

Chapter Briefs September 2006

A bi-monthly newsletter dedicated to sharing information of interest to IEEE Chapters to assist them in their communications and support efforts to their Chapters.

Some articles may have been compiled from internal IEEE communications, as well as Society newsletters.

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Technical Chapter & Affinity Group Required Reports

Technical Chapters and Affinity Groups are required to annually report: 1) [meeting activity](#), 2) [financial activity](#) and 3) [current Chair](#). These reports are necessary for the Chapter/Affinity Group to maintain viability. A Chapter/Affinity Group may be dissolved if reports are not submitted.

1. Meeting Activity Reports:

Meeting reports should be submitted after each meeting is held.

Submit via the web form at www.ieee.org/L31. The Section secretary should be copied using the "Email CC list" field on the bottom of the form. Once submitted from the web, there is no need to send hard copy or re-submit the forms at the end of the year.

Chapters must hold a minimum of two technical meetings per year and maintain a membership of at least ten members, other than Students.

Affinity Groups are required to maintain a membership at least six members, other than Students, and to submit an annual roster of members, including names and member numbers. They should hold not less than two group technical, professional, or educational meetings per year.

For details on rebate funding and earning an activity bonus, see the [Rebate Schedule](#).

2. Financial Activity Report:

Income and expense information, and year end bank statements (if applicable) should be submitted to your Section's treasurer for consolidation into the Section Financial report (L50).

When? The information described above should be give to your Section's treasurer as soon as possible after 31 December. The Section treasurer has to have the consolidated report to IEEE by the third week in February.

Chapters and Affinity Groups maintaining a separate bank account and involved in a lot of financial activity may submit a separate L50 [financial report](#). A copy of this report should go to the Section treasurer. Consistency **must** be maintained from year to year regarding the way the financial report is submitted (consolidated or separate).

3. **Officer Report:**

The Chapter Chair's name, member number and email address should be sent to the Section secretary for Section records and submission with the Section's reports.

When? Within 21 days of an election. If the same officer is going to be in place for an upcoming year, send that information to the Section secretary in December, along with updated contact information if applicable.

NOTE: Chapters also have a Technical Society "Parent." Each Society has different reporting requirements (or may have no requirements at all). Please see the [Society Chapter Funding Guide](#) or contact your Society officers for more information.

Chapter Chair Roster

To make it easier for societies to retrieve accurate data regarding their chapters and their chairs a roster was created and posted to the Technical Activities Roster page at:

<http://www.ieee.org/portal/pages/tab/roster/index.html> This roster will be updated bi-weekly, to insure that the information is kept current. To access this roster you will need to login using your webaccount.

Concentration Banking

What is the Concentration Banking Program? This program offers IEEE Geographic Units and Conferences a bank account with unlimited check writing privileges, which pays a higher rate of interest than traditional business checking accounts. For more information click on the following link: <http://www.ieee.org/portal/pages/services/financial/treasury/concentration.html>

Five Articles By Management Guru Peter F. Drucker Featured in New Issue of IEEE Magazine

The new issue of the "IEEE Engineering Management Review" (v. 34, no. 2) features five articles by management guru Peter F. Drucker, who is regarded by experts in the business world as the founding father of the study of management. Articles include "Management: The Problems of Success" and "Knowledge-Worker Productivity: The Biggest Challenge." Abstracts for all articles in the issue can be found in the IEEE Xplore digital library, where subscribers will have full-text access to the publication. Visit: <http://ieeexplore.ieee.org/xpl/tocresult.jsp?isnumber=35313>

Regional Activities Board Awards – Deadline 15 October 2006

Members are encouraged nominate candidates for the Regional Activities Board Awards (RAB). The deadline for nominations is OCTOBER 15, 2006.

The awards and recognition program of the Regional Activities Board (RAB) is designed to help promote the IEEE's purpose of recognizing outstanding achievement in electrical, electronics, and computer engineering worldwide.

For more information and descriptions of the different award categories, please visit the IEEE RAB Awards and Recognition Program web page, at: <http://www.ieee.org/organizations/rab/rab/Awards/RABAWARDS.html>

IEEE Launches Internet Television

On 15 August, IEEE is launching the Beta release of IEEE.tv – an internet-based broadcasting network that will produce and deliver prerecorded, special-interest programming for engineers

and technologists. A collaborative effort of IEEE volunteers, members and staff across the organization, the new service will initially be available only to members only through the myIEEE web portal, (www.ieee.org/myieee). It will expand to provide select content intended for the general public starting in September.

IEEE.tv will feature original IEEE-produced content within a viewer that may in the future serve as a carrier for non-IEEE productions. Series include IEEE conference highlights, interviews with authors who publish books with IEEE, IEEE president-elect candidate debates, and introductions to new IEEE products. In September, general interest programs including those promoting careers in engineering and demonstrating new technology in everyday applications will be available to anyone who visits www.ieee.org/ieeetv. Individuals with questions can contact tv@ieee.org

IEEE Mentoring Connection

The IEEE Mentoring Connection is a new online service that matches IEEE members to facilitate a mentoring partnership. The program, designed as a way for members to share workplace experience and offer career guidance, serves as a career development tool for members who have recently entered the workforce and a way for more experienced members to give back to the community.

Accessed through the membership benefits section of the IEEE Web site, potential mentors and mentees are asked to provide information that becomes part of a database. Once registered, mentees may search the database and select a mentor based on technical or educational background, geographic location or other criteria.

Also available to participants are online training materials, such as a mentoring resource guide. For more information on the IEEE Mentoring Connection, visit www.ieee.org/mentoring or contact Cathy Downer, Regional Activities, at c.downer@ieee.org or +1 732 562 5506.

Fellow Program Seeks Application Engineer Nominations

IEEE Members are being encouraged to identify as Fellow candidates senior members who have made extraordinary accomplishments in the application of technology in IEEE fields of interest.

The Fellow policies and procedures were changed in 2003 to increase the number of Fellow nominees from industry. For this purpose, the revisions established a new Fellow category, Application Engineer/Practitioner, which recognizes significant contributions in "product development, advancement in system, application or operation, project management or construction activity, process development, manufacturing innovation, codes or standards development, or other application of technology." The first individuals recognized in this category were named in the 2006 class of Fellows.

In addition to Application Engineer/Practitioner, Fellow candidates may be nominated in three other categories: Research Engineer/Scientist, Educator and Technical Leaders.

An email will be distributed shortly to Section chairs containing a sample article and a MS PowerPoint presentation on the Fellow application process. The nomination period for the 2008 Fellow class will run from August 2006 to 1 March 2007. To learn more about the IEEE Fellow program, visit www.ieee.org/fellows