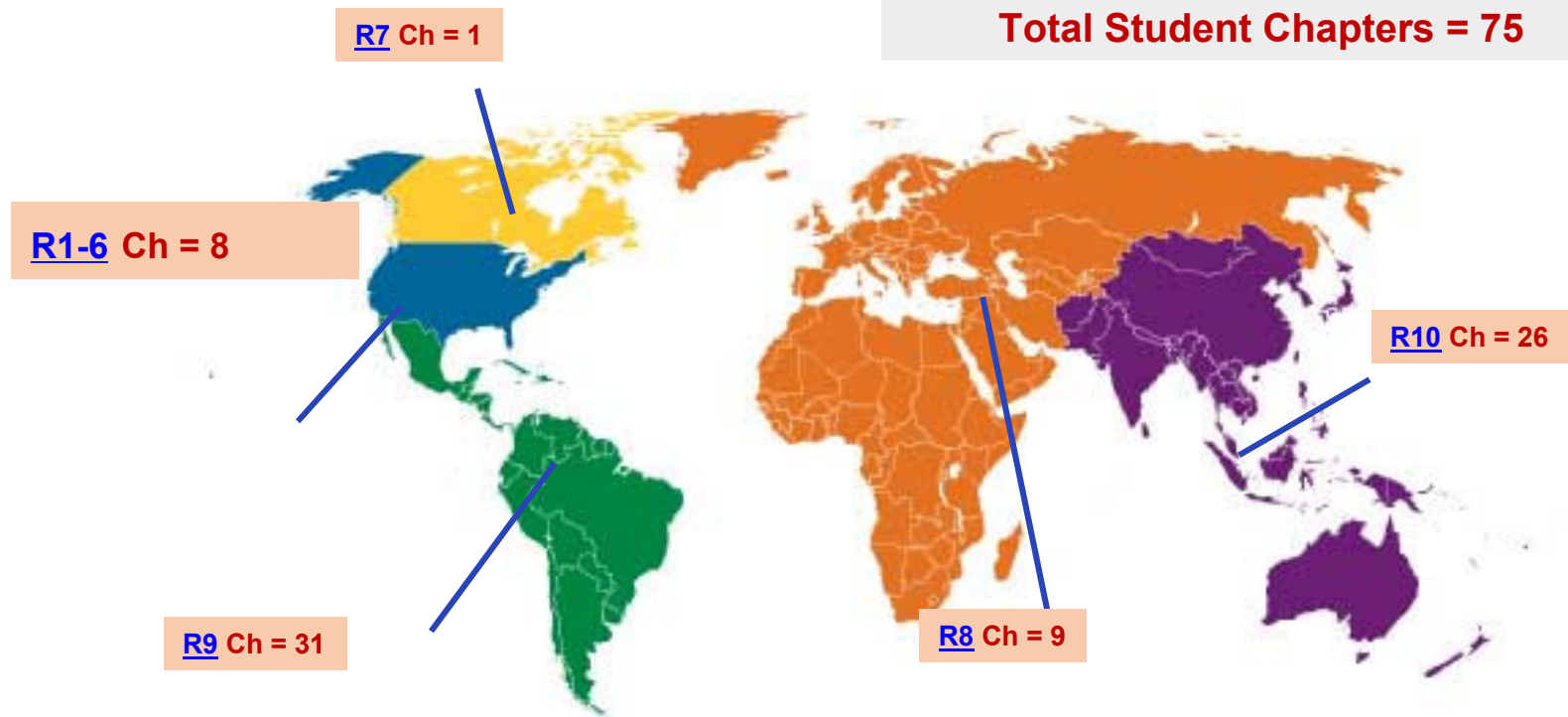 - Facilitate networking
  - Serve the profession

Electron Devices Society
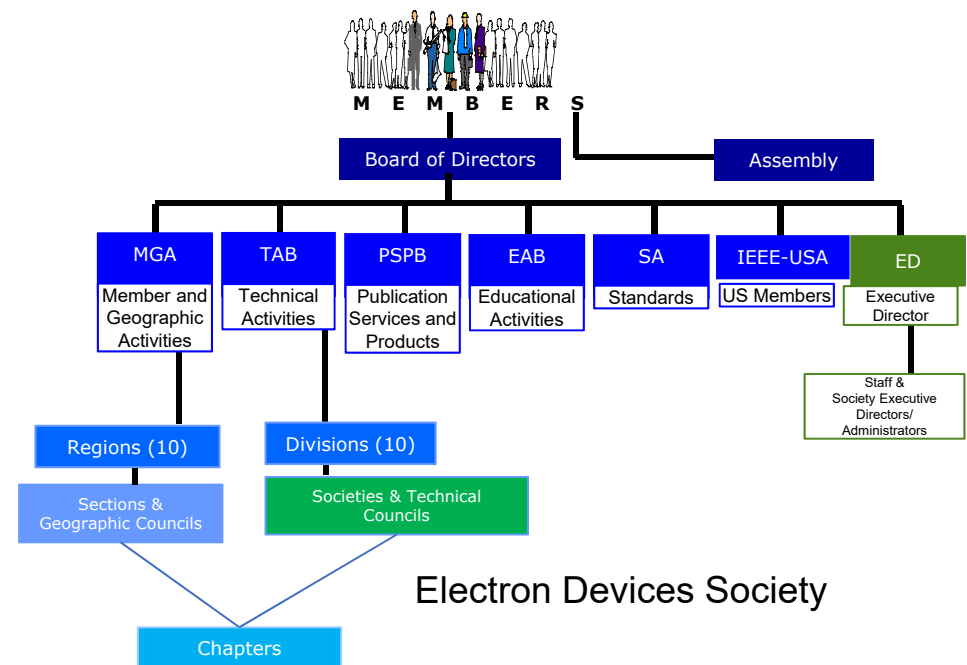
EDS Chapters (Section-based)

Student Chapter Branches on next slide

Total Chapters = 136

R7 Ch = 5

R1-6 Ch = 41

R10 Ch =35

R9 Ch = 17

R8 Ch = 38

*as of 30 April 2020

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EDS Student Branch Chapters (University-based)*

R7 Ch = 1

Total Student Chapters = 75

R1-6 Ch = 8

R10 Ch = 26

R9 Ch = 31

R8 Ch = 9

*as of 30 April 2020

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2020 EDS Regions and Chapters Committee

Name	Role	Location
Murty Polavarapu	EDS Vice President for Regions and Chapters and Chair, Regions and Chapters Committee	Virginia, USA
Durga Misra	Chair, Regions 1-3, 7 SRC	New Jersey, USA
Reza Arghavani	Chair, Regions 4-6 SRC	New Mexico, USA
Lluis F. Marsal	Chair, Region 8 SRC	Spain
Arturo Escobosa	Chair, Region 9 SRC	Mexico
Albert Chin	Chair, Region 10 SRC	Taiwan
Jayasimha Prasad	Member-at-Large	California, USA
Charles Surya	Member-at-Large	Hong Kong, China

Laura Riello
Staff Support

SRC – Sub Committee for Regions and Chapters

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Subcommittees for Regions and Chapters (SRCs)

https://eds.ieee.org/about-eds/governance/standing-committees/subcommittee-for-regions-chapters

- ▶ Monitor Chapter Vitality

- ▶ Identify well-performing and weak Chapters

- ▶ Nurture and mentor Chapter leadership

- ▶ Provide resources with speakers, mini-colloquia and other events

- ▶ Promote new chapter formation where viable

- ▶ Regions 1-3 and 7 SRC
  - Durga Misra (Chair), Mukta Farooq, Karim S. Karim (Vice Chairs)

- ▶ Regions 4-6 SRC
  - Reza Arghavani (Chair), Muhammad Mustafa Hussain, Stephen Heinrich-Barna, Sachin Sonukusale (Vice Chairs)

- ▶ Region 8 SRC
  - Lluis F. Marsal (Chair), Benjamin Iniguez, Shankar N. Ekkanath Madathil, Arokia Nathan, Daniel Tomaszewski (Vice Chairs)

- ▶ Region 9 SRC
  - Arturo Escobosa (Chair), Mario Aleman, Edmundo A. Gutierrez-D, Marcelo Pavanello, Camilo Tellez, (Vice Chairs)

- ▶ Region 10 SRC
  - Albert Chin (Chair), Anisul Haque, Ru Huang, P Susthitha Menon, Ajit Panda, Soumya Pandit, Sun Weifeng (Vice Chairs)

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Chapter Administration

Policies and Procedures governed by MGA Operations Manual

- Chapter Chair
  - The leader of the Chapter
  - Responsible to generate and oversee implementation of Chapter activities
  - Find speakers and plan events
  - Maintain open, frequent communications with EDS and parent Section

- Chapter Secretary
  - Oversee Meeting logistics
  - Generate and disseminate meeting notices (vTools / eNotice)
  - File meeting activity reports (vTools)
  - File Officer reports (vTools)

- Chapter Treasurer
  - Financial Planning (budget)
  - Ensure expenses are for only IEEE-approved types
  - Provide financial reports

- Faculty Counselor (Student Branch Chapters)
  - Mentor the Student Branch Chapter leaders
  - Facilitate conformance with rules and regulations of the academic institution and IEEE

- Other Positions (Optional)
  - Vice Chair
  - Nominations Committee Chair

https://mga.ieee.org/images/files/MGA_Operations_Manual.pdf

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Student Branches and Student Branch Chapters

https://students.ieee.org/student-members/

- ▶ Maintain good relationship with Student Branches
- ▶ Promote EDS Student Membership to other IEEE Student Members
- ▶ Seek assistance as needed
  - Speakers
  - Finances
  - Logistics

Chapter Expenses

▶ Chapters may incur expenses

▶ Can only be for expenses related to conduct Chapter activities
- In Person meetings (food, beverage and location)
- Local lodging and transportation for Distinguished Lecturers

▶ Abide by policies (Section 9.6 (G) MGA Operations Manual) https://mga.ieee.org/images/files/MGA_Operations_Manual.pdf
- Concentration banking accounts
- External bank accounts
- Use of funds for scholarships

▶ Any questions, seek help!

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Chapter Income

Where do you get the money?

► From Sections
  - The parent Section gets USD 200 for each active Chapter in its territory
    - 10% bonus for early reporting
    - Activity bonus for 6 or more technical meetings
  - Chapters are entitled to these funds (and additional support where possible)
  - Must meet reporting requirements

► From Societies (EDS or other Societies for joint Chapters)
  - Annual cycle for application and disbursement
  - Must meet reporting requirements

► From Chapters' own activities
  - e.g. Workshops

► For Student Branch Chapters
  - From Student Branches
  - From parent academic institutions

3. Chapter and Affinity Group rebate

US$200 for each Chapter and Affinity Group meeting minimum requirements in accordance with the following sections of the MGA Operations Manual:

- Section 9.6.J - Chapter Requirements for Membership and Meeting Activity
- Section 9.9.J - Affinity Group Requirements for Membership and Meeting Activity

In accordance with the MGA Operations Manual, Sections 9.6.G and 9.9.G, "Chapters and Affinity Groups are entitled to receive the funds generated by their own activities, including dues rebates (earned during the preceding year as computed by the dues rebate formula)." In accordance with the MGA Operations Manual, Section 9.4.I.8, "Chapter and Affinity Group funds provided to the Section through the annual rebate are intended for the support of those subunits. Chapters and Affinity Groups shall be funded at a minimum at the level of the annual rebate."

4. Bonus for timeliness

All Sections whose reporting (financial, meeting, and officer) is submitted by the third Friday in February, will receive a 10% bonus of the total rebate not including activity bonuses.

MGA Operations Manual, Section 9   page 72

https://mga.ieee.org/images/files/MGA_Operations_Manual.pdf

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Chapter Subsidy from EDS

https://eds.ieee.org/chapters/chapter-subsidy-program

- ▶ Support from EDS for
  - Technical meetings
  - Local arrangements for Distinguished Lecturers
  - Student activities
- ▶ Annual cycle
  - Online request submission by September 1 (December 18 for 2021 subsidies)
  - Evaluation by Regions/Chapters team
  - Decision early in the following year
- ▶ Criteria
  - Meeting Reports (vTools)
  - Use of previous subsidies
  - Planned activities

Subsidy not to exceed
USD 1000 for EDS-only Chapters

USD 500 for Chapters joint with other societies

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Chapter Requirements

ONLY THREE ITEMS TO REMEMBER!

- ▶ File your officer report
  - ▪ Must use vTools https://officers.vtools.ieee.org/

- ▶ File your meeting reports (Minimum TWO per year)
  - ▪ Must use vTools https://events.vtools.ieee.org

- ▶ File your financial report
  - ▪ As needed (separate bank account etc)
  - ▪ Must use NetSuite https://mga.ieee.org/resources-operations/geographic-unit/reporting-rebates/financial
  - ▪ Annual Compliance Reporting

Event Planning using vTools

https://events.vtools.ieee.org

▶ Schedule a New Event
  ▪ Fill in the details
  ▪ Enable Registration
    ▪ Can enable external registration as well

▶ "Manage" the Event
  ▪ Edit/Cancel
  ▪ Monitor/Download registrations

Getting the word out

https://enotice.vtools.ieee.org/

- ▶ Enotice goes out to all your Chapter members
  - ▪ Can also be sent to your entire Section with approval
- ▶ You do not need to maintain mailing lists of your chapter members
- ▶ Can autogenerate eNotice from events.vtools.ieee.org
  - ▪ But recommend that you enhance it with additional details
- ▶ Recommend no attachments
- ▶ Use Express eNotice to minimize delays
- ▶ Be sure to send out reminders
  - ▪ Be mindful to thank those who had already registered
- ▶ All EDS Chapter events created using vTools are publicized on EDS website https://eds.ieee.org/chapters

Filing Meeting Report after the Event

▶ If the event was created using vTools, simply use "Manage" to file Meeting Report

▶ If the event was not on the system, you will have to create a 'dummy' event after the fact and then file the Meeting Report

▶ Presentation files can be attached under "Media"

Conducting Virtual Meetings

https://site.ieee.org/vtools/remote-conferencing/

- WebEx
  - Sections that have a need for 3-5 online meetings a year, can request a WebEx meeting to be setup for them. IEEE MGA staff will process the request and provide WebEx session information within 3 days.
    - Request a WebEx session at http://site.ieee.org/vtools/tools-ok/webex/webex-registration/
  - Sections that have a need for more than 12 online meetings a year can request a dedicated WebEx account by sending an email to mga-im@ieee.org.

- Google Meet (Originally Google Hangouts)
  - Comes with your IEEE.org email account. There is no charge for using this service.
  - Supports 250 attendees
  - Provides computer and phone for audio
  - Attendees do not need Gmail accounts.
  - Learn more at: http://meet.google.com. or send an email to mga-im@ieee.org
  - This is a great alternative to WebEx and everyone with an ieee.org account has access.

- Or other services such as Zoom, Microsoft Teams, On24

- Prevent unauthorized attendees
- Do not post access information on public websites
- Ask for pre-registration and send out email to registrants with access information
- vTools Events page has ReCAPTCHA for virtual attendance information

Download image   Download image   Download image

Download image   Download image   Download image

IEEE Branded Virtual Backgrounds for Video Conferencing Tools

https://brand-experience.ieee.org/templates-tools-resources/resources/ieee-branded-virtual-backgrounds-for-video-conferencing-tools/

vTools Training

https://site.ieee.org/vtools/training/

▶ Online vTools training is available

▶ Can hold a special virtual session for EDS Chapters if there is sufficient interest

IEEE OU Analytics

http://www.ieee.org/ouanalytics

▶ Provides access to IEEE Membership statistics as well as <u>member information for your unit</u>

- Access is based on the volunteer position and Organizational Unit (OU) i.e.: Section, Chapter, Society, region etc…

IEEE OU Analytics

Members and Affiliates	Students	Volunteer Positions
Overview of geographic organizational unit members and participants	Overview of students by geographic organizational unit and educational institution	Current organizational unit volunteers including volunteer history

Memberships, Subscriptions, and More...	Doublet	Map
Memberships, subscriptions, and participations by region, grade, gender, years of service, and renewal category	Overlapping memberships of organizational units	Geographic display of organizational units and counts

> Learn more about IEEE OU Analytics   > Membership and Subscriptions Monthly Statistics
> IEEE Conference Analytics

Note: Data displayed is based upon volunteer access privileges.
Data made available through this platform is IEEE Confidential Information. Please review the IEEE Guide to Classification of Documents policy for more information.

IEEE member data is released for use only by IEEE members, officers, and committee members. Member information may not be furnished, with or without compensation, to outside entities, or be used by IEEE members for any other than approved IEEE business.

It is the responsibility of the volunteer to keep informed of IEEE Policies governing mailings and the use of labels and email addresses, including the regulations governing electioneering for IEEE offices. The information is found in Section 14.1 of IEEE Policies published every January and is available on request or from the IEEE Governing Documents website.

It is also the responsibility of the volunteer to keep informed of the IEEE member Privacy and Security policies and Email Terms and Conditions.

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Volunteer Recruitment and Succession Planning

▶ Recruiting new volunteers, retaining them and succession planning is extremely important for "healthy and sustainable" chapters

▶ At every chapter meeting, ask for new volunteers

▶ Follow up with those who express interest

▶ Provide them with "micro volunteering" tasks
  - To give them a taste of what volunteering for IEEE involves
  - To assess their interest

▶ Know when volunteers get to the burn-out stage

▶ Seek help!

▶ IEEE is piloting a new volunteer management platform
  - Can post volunteer opportunities with defined skills
  - Can volunteer for opportunities

Recruiting and Volunteer Succession Planning

Murty Polavarapu

Joe Lillie

brilliant minds
BRIGHT FUTURES
IEEE SECTIONS CONGRESS 2017
11–13 AUGUST | SYDNEY, NSW, AUSTRALIA | ICC SYDNEY

Joe Lillie and Murty Polavarapu: Recruiting and Volunteer Succession Planning - Studio Tech Talks: Sections Congress 2017   353 views

https://ieeetv.ieee.org/joe-lillie-and-murty-polavarapu-recruiting-and-volunteer-succession-planning-studio-tech-talks-sections-congress-2017

VOLUNTEERING ON MY TERMS

volunteer.ieee.org

Distinguished Lecturer/Mini-Colloquia Program

https://eds.ieee.org/education/distinguished-lecturer-mini-colloquia-program

- ▶ Distinguished Lecturers (DLs) are well-known subject matter experts in EDS fields of interest
  - ▪ IEEE Fellows and Senior Members (currently 103 on DL Roster)
  - ▪ Willing to take time from their busy schedules to engage with Chapter members

- ▶ Chapter extends the invitation to the DL

- ▶ DL contacts the EDS office for funding approval

- ▶ Chapter bears the local expenses

- ▶ Has transitioned in March 2020 to virtual format until further notice

- ▶ Publicized now on EDS website for all members to attend

- ▶ Mini-Colloquia feature three or more DLs with a focus theme

- ▶ Special funding available but has transitioned now to virtual format

Check it out!

Virtual Events

- October 9, 2020 - Mukta Farooq Virtual Lecture
- October 10, 2020 - Lluis Marsal Virtual Lecture
- October 10, 2020 - Fernando Guarin Virtual Lecture
- October 14, 2020 - Karim Karim Virtual Lecture
- October 16, 2020 - Jesus del Alamo Virtual Lecture
- October 21-22, 2020 - CASS/EDS sponsored "IBM IEEE CASS/EDS AI Compute Symposium"

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Chapter of the Year Award

▶ Annual Recognition of Outstanding Chapters
- One Section-based Chapter
- One Student Chapter

▶ Based on the quantity and quality of activities, membership growth

▶ A plaque and USD 500

▶ Submission deadline October 1

▶ Announcement in December

AWARD WINNERS

Year	Chapter
2019	Regions 1-7 - None
	Region 8 – AP/ED/MTT/COM/EMC Tomsk Chapter
	Region 9 – ED Universidad Estadual de Campinas Student Branch Chapter
	Region 10 – ED Peking University Student Branch Chapter
2018	Regions 1-7 - ED/CAS North Jersey Chapter
	Region 8 - ED/SSC University of Nis Student Branch Chapter
	Region 9 - ED/RA Tunja Chapter
	Region 10 - ED Malaysia Chapter
2017	Regions 1-7: ED Schenectady Chapter
	Region 8: ED/MTT/AP/CPMT/SSC West Ukraine (Lviv) Chapter
	Region 9: ED South Brazil Chapter
	Region 10: ED Delhi Chapter
2016	Regions 1-7: ED Boise Chapter
	Region 8: ED Spain Chapter
	Region 10: AP/ED Bombay Chapter
2015	Regions 1-7: ED Santa Clara Valley / San Francisco Joint Chapter
	Region 8: ED/AP/MTT/PHO United Kingdom & Ireland Chapter
	Region 9: ED Universidad Santo Tomas (Tunja) Student Branch Chapter
	Region 10: ED Peking University Student Branch Chapter
2014	Regions 1-7: ED Mid-Hudson Chapter
	Region 8: None
	Region 9: ED Universidad Estadual de Campinas Student Branch Chapter
	Region 10: ED Malaysia Chapter

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EDS on Social Media

IEEE Electron Devices Society
@IEEEEDS

➢ EDS is on the following social media channels:
➢

➢ Please Like/Follow/Connect with us.

➢ To publicize your chapter events on our society's channels, please submit information via this online form:
https://ieeeforms.wufoo.com/forms/q11f2k9h0ys665l/

➢ Share your chapter social media account names with the EDS office so we can follow you and repost content to the main EDS channels. Send chapter account names to Joyce (j.lombardini@ieee.org), coordinator of EDS social media content.

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EDS Membership Promotion 2021

EDS Membership Fee Subsidy Program (MFSP) – Accepting chapter application lists until 31 July 2021. Membership subsidies are only available to applicants who qualify for reduced IEEE membership dues and who reside in a country with per capita gross national income (GNI) less than US$15,000
Visit the EDS website for more details on EDS MFSP: https://eds.ieee.org/members/membership-fee-subsidy-program-mfsp

2021 EDS Membership Promotions – Promote our special membership promotion code **EDSEVENT21** at your chapter events. Promotion code gives FREE EDS to IEEE members <u>and</u> new joins to IEEE. Offer valid for students and professionals!

NEW EDS Awarded Student Memberships – IEEE and EDS memberships awarded to Students who meet special criteria. Open to all EDS Chapters.
QUESTIONS ? Contact Joyce (j.lombardini@ieee.org) on any of these items and to request EDS promotional materials.

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Challenges and Future Considerations

▶ How do we rejuvenate under-performing Chapters?

▶ How do we improve communications between the Chapters and EDS?

▶ What more can EDS do to help Chapters?

▶ And….

▶ And….

Summary

► Chapters are important to EDS

► You, as a Chapter Leader, are vital to EDS

► We need "healthy and sustainable" chapters

► 2020 has presented us with challenges AND opportunities
  ▪ Thank you to the high-performing Chapters that are thriving

► EDS has many resources to help you

► Let us know what else you need

► 2020 may become the 'new normal'

Credit: United Nations
https://www.un.org/youthenvoy/2020/06/leadthenewnormal/

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Additional Resources

- IEEE Center for Leadership Excellence (https://ieee-elearning.org/CLE/)
  - Volunteer Training Resources
  - Professional Development

- IEEE Support Center (https://supportcenter.ieee.org/)
  - FAQs, Live Chat, Ask Questions

Questions?