

Officers > Responsibilities

Positions

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- Section Vice-Chair
- Section Treasurer
- Section Secretary
- Chapter Chair
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Section Chair

The Section Chair shall exercise general supervision of the affairs of the Section. 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. Presides at meetings of the Section and the Section Executive Committee.
3. Operates the section to maximize satisfaction of Section member needs with the resources available.
4. Establishes and supports Chapters in his/her section for all societies having 3 or more interested members who reside in the Section.
5. Establishes and supports Affinity Groups for those approved groups with 3 or more members interested in supporting such a group who reside in the Section.
6. Develops and presents plans for meeting members' needs to the Section Executive Committee for review.
7. Identifies appropriate volunteers and presents their appointments to the Executive Committee for review.
8. Insures that all Section Officers, Committee Chairs, and Chapter Chairs are properly trained for their jobs.

9. Signs L-50 financial report and confirms all reporting accurate and submitted in a timely manner.
10. Insures satisfactory performance from the other Section Officers and the Section Committee Chairs.
11. Appoints a Nominating Committee.
12. Prepares an annual report of Section Activities for submission to the Region.
13. Represents the Section at all IEEE gatherings.
14. Transfers Section records to the new Section Chair at the end of the year.
15. Present Reports at the Annual General Meeting.
16. Chairs the Election, if a suitable volunteer does not exist.

Section Vice-Chair

The Section Vice-Chair shall support the Chair in carrying out his/her duties, and exercise such immediate duties as may be required in the absence or unavailability of the Chair.

The Vice-Chair shall organize the Annual General Meeting (AGM) including locating the venue, arranging the menu, and organizing the talk.

The AGM Honorary invitees are (2017):

IEEE Canada President Witold Kinsner w.kinsner@ieee.org

IEEE Canada President Elect Maïke Luiken maïke.luiken@ieee.org

Central Canada Chair Murray MacDonald murraymacdonald@ieee.org

KW Section Chair Shahed Shahir sshahir@ieee.org

Toronto Section Chair Thamir Murad dr.t.murad@ieee.org

London Section Chair Abdallah Shami abdallah.shami@uwo.ca

Peterborough Section Chair (optional) Sean Dunne sean.dunne@ieee.org

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. Processes bank account signature authority documentation for IEEE Staff Director, and Financial Services signature where local laws and regulations permit.

4. Prepares the annual budget for submission to the Section Executive Committee.
 5. If a Finance Committee is in place, serves as Chair of that committee.
 6. Makes disbursements in accordance with the approved budget.
 7. Refers expenses outside the budget to the Section Chair for action.
 8. Insures that all Section expenditures and disbursements are made in accordance with IEEE policy.
 9. 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.
 10. Prepares financial reports for the Section Chair, Section Executive Committee and Regional Director.
 11. Transfers Section financial records at the beginning and end of each year.
- 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.
 - Submit year-end section financials into NetSuite in time to get Section early rebate (typically Feb 15th)
 - Submit their 2016 year-end bank statements to the IEEE via [MGA Compliance Reporting web page](#). These should be available via Concentration Banking by Jan 15th. Email send an email to finance-solutions@ieee.org once this is done.
 - Submit the necessary compliance documents applicable to MGA Compliance Reporting web page.

Related documents: IEEE Hamilton Expense Form.

Section Secretary

The Section Secretary shall record the minutes of all business meetings of the Section. He/she shall make such reports of his/her activities as may be required by the IEEE Executive Committee and oversee Standing Committees as directed by the Chair. The Section shall retain a recorded copy of the minutes.

The L31 Reports which are typically filed by Dec 31 of each year include:

Entity	Type	# of meetings (reportd)	L31 Field	Notes
Hamilton Section	Section	5 or more Exec Meetings	Reg=7 Section=Hamilton Org Unit=WE70003 - WIE	

Power Chapter PE31/PEL35	Chapter	2 or more	Reg=7 Section=Hamilton Org Unit=CH07164 PE31/PEL35	
Super Chapter SP01/IT/12/COM1 9	Chapter	2 or more	Reg=7 Section=Hamilton Org Unit=CH07135 SP01/IT/12/COM1 9	
Life Member	Affinity Group	2 or more		
WIE	Affinity Group			

Note: L31 **Reports** (done after a meeting) after different from L31 **Events** (which announcement a meeting before it occurs.)

Summary of Duties and Responsibilities:

1. Accurately records minutes of all Section meetings.
2. Distributes agenda and meeting notices for all Section meetings.
3. Reports all Section and subunit meetings to the IEEE Regional Activities Department using the proper forms, ie, complete L31 Meeting Reports online for the Section, Affinity Groups (WIE, Young Professionals, and Life Members.)
4. Maintains all Section records.
5. Notifies the IEEE Regional Activities Department of all changes in Section and subunit Officers.
6. Maintains an adequate supply of all forms, stationary, and other materials required by the Section.
7. Submits Section Bylaws to the IEEE Regional Activities Department and reports any revisions to be made to them.
8. Maintains Section Records on Google Drive.

Chapter Chair

The Chapter Chair is responsible for the proper functioning of a local chapter section. The Chapter informs the Section secretary 1) of upcoming meetings so they can be publicized on the Section's website, and 2) reports on attendance at meetings. There is also a annual year-end financial report that must be completed.

For Active Chapters, the IEEE provides a small retroactive budget for meeting refreshments, and speakers' token of appreciation (e.g., plaque, book, dinner.)

The Section Secretary and Treasurer often help out with some of the paperwork and reporting involved.

In practice, many of the seminars you or your colleagues hold during the year would count as meetings, if they are open to IEEE members.

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. Identifies appropriate volunteers and presents their appointments to the Chapter Executive Committee for review.
6. Insures that all Chapter Officers and Committee Chairs are properly trained for their jobs.
7. Signs off on financial report where appropriate and confirms all reporting accurate and submitted in a timely manner.
8. Insures satisfactory performance from the other Chapter Officers and the Chapter Committee Chairs.
9. Prepares an annual report of Chapter Activities for submission to the Section Secretary, Region and/or Society Chapter Coordinators.
10. Represents the Chapter at all IEEE gatherings.
11. Transfers Chapter records to the new Chapter Chair at the end of the year.

Related documents: [L31 meeting forms](#).

Webmaster

The Webmaster is responsible for facilitating the distribution of information and knowledge of the section to its members.

Summary of Duties and Responsibilities:

1. Maintains the Section's website.

Educational Activities

The Educational Activities coordinator is responsible for promoting educational events at the sectional level.

Summary of Duties and Responsibilities:

1. Be aware of Section's demographics with relation to membership employed by academia, industry, and government.
2. With the approval of the Section Executive Committee, plan and execute training programs to address the technical and professional development of the membership
3. Maintain information about Educational Activities through the IEEE Professional Development Institute (<http://www.ieee.org/pdi>).
4. Where appropriate, maintain information about national society(ies) and their educational activities.
5. Maintain information about area educational and training opportunities and promote these programs to the IEEE membership.
6. Provide a regular report to the Section Executive Committee about status of Educational Activities programs in the Section and in the geographic area.
7. Maintain communications with Regional Educational Activities contact.
8. Passes on to successor all relevant records of office at the end of term.

Membership Development

The Membership Development coordinator is responsible for promoting membership drive events at the sectional level.

Summary of Duties and Responsibilities:

1. Receives monthly mailings of Section membership statistics from IEEE Operations Center.
2. Maintains a current record of Section membership.
3. Analyzes Section membership information and identifying membership problems and opportunities.
4. Submits requests as needed for membership development materials, including posters and applications, to IEEE Operations Center staff.
5. Communicates regularly with Regional Membership Development officer.
6. Coordinates membership exhibits for local conferences, including but not limited to use of IEEE Cooperative Display program, soliciting materials for exhibits, identifying volunteers to staff booth.
7. Maybe asked to manage Section membership database (SAMIEEE).
8. Serves as resource to members seeking information on Senior member elevations.
9. Communicates regularly with GOLD and Student representatives as well as Chapter Chairs about membership recruitment and development opportunities within those groupings.
10. Identifies opportunities for recruitment and elevation within the Section.
11. Provides regular membership status report with recommendations to Section Executive Committee.
12. Passes on to successor all relevant records of office at the end of term.

Student Activities

The Student Activities coordinator is responsible for managing all IEEE student activities at the section level.

Summary of Duties and Responsibilities:

1. Become familiar with IEEE Student Activities-related programs through contact with the Regional Student Activities Chair (RSAC), Regional Student Representative (RSR), the Student Concourse web site at www.ieee.org/students and IEEE Student Services Staff.
2. With the approval of the Section Executive Committee, plan and execute training programs to address the needs and concerns of Student members and promote active involvement with IEEE after graduation.
3. Serve as liaison to Student Branch Counselors and Student Branch Chairs to maintain communication with the Section.
4. Provide a regular report to the Section Executive Committee about the status of Student Activities programs in the Section and in the geographic area. Remind the Section that Sections receive a rebate for Student members.
5. Pass on to successor all relevant records of office at the end of term.

Related document: TBD

Events

The Major Events Activities Chair is responsible for organizing and arranging major events related to the Section.

Summary of Duties and Responsibilities:

1. Activities, including but not limited to planning, organizing, controlling and keeping the executive updated as to fund raising and budgeting for planned major events.
2. Be aware of Section's demographics with relation to membership employed by academia, industry, and government. Where appropriate, coordinate with the Awards Activities Chair for special initiatives related to events.
3. Where appropriate, maintain information about national society(ies) and our career development activities. Develop past Section executive historical contribution for inclusion into Ottawa Section history portfolio.
4. Maintain information about area expositions and conferences and where appropriate promote these to the IEEE membership.
5. Submit regular report to Section Executive Committee on status of Section's events activities and potential events to be considered for our membership's benefit. Contact outside organizations for partnering opportunities eg: OCRI.
6. Maintain information about historic activities and coordinate with the IEEE-Canada initiatives to recognize Ottawa historic contribution.
7. Passes on to successor all relevant records of office at the end of term.

Related document: NA

Awards

The Awards Activities Chair is responsible for organising and arranging major award activities for the IEEE Ottawa 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. He / She shall maintain historical records of Section awards distributed.
3. Submits any new Section award to RAB Awards & Recognition Committee for approval. Is knowledgeable of IEEE recognition products, including pins, plaques, certificates, etc., and process for ordering.
4. The Activities Chair will draft a letter for recognition of newly elevated Senior members and Fellows for signature of Section Chair, and distribution by Section Secretary.
5. Shall preside at meetings of the A&R Committee. Forwards recommendations to Section Executive Committee for approval. Provides regular report, including recommendations, to Section Executive Committee for information and, where appropriate, action.
6. The Activities Chair will also solicit nominations for IEEE Institute-level Awards and Medals and will pass on to successor all relevant records of office at the end of term.
7. Passes on to successor all relevant records of office at the end of term.

Related document: NA

External Relations Chair

The External Chair is responsible for interfacing with IEEE Canada External Relations Chair and finding speakers for technical talks and tours.

Summary of Duties and Responsibilities:

1. TBD.

Related document: TBD

Women in Engineering (WIE) Chair

The WIE Chair is responsible for interfacing with IEEE Canada WIE Chair and promoting WIE.

Summary of Duties and Responsibilities:

1. Organizing the "WIE Hamilton Children's Drawing Contest" annually, run November – December (identifying topic, promotion, award distribution.)
2. Attend IEEE Region 7 WIE meetings.

Related document: NA

Young Professionals (YP) Chair

The YP Chair is responsible for interfacing with IEEE Canada YP Chair and promoting YP – graduates within the last 10 years.

Budget is to be negotiated with Section Chair.

Summary of Duties and Responsibilities:

1. Organizing meetings of Young Professionals, of a technical or networking nature.
Examples of interest would be job hunting, entrepreneurship.
2. Assist with technical operations of the IEEE Hamilton Section website when needed.

Related document: NA

Elections

In the case of interest in more than one person for an elected executive office, there shall be an election at the Annual General Meeting (AGM).

Each candidate shall give a speech or upto two minutes, followed by a silent vote of the members attending the AGM.

[end]