

Chapter Briefs January 2006

A quarterly 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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Welcome to the new IEEE Chapter Staff Person: Jo Ellen Snyder

Joining the Society General Activities department is new Chapter Coordinator Jo Ellen Snyder. She will take over IEEE Chapter Activity Support from April Monroe in the coming weeks. Jo Ellen comes to us from the IEEE Signal Processing Society and will have half of her workday available to Chapters.

Revised Chapter Chair Reference Guide Now Available

http://cms.ieee.org/IEEE_Edit/IEEE/tab/cha/ccrefguide.pdf

A new reference guide is now available for all IEEE Chapter Chairs. We hope you will find the reference guide provides useful information on running your chapter, working with the IEEE headquarters and your society. Everyone wants your Chapter to succeed – this guide will help you do it! The IEEE Chapter Chair Reference Guide was created through a cooperative effort between the IEEE Technical Activities and IEEE Regional Activities departments and revised with help from Society Chapter Coordinators and Regional Coordinators. Special thanks go to Howard Patterson of IEEE MTT-S whose Chapter Handbook formed the original framework for the reference guide. See the Chapter Chair Reference Guide online at:

<http://www.ieee.org/organizations/tab/cha/ccrefguide.pdf>

Get your Members' Contact information - INSTANTLY!

<http://www.ieee.org/samiee>

Chapter Chairs can download the latest membership data for your Chapter using a program called SAMIEE. Simply visit <http://www.ieee.org/samiee> and use your IEEE web user name and password to access the system. A query for Chapter membership data is pre-arranged in SAMIEE. Once you are logged in, simply click on the link "Corporate Documents" and then click on the file called "Current Society members in a Section with Contact information." When a blank screen comes up, click on "EDIT" (at the top right) and then click "Run Query" (bottom right). Find your section in the list when the prompt comes up and then click on "Society Code" in the prompt and choose your society. Finally, click OK and let the system run for several minutes. The results will be the list of all Members in your Section in one Society. Click on download and it will open a copy in MS Excel.

Chapter Meeting Reports - Online L31 Form

<http://www.ieee.org/L31>

All Chapters that hold two technical meetings in one year are entitled to a \$200 rebate from IEEE. This is in addition to any funds your Society may send to you. Every time you hold a meeting, report it immediately using the new, online L31 form at <http://www.ieee.org/L31>. You can look at all of the meetings held in your Section or Society at this site as well. Please note: It is important to file your reports soon after any meeting – that way, your Society and the IEEE will know early which Chapters are doing well, and which Chapters need help. You will also help spread out the burden on the system if you report early.

Officer Confirmation Reports

Welcome to newly elected Chapter Chairs and welcome back to those of you who are returning! If you received this message, you're currently in the IEEE database as an active volunteer supporting IEEE Chapters. If this is correct, confirm it – if it is incorrect, fix it! Contact your Section leadership anytime you make a change to your officer list. Your Section will be submitting Officer confirmation reports in the coming weeks – make sure they know who is in charge of your Chapter!

Welcome new Chapter Staff Person – Jo Ellen Snyder

Jo-Ellen Snyder has become the new IEEE Society Chapter Coordinator, you may contact her with any questions or concerns regarding your chapters via email to: j.e.snyder@ieee.org or via telephone +1 732 465 5892.

Welcome to 120 Chapters formed in 2005!

Please extend a warm welcome to the new Chapters formed in 2005! Do you see a new Chapter in or near your Section? Let that new Chapter Chair know that you're there to help. Local advice can get a new Chapter off to a good start. Congratulations to all of the new Chapters!

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