

Leadership Nomination Form – Jane Doe

RESPONSIBILITIES

XXXX Section:

- Vice Chair, ####
- o Assist chair in generating presentation material of monthly ExCom meetings
- Publicity Chair, #### - ####
- o Submit chapter and affinity group meeting information to newsletter, upcoming events web page
- o Submitted events happenings to newspapers to promote local interest
- o Encouraged members to attend events at meetings
- Section Function Chair (acting), ####
- o Coordinate ExCom's inputs and organize Section's annual summer outing at XXXX. This was a novel venue and very well received by the members
- o Surveyed ExCom's inputs for vnmue and organized Section's annual awards banquet at XXXX
- XXXX Society XXXX Chapter Secretary, #### - ####
- o Assist with scheduling events, notifying members and submitting reports
- WIE/GOLD Affinity Group
- o Organized two special meeting where Toastmasters presented introductory speaking program to WIE/GOLD members as well as non-IEEE member audience. One of sections most successful program of the year. Resulted in full program being offered.
- o Attended XXXX Student Branch meeting
- Student Activities Coordinator, #### -####
- o Attended Student Branch meeting
- o Encouraged post graduation membership retention
- Pre-University Committee, #### - ####
- o Participates in collage / career fair activities at area high schools
- o Review Pre-U grant applications and make recommendations
- Senior Member Committee
- o Encourage members to apply for SM Grade
- o Coordinate recommendation letters

XXXX Section

- Treasurer #### - ####
- Nomination Committee Chair #### - ####
- Student Paper Contest Chair, #### - ####
- Awards Committee, ####
- Section Chair, ####
- XXXX Society Chapter Chair ####
- XXXX Society Vice Chair ####

XXXX Society

- XXXX Society Chapter Activities Board, Region ## Coordinator, ####
 - XXXX Society Geographic Unit Operations Committee, ####
 - o Organized and chaired the XXXX Society Chapter Resources Training Workshop sessions at the R# summer BOG
 - XXXX Society XXXX Program, Chair, #### - ####
 - o Jane is the single point contact for connecting traveling members with remote Chapters.
- Region #
- Region # Sections Congress Coordinator, ####
 - o Chaired session that surveyed members for their inputs to critical actions the IEEE needs to address. This is the start of an on-going process to present the Region's five top concerns at the Sections meeting in San Francisco next year
 - o Presented initial survey results to R# BOG members
 - Strategic Planning Committee, ####-####

Region #

- Women in Engineering Coordinator, #### - ####

- Annual Technical Conference Chair, ####
- Technical Conference Publication Chair, ####

XXXX

- Vice President, Communications & Public Awareness, ####
- o Helped launch new interactive online publication, XXXX
- o Investigated methods for IEEE to improve industry relations
- o Attended XXXX Awards
- o Supported XXXX External Awards ad hoc committee
- o Encouraged past XXXX Awardees to be nominated for XXXX awards
- Chair: XXXX Meeting Committee, #### - ####
- o Chair, ####
- o Program chair, ####
- o Exhibits chair, ####
- o Technical workshop chair, ####
- XXXX Editorial Board, ####-####;

MGA GOALS MET

Increase member engagement:

Jane enthusiastically encourages members to become engaged in professional and IEEE activities at the section, region and national levels. Her leadership in organizing the XXXX Section's summer outing and upcoming awards banquet will be appreciated by about ##fifty members. She organized a Toastmaster Introductory speaking program which was attended by about 75 people at two special WIE/GOLD series of meetings. Jane leveraged her many years involvement in Toastmasters to introduce young engineers to the importance of developing critical presentation skills. As a result of these meetings a full course will be offered in the near future.

Jane is Region # representative to the IEEE XXXX Society XXXX Board. At the summer BOG, Jane organized a series of XXXX Society Chapter Resource Training sessions. As Region # representative for Sections Congress, Jane chaired a session that started the process of compiling top the five long term recommendations. She reported the initial results of the survey session at the BOG meeting.

Jane helped launch the XXXX publication bringing pertinent information to members. She encourages member to participate in awards programs, particularly to leverage past awards for additional nominations.

Improve relationships with and between members :

As section vice chair, Jane brings a steady, even handed approach to resolving at times contentious issue discussions during ExCom meetings. She has the insight necessary to offer compromise positions with general support from all.

As XXXX, Jane Investigated methods for IEEE to improve industry relations.

Increase operational efficiency and effectiveness within MGA and its interfaces:

Jane's uses her multiple positions at the section, society, region and higher levels to effectively plan and coordinate activities involving a wide range of geographic units. She chaired a several day workshop at this year's R# BOG meeting on resources training for XXXX Society chapters.

Enhance collaboration with other organization units:

Jane accepted the position of Chair for the XXXX Society's new XXXX Program. She is the single point contact responsible for connecting traveling members with remote Chapters.

Jane's work in Region # and Region # IEEE positions gives her the experience and contacts to coordinate activities across a wide geographical area. In #### she was the coordinator for the XXXX Society Chapter Activities Board, Region #&#.

Increase membership:

As Student Activities Coordinator, Jane attended student branch meeting to promote and encourage students to continue their IEEE membership after graduating as a means of fostering professional and

personal development. She is strong advocate for members to apply for Senior Member Grade as soon as eligible as means of recognition from the IEEE as well as personal achievement.

Jane is also a strong advocate in recognizing individual achievements and has nominated a number of members for IEEE awards. In her XXXX role she urges other to leverage past nominations for additional awards. The public awareness that these awards bring provides high visibility for promoting membership and retention.

Increase the collaboration and cooperation between geographic units:

At this year's R1 BOG meeting she chaired a session to survey members' inputs for critical actions for the IEEE to consider.

Enhance the membership-related information available to the member and the geographic unit:

The XXXX interactive on-line publication was launched during with Jane's help. This publication offers members a new source to learn about programs, products, services and activates along with actions being undertaken on their behalf.

HOW GOALS WERE MET

Jane's involvement in local, regional and national positions within the IEEE organization gives her the experience and visibility necessary to effectively identify, plan and execute activities to meet member's needs. She is by nature results oriented and willingly dedicates an enormous amount of personal time and effort working toward achieving established MGA goals. Jane effectively uses her congenial management style to direct the efforts of fellow volunteers in achieving desired end results.

SIGNIFICANT NATURE OF ACHIEVEMENT

Jane's professionalism and personal dedication allows her to undertake and successfully complete numerous projects. Her wide range of experience at all levels gives her the ability to effectively work across various IEEE organizations and boarders. Jane's many accomplishments place her in the unique position of making significant contributions toward achieving not just a few, but all of MGA's goals.

SUGGESTED CITATION

"MGA Leadership Award"

To Jane Doe, for your dedication to IEEE activities and programs at the Section, Region and higher levels. Your numerous achievements contributed significantly toward achieving this year's MGA goals.

ADDITIONAL COMMENTS

In addition to the achievements listed above, Jane has also received the following awards.

- XXXX Professional Achievement Award for Individuals, #####;
- XXXX Section Volunteer Leadership, #####
- XXXX Small Section Award, #####
- XXXX Section Leadership Award, #####
- Region # Technical Conference Leadership, #####
- XXXX Section Outstanding Member, #####

Jane is a licensed Professional Engineer in state. She has a leadership role in Toastmasters International and is a Tournament Director for the XXXX Hobby Federation.