



## IEEE Sections Congress 2008 Recommendation Response form

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| <b>1. IEEE Sections Congress Recommendation #3</b>   |
| <p>Provide "Leadership Training Handbook (Text and Multimedia) for Section Officers" to include: Volunteer Recruitment, Roles &amp; Responsibilities of Section Chair and Section Committee, Presiding at Meetings, Documentation - Websites &amp; Forms, Time Table for Elections &amp; other formal IEEE Required Activities, and Transfer of Responsibilities to incoming officers.</p>   |
| <b>2. Provide a project description or statement of the work being conducted in support of this recommendation.</b>  |
| <p>This recommendation is being address by the efforts of the MGA Geographic Unit Operations Support Committee and the MGA Leadership Training ad hoc committee.</p> <p>The MGA Geographic Unit Operations Support Committee is working on development of a table which identifies the functions that should be performed by each unit. Additionally, the committee will be surveying Section to get feedback on how they are conducting business today to ensure that all functions are captured.</p> <p>The MGA Leadership Training ad hoc committee is working on the development of quick start officer training. Both of these efforts are supporting the development of a Geographic Unit Leadership Handbook.</p> |
| <b>3. Next Milestone or expected completion date of this recommendation.</b>   |
| <p>By June 2009</p> <ul style="list-style-type: none"> <li>• Compile a list of functions – distinguish between mandatory functions versus optional functions</li> <li>• Conduct Survey of Geographic Units</li> <li>• Analyze survey results and add functions</li> </ul> <p>July – September 2009</p> <ul style="list-style-type: none"> <li>• Determine the structure for organizing training (Frame Work)</li> <li>• Assess &amp; provide recommendation on delivery mechanism of material</li> </ul> <p>October – December 2009</p> <ul style="list-style-type: none"> <li>• Review data and establish a path for completion by early 2010.</li> </ul>   |
| <b>4. What outcomes do you expect, what are the potential impacts on IEEE and what metrics can be used to measure success?</b>   |
| <ul style="list-style-type: none"> <li>• Increase number of units providing on time reporting</li> <li>• Increased number of new volunteers in Section/Chapter Activities</li> <li>• Volunteers spending less time trying to find information about IEEE and more time focusing on the needs of the members.</li> </ul>  |
| <b>5. Please provide any additional information that will be helpful in providing an update on this recommendation.</b>  |
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| <b>6. Submitted by and Date</b>  |
| 1 May 2009 – John Dentler/Dan Toland/Cheryl Sinauskas  |