Technical Development

- Technical Student Paper Contests
- Submit your articles for publication in Potentials Magazine
- Robotic Design Contests
- IEEEEXtreme Programming Competition
Professional Development

- Professional Activities Workshops
- myIEEE
- IEEE memberNET
- Student Professional Awareness Conferences
- Student Professional Awareness Ventures
- IEEE.tv programs – Student Branch Seminars
- IEEE Job Site
Humanitarian Development

- Special Projects
- Awards and Recognition
- Community Awareness Activities
- Getting involved with your Student Branch
- Humanitarian Technology Challenge
Getting involved with your Student Branch

- Committee Participation
- What makes your Branch stand out?
- Member get a Member [www.ieee.org/mgm](http://www.ieee.org/mgm)
- Social Media
IEEE Offers...

Merchandise:

www.ieee.org/merchandise

Benefits/ Discounts Overview:

www.ieee.org/benefits

Career Alerts:

http://www.ieee.org/education_careers/careers/10021972
Student Branch Administration

Executive Committee:

Student Officers:

Chair, Vice Chair, Secretary, Treasurer

Committee Chairs:

Positions vary based on Branch

Faculty Counselor

Selected by the Branch membership
Chair

Key to effective student leadership

Overall management/delegation of Branch affairs

Duties include:

Preside over Branch meetings

Hold Executive Committee meetings

Appoint program, publicity, and membership committees as necessary

Report to IEEE Headquarters and engage your Section leadership [https://officers.vtools.ieee.org/](https://officers.vtools.ieee.org/)

Arrange election of officers every calendar year

Communicate regularly with officers during the academic year and summer
Vice Chair

Frequently overseas committee responsibilities

Shares the workload with the Chair

Motivates Branch Activity

Duties Include:

Serves as the Chair of the Program of Membership Committee

Reviews Student member benefits

Organizes field trips, special events, speakers

Responsible for refreshments at Branch meetings

Assists Chair on committee follow up
Secretary

Duties:

Keeps detailed records of each meeting in order to complete the Annual Report

https://sbr.vtools.ieee.org/

Maintains supplies as required by the Branch www.ieee.org/mdsupplies

Carries out Branch communications

Maintains and updates Student Branch website

Adheres to Branch Constitution and Bylaws for Branch activities

Records names of all speakers and send appropriate correspondence
Treasurer

Accounts for all of the Branch’s financial activity

Duties:

Deposits all monies and maintain receipts of transactions

Prepares a budget at the beginning of every academic year

Adheres to the Executive Committee’s authorization on disbursements

Submits financial statements with the Annual Report 1 May and 1 November

Arranges for transfer of funds to new Treasurer
Other positions

- Junior or Assistant Officers (Chair, Vice-Chair, Secretary, Treasurer) If possible, name Past President as an ExComm officer (helps continuity from year to year)
- Special Events Chair (i.e., S-PAC or S-PAVe)
- Ambassador for speakers
- Class representatives
- Membership / Recruitment Chair
- Club liaison
- Mentor Program Chair
- Advertising Chair
- Outreach Chair
- Student Government Rep
- Communications/ Press Release/ Newsletter Representative
- Webmaster
- Various Chairs to build teams (i.e., ticket sales)
- Social Activities Officer
- Technical Tours / Projects Manager
Common Questions...

New to IEEE and not receiving publications? www.ieee.org/publicationsdelivery

Need a new membership card? www.ieee.org/contactcenter

Incorrect contact information? www.ieee.org/myieee

Looking for a conference travel grant? Search Conferences at IEEE
Thank you for attending!

Please contact student-services@ieee.org for further information.