**IEEE Central Texas Section
2021 Spring Officer Training Overview
Thursday, May 6, 2021
Virtual via ZOOM**

Prepared by: Central Texas Section Officers and Past Central Texas Section Officers

Agenda

12:00 pm   Introduction   Dr. Larry Larson

                Training Session Begins, Expeditor- Andrew Bluiett

12:15pm   Chair position role and duties   Dr. Larry Larson/Kenny Rice

12:30pm   Vice Chair role and duties   Andrew Bluiett/Leslie Martinich

12:45pm   Treasurer role and duties   Bill Martino/Kenny Rice

1:00pm   Secretary role and duties   Martha Dodge/Joe Redfield

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Central Texas Section

- Approximately 4000 members in Austin, San Antonio, surrounding area
- One of largest sections in Region 5

CTS

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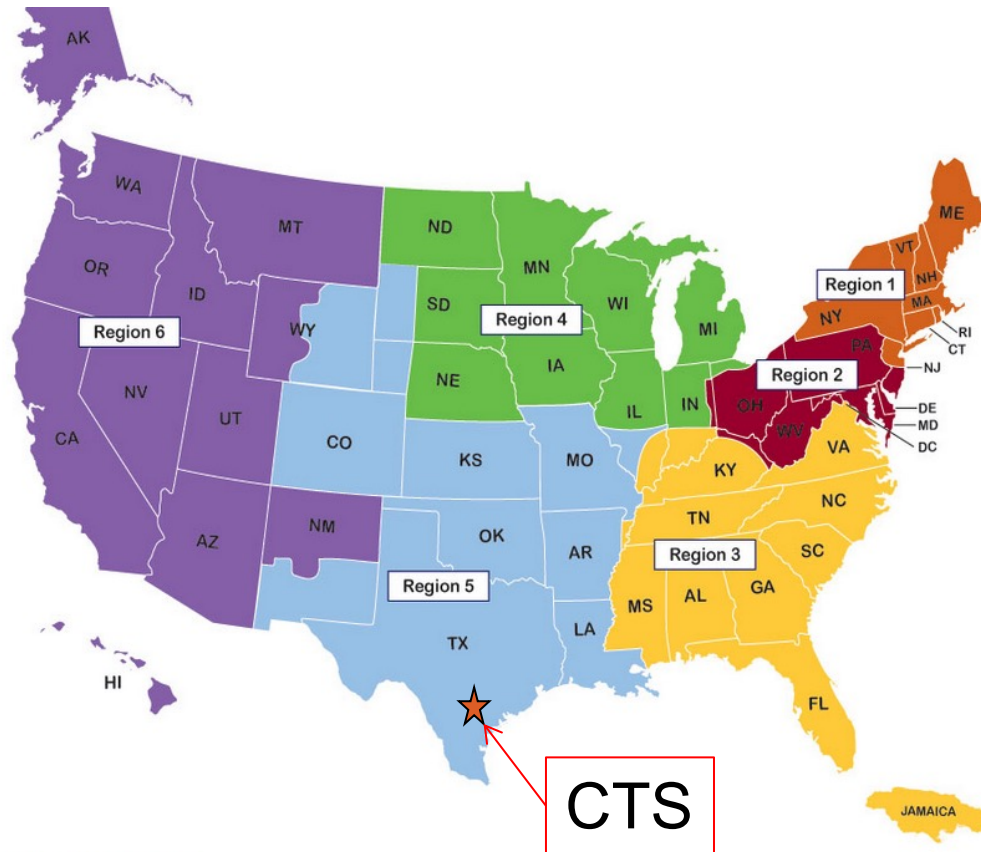
CTS Mission

For Central Texas Section to be RELEVANT to the members and community at large.

1. **Chapter vitality: Min 3-5 meetings, relevant topics, increase attendance, audience satisfaction**

1. **Improve Communications and Training**

1. **Building communities of Interest: K-12, Student engagement, YP**

1. **CTS Initiatives: Collaboration with other consortiums/councils, special interest groups, industry, government and academia**

1. **Collaboration with other sections, regions, and societies**

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Student Organizations

Student Branches
University of Texas – Austin   STB01971
Texas State University   STB04141

Student Affinity Groups
University of Texas – Austin, Psi   HKN023

Student Branch Chapters
University of Texas – Austin, C16   SBC01971
University of Texas – Austin, COM19   SBC01971A
University of Texas – Austin, PE31   SBC01971C
University of Texas – Austin, RA24   SBC01971B
Texas State University,   C16   SBC04141A

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2020-21 Section Officers

- Chair – Larry Larson
- Vice Chair – Andrew Bluiett
- Secretary – Martha Dodge
- Treasurer – Bill Martino

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2021 CTS Leadership

CTS Officers: **Chair:** Larry Larson; **Vice Chair:** Andrew Bluiett; **Treasurer:** Bill Martino; **Secretary:** Martha Dodge; **Past Chairs:** Fawzi Behmann, Leslie

Standing Committees & Coordinators	
Conference Chair	Fawzi Behmann
Coordinator-Life Member	Kai Wong
Educational Activities	Leslie Martinich
Electronic Comm Coordinator	Joe Redfield
Finance Committee	Bill Martino
Govt Activities Coordinator	Leslie Martinich Mina Hanna
K12 STEM Chair	John Purvis
Membership Development	James Mercier
Newsletter Editor	Semih Aslan
Nomin & Appointmts Chair	Leslie Martinich
Outreach Program-Corporate	Fawzi Behmann
Policies and Procedures	John Purvis Tom Grim
PACE Chair (coordinator)	Norma Antunano
Professional Activities	Fawzi Behmann
R5 South Chair	Christopher Sanderson
OU Analytics	James Mercier Joe Redfield
Vtools Coordinator	Kenneth Rice
Website	Martha Dodge

CTS Executive Committee
- Section Officers: Chair, Vice-Chair, Treasurer, Secretary
- Immediate two Past Section Chairs
- Manager of Electronic Communications
- Chairs of all IEEE CTS Chapters & Affinity Groups

Total – 24 members (Quorum – 13)

CTS Section Committee
- Section Officers: Chair, Vice-Chair, Treasurer, Secretary
- Immediate two Past Section Chairs
- Manager of Electronic Communications
- Standing Committee Coordinators:
- Awards and Recognition
- K-12 STEM
- Manager of Electronic Communications
- Policies and Procedures
- Professional Activities
- University Student Liaison
- vTools Coordinator

Total – 14 members (Quorum – 8)

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2021 Chapter Leadership

CTS Officers **Chair:** Larry Larson; **Vice Chair:** Andrew Bluiett; **Treasurer:** Bill Martino; **Secretary:** Martha Dodge **Past Chairs:** Fawzi Behmann, Leslie Martinich

Chapters & Affinity Groups		
CH05005	Comms/Sign Proc/ConsElec (COM19/SP01/CE08)	Fawzi Behman
CH05006	Computer & EMBS (C16/EMB18)	Fawzi Behman
CH05008	Electromagnetic Compatibility (EMC27)	Todd Steigerwald
CH05009	PES, PELS, IES, IAS (PE31,PEL35,IE13,IA34)	Ruth Sulzer
CH05069	Photonics (PHO36)	Mikhail Belkin
CH05188	CCT Sys & Solid State (CAS/SSC)	Jaydeep Kulkarni
CH05190	Product Safety Engr (PSE43)	Charles Goertz
CH05202	Education (E25)	Leslie Martinich
CH05220	Ant. Prop. & MW Tech (AP03/MTT17)	Casey Latham
CH05225	Instrument & Measurement (IM09)	
CH05235	Tech & Engr Management (TEM14)	Leslie Martinich
CH05250	Tech & Engr Mgmt (TEM14) UT-Austin Grad Students	Rachel Rajarathnam
CH10136	Electron Devices (ED15)	Larry Larson
CN50005	Consultants Network (CN)	Luis Basto
YP50005	Young Professionals (YP)	Ryan Thompson
LM50005	Life Member (LM)	Kai Wong
WE50005	Women in Engineering (WIE)	Leslie Martinich

Student Groups			
HKN023	UT Eta Kappa Nu, Psi Austin	SBC0197B	UT-Austin (RA24) Robotics/Automation
STB01971	UT-Austin St Branch	SBC0197C	UT-Austin (PE31) Power & Energy
SBC1971	UT-Austin (C16) Computer	STB04141	TX-State San Marcos St Branch
SBC0197A	UT-Austin (COM19) Communication	SBC04141A	Tx-State San Marcos (C16) Computer

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Chair

Prepared by: Dr. Larry Larson/Kenny Rice

Section Chair 1

- Ensures that Section, including Chapters and Affinity Groups are fulfilling IEEE mission and goals

- Manages the operation of the Section and ensures the best interest of local members are met

- Represents the Section to the Region Committee and/or other IEEE organizational units.

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Section Chair 2

- Chairs of the IEEE Section Executive Committee (ExCom), and presides at meetings
- Represents the Section at IEEE gatherings and Regional Committee Meetings
- Manages Section red tape
  - signs section documents/accounts
  - finds volunteers for non-elected positions)

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MGA Operations Manual 9.6.D

D. CHAPTER OFFICERS Officers of the Chapter shall be at least a Chair, a Vice Chair, a Secretary, and a Treasurer. The Chapter may combine the offices of Secretary and Treasurer.

- 1. Each member of the Chapter Committee shall be an IEEE member of Graduate Student Member, Member, Senior Member, or Fellow grade and a member of the parent Society. Officers of a Joint Chapter must be a member of at least one parent Society. The Chapter Chair shall serve as Chair for all meetings of the Chapter, the Chapter Committee, and the Chapter ExCom where such ExCom exists. To be an officer of a Technical Council Chapter, an individual must be an IEEE voting member of a Society which is a Member Society of the Technical Council.

- 2. The Chapter Vice Chair shall assist the Chair in the coordination of all Chapter activities. At the request of the Chapter Chair or in the absence of the Chapter Chair, the Chapter Vice Chair shall chair meetings of the Chapter, Chapter Committee, or Chapter ExCom.

- 3. The duties of the Chapter Secretary shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, and submission of meeting reports to the parent Section Secretary or Secretary/Treasurer at the end of each year and such other duties as are assigned to him/her by the Chair.

- 4. The duties of the Chapter Treasurer shall include the development of a Chapter budget for approval by the Section, accounting of all Chapter funds, keeping financial records, and submitting a financial record to the Section.

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MGA Operations Manual 9.6.D

- 5. Officer Terms and Eligibility:
  - a. All officers shall be elected by Chapter members of Graduate Student Member, Member, Senior Member, and Fellow grade. Elections for all officers shall take place every one or two years, in accordance with the term of office as defined by the parent geographical unit that assumes responsibility for the Chapter management.
  - b. The term of office for all officers shall be one or two years. The parent geographical unit that assumes responsibility for the Chapter management must define the officer term as one or two years and record it in its local operating procedures document; if the officer term is not recorded in the local operating procedures document, it shall be two years. An individual may continue in the position until a successor has been duly elected and takes office.
  - c. The term of office shall normally be from 1 January through 31 December. MGA Operations Manual, Section 9 page 103
  - d. The consecutive period of service in any one office shall normally not exceed four years. All officers shall not serve in any one position, in any single organizational unit, more than six years in total. Exceptions to this rule require approval by the Chair of the parent geographical unit that assumes responsibility for the Chapter management who will annually report such exceptions to the Region Director.
- 6. The names of the newly elected/appointed officers (voting and non-voting) of the Chapter shall be reported to the IEEE MGA department, via the Section or Council Secretary, within 20 days following election/appointment.

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Vice Chair

Prepared by: Leslie Martinich/Andrew Bluiett

Section Vice Chair

› Supports Section Chair

› Selects topics for discussion at Section Meetings
  – Works with Section Secretary and Chair

› Works with Chapter Chairs
  – Ensure they offer programs focused on increasing member engagement

› Steps in for Section Chair if needed

› Attends Monthly Section Meetings

› Organizes Annual Training Event

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Vice Chair

› **Supports Chair**

› -Availability (committees, meetings, conferences, training)

› **Attend Society Tech Meetings and Admin Meetings**
  – Available to advertise events, recognize achievements, network

› **Vitality**
  – Focus on tools to increase member engagement

› **Training to learn the duties of Chair**

› -attend PES conference, IEEE e-learning tools

› **Attend all Meetings**

› **Support Local Workshops and Conferences**

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IEEE Central Texas Section Officer Training Overview

Treasurer

May 6, 2021

Austin, TX

Prepared By: Bill Martino/Kenny Rice

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Finance related duties of Chapter and Group officers

1) Participate in the annual Section budgeting process by forecasting Chapter or Group revenue and expenses for the upcoming year.

2) Review the proposed Section budget, then participate in the Winter Planning Meeting. Members of the ExCom vote to approve the annual Section Budget in this meeting.

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Finance related duties of Chapter and Group officers

3) Manage Chapter or Group events according the approved budget – exceptions need approval from the Section Chair.

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Chapter/Group Funds

- Chapters and Groups receive funds primarily from:
    - Annual dues rebate, based on prior year activity -- $200 or $275
    - Support from IEEE Societies and MGA Committees, such as PACE and Life Members
    - Chapter or Group events, such as Workshops with an attendance fee
    - Donations – usually from a corporation, but sometimes from an individual
    - Support from the Section

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Chapter/Group Funds

- Chapters and Groups are entitled to receive funds generated by their own activities, including the annual IEEE Rebate.

- Unspent funds derived from Chapter and Group activities remain are retained by the Chapter or Group from fiscal year to fiscal year. This does not include unspent "support dollars" from the Section.

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Chapter/Group Funds

- Chapters and Groups may share surplus funds from an activity, such as a workshop, with other Organizational Units, such as the Section. The allocation is defined in an MOU.

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Duties of the Treasurer to Chapters and Groups

1) Reimburse Chapter or Group expenses paid by a person

2) Pay bills incurred by the Chapter or Group for an approved activity

3) Provide periodic financial reports showing OU receipts and expenditures vs the budget

4) Provide a form to aid the annual budgeting process, including an estimated balance forward

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Reformatted Financial Report

LM					
Status as of 03/31/2021					
Opening Balance				$ 309.72	
Revenue	**2021 Budget**	**YTD Actual**			
IEEE Active Chapter Rebate	200.00	-			
IEEE Activity Bonus	75.00	-			
a. Society support	500.00	-			
b. Corporate support	-	-			
c.	-	-			
d.	-	-			
e.	-	-			
f.	-	-			
Total Revenue			-		
Expense	**2021 Budget**	**YTD Actual**			
a. Chapter Admin meetings (chapter committee meetings, officer training, etc	100.00	-			
b. Monthly technical or group interest meetings	160.00	-			
c. Non-technical meetings (recepions, award events, pre-university activities -s	500.00	-			
d. Texas State Museum Support for Science Thursday - Lunch for volunteers	150.00	-			
e.		-			
f.		-			
g.		-			
	-	-			
	-	-			
	-	-			
	-	-			
	-	-			
	-	-			
	-	-			
Total Expenses			-		
Net Income				-	
Balance to Carryforward to 2022, as of 03/31/2021				309.72	
Approved 2021 CTS Support				-	
Balance Available to Spend in 2021, as of 03/31/2021				309.72	

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IEEE Central Texas Section
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Position: Secretary

Prepared by: Martha Dodge, Joe Redfield

IEEE Officer Position Secretary

- The secretary is an officer and serves on the OU Executive Committee, and is the keeper of the OU documentation, e.g.

  - Past meeting minutes and reports,
  - Lists of **current** and **past** OU Officers,
  - Agreements/contracts with local organizations,
  - Past strategies and plans of the OU,
  - Other important <u>non-financial information</u> (financial is Treasurer's role)

- Term:
  - Typically 1-2 years, not to exceed 4 years, but up to 6 years with Section approval (the OU above, geographically)

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IEEE Officer Position Secretary

Typical Chapter/Group Secretary Activities:

- Schedules regular and special **OU meetings in vTools**

- **Documents attendance in vTools ("Report Meeting")**

- **Updates officer positions in vTools ("Officer Reporting")**

  - IEEE will then give officers **permissions** for vTools and the IEEE member database (OU Analytics)

- Notifies ExCom members of upcoming meetings/events

- Records minutes of monthly OU ExCom meetings

- Distributes minutes to the ExCom

- Ensures regulatory and bylaws compliance, with ExCom

- Submits annual meeting summary to IEEE Section

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File Storage

- The OU ExCom or Chapter Committee should discuss the best way to retain documents

    - Hard copy is cumbersome

    - OU-owned **laptop** passed from Secretary to Secretary

    - OU **Google Drive** file location with access granted to all officers (and other volunteers as appropriate)

    - **Piazza** is a platform used by many universities. "Professors" can manage the access for the "students" as they change.

    - **OU website** with password protected access.

    - CDs and **USB drives**

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Thank you!

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