

## Section Officers - Elected - Executive Committee

### Section Chair

The Section Chair, responsible to the Section Executive Committee, shall be the Senior Executive Officer of the Section and has general supervision of the affairs of the Section. The Chair shall have such powers and duties as are provided in the IEEE and Section By-Laws, including but not limited to the following:

- To appoint the Chairs of all Standing Committees as specified in the By-Laws.
- To make appointments for any special duties as may arise during the term of office.
- To act as Chair of the Executive Committee and call meetings as required or necessary to properly handle the affairs of the Section in the best interests of the Section and the IEEE.
- To represent the Section (unless an alternate is designated by the Section Executive Committee) as a member of the IEEE Region 5 Committee and carry-out such duties relating thereto as prescribed in the IEEE By-Laws.
- To conduct the election of officers at the Annual Business Meeting of the Section.
- To prepare a consolidated report at the close of the term of office. The report shall include a review of the activities of the Section during the term of office. Copies of the report shall be furnished to the Regional Director, IEEE Headquarters, the incoming Section Chair and a file copy for the Section's permanent records.

The Section Chair shall preside at all meetings of the Executive Committee, General Section Annual Business Meeting, and the installation of the Incoming Officers.

### Section Vice-Chair / Chair-Elect

- This officer shall perform the duties of the Section Chair in the conduct of business when the Chair is unable to do so.
- The Section Chair-Elect shall assist the Section Chair in making recommendations for Section goals to the Executive Committee.
- The Section Chair-Elect shall be a voting member of the Section Executive Committee.
- At the discretion of the Section Chair, the Section Chair-Elect shall function as coordinator of Section activities.
- The Vice-Chair, as a member of the Executive Committee, shall attend all meetings; or, if unable to attend, shall arrange for an alternate to record the minutes of the meetings.

### Secretary

- The Secretary, as a member of the Executive Committee, shall attend all meetings; or, if unable to attend, shall arrange for an alternate to record the minutes of the meetings.

- The Secretary shall be responsible for sending out meeting notices for the Executive Committee Meetings using VTools / Constant Contact.
- The Secretary shall be responsible for maintaining current records on the Section membership from information furnished by IEEE Headquarters through SAMIEEE.
- The Secretary shall be the custodian of all records of the Section and shall pass on to the incoming Secretary those records which should be retained for historical or other purposes.
- At the beginning of each new administration, the Secretary shall be responsible for notifying IEEE Field Services of the names of all incoming elected Section, Subsection, and Chapter Officers and approved Committee Chairs within twenty (20) days after taking office by using the Officer Confirmation reporting system.
- The Section Secretary shall provide each new Section and Subsection Chair, Chapter Officer, and Committee Chairs with a copy of the Denver Section By-Laws and appropriate operational guides prepared by IEEE Headquarters, and other guides that may be prepared by the Section, after each annual election and/or committee appointments.
- The outgoing Secretary shall be responsible for reporting to the IEEE Headquarters, on the prescribed form (L-31), information about the meetings held by the Section, Subsections, Chapters, Societies, and Groups. This report shall be submitted to IEEE Headquarters no later than the specified date, usually February 1st of the ensuing year.
- Maintain the IEEE Denver email lists in Google Admin / Constant Contact

## Treasurer

- The Treasurer shall be responsible for maintaining the Section's financial records and conducting activities including:
- Preparing all documentation necessary for the annual audit
- Maintaining the receipts and disbursements record using Quicken or other approved financial tracking program
- Report on the financial condition and any significant expenses of the Section at every Executive Committee meeting
- Deposit of all monies received by the Section in a depository approved by the Executive Committee
- Make disbursements only as authorized in the Section annual budget or as specifically approved by the Executive Committee.
- Preparation of an annual budget for the next year.
- The outgoing Treasurer shall submit the Section Financial Statement, on the prescribed form (L-50), for the year ending December 31st no later than the date specified, usually in time to be received at IEEE Headquarters by February 1st.

- Immediately following installation of officers, the incoming Treasurer shall arrange with the outgoing Treasurer for the transfer of the Section financial records and submission of required account signature cards.
- As a member of the Executive Committee, the Treasurer shall attend all meetings, or if unable to attend, shall arrange for an alternative to present the current financial report.

## **Section Officers - Appointed - Executive Committee**

### **Membership Development**

- Responsible for those activities which support the general membership.
- Primary interface between the Executive Committee and the Technical Societies within the Denver Section, including organizing and arbitrating the discussion on society annual rebate levels Communicate regularly with Young Professionals student representatives and Chapter Chairs about membership recruitment and development opportunities within those groups.
- Advises and assists in society startup and ongoing development activities.
- Organizes and supports all Senior Member upgrade events.
- As a member of the Executive Committee, attend all meetings, or if unable to attend, shall arrange for an alternative to present the current membership report.

### **Professional Activities (Pace)**

- Provide leadership for activities for those activities which improve the professional standing and recognition of Electrical, Electronics and Computer Engineers, Scientists, and Technologists in communities within the Denver Section.
- Plan and organize professional development activities to benefit the members of the Denver Section.
- Interface with the Region 5 Professional Activities Chair to obtain funding for Denver Section PACE activities and report to Region 5 upon completion of the activities.
- Represents the Denver Section on the Colorado Engineers Council (CEC) and other interSociety, Industry and Government engineering organizations as requested by the Executive Committee.
- Represent the Section at the Annual IEEE-USA Annual Meeting and other Regional and National conferences and meetings as requested by the Section.
- As a member of the Executive Committee, attend all meetings, or if unable to attend, shall arrange for an alternative to present the current PACE report.

### **Student Activities - Pre-College and Education Activities**

- Responsible for those activities which interact with pre-university students (K-12).

- These activities are in support of Pre-College Math & Science (STEM) programs such as the Colorado Science Fair and Science Olympiad among others.
- Provide a regular report to the Section Executive Committee about status of educational activities programs in the Section and in the geographic area.
- Maintain communications with the Region 5 Educational Activities chair.
- Pass on to successor all relevant records of office at the end of term.
- As a member of the Executive Committee, attend all meetings, or if unable to attend, arrange for an alternative to present the current Pre-College and Education Activities report.

### **Student Activities - University Student Branches**

- Support of IEEE University Student Branch programs and the annual Student Paper Contest among others.
- Provide a regular report to the Section Executive Committee about status of educational activities programs in the Section and in the geographic area.
- Maintain contact with all Student Chapters and Chapter Councilors within the Denver Section, including a contact list of all Chapter officers and councilors.
- Maintain communications with the Region 5 Educational Activities chair.
- Pass on to successor all relevant records of office at the end of term.
- As a member of the Executive Committee shall attend all meetings, or if unable to attend, shall arrange for an alternative to present the current Student Branch Activities report.

## **Section Officers - Appointed**

### **Awards and Recognition**

- Assist the Section Chair in the generation of recognition plaques and awards for prior year officers
- Compile the application for the annual Region 5 Large Section Award

### **Dine & Learn**

### **Conferences**

- Provide leadership for the management, organization and execution of technical or professional conferences as defined by the Executive Committee.

### **Finance & Audit**

- Become familiar with the financial statements, procedures, policies and tools (Quicken) used by the Section and IEEE

- Assist the Treasurer in his/her duties, especially preparing for the annual audit should the Section be selected for an audit
- Act as the Treasurer should the Treasurer not be available (excluding the disbursement of funds)

### **Government Relations Chair**

- Inform the membership of the Section of relevant legislation which might have impact on the member Maintain contact with activities and initiatives of the IEEE-USA

### **Industry Relations**

- Provide leadership necessary to build relationships between the Section and local employers of electrical or computer engineers.
- Promote the IEEE to industry as a relevant information provider to enhance the technical skills of their employees, works with industry to establish an understanding of their needs and demonstrates that the IEEE can help address their needs and identifies ways to recognize industry for technical or professional achievements relevant to the IEEE.

### **Programs**

- Responsible for scheduling and coordinating the Section's monthly general meetings, and scheduling and arranging the Annual Business Meeting, Awards Banquet and the annual installation of officers.
- Familiar with event management software and the IEEE E-notice system
- Become familiar with local meeting venues, catering resources and audio-visual equipment rentals.
- Become familiar with available (local and national) speakers (technical and non-technical) and the IEEE Distinguished Lecturer Series

### **Public Relations and Publicity Chair**

- Responsible for raising the awareness (marketing) in the community of IEEE activities by: notifying newspapers, trade publications, other technical professional organizations, the radio and TV media, and other interested parties concerning Section meetings of particular interest and of IEEE activities such as election of officers, annual awards, and special meetings and other events
- Building relationships with local Chambers of Commerce
- Working with Social Media and Publications to coordinate the outreach for IEEE Denver
- Becoming familiar with media resources available from IEEE and IEEEUSA and assisting in conference publicity when requested

## **Publications**

- Publish the Section's electronic newsletter at least four times per year.

## **Social Media**

- Leverage social media such as Facebook, Linked In, Twitter, etc. as appropriate to reach out to our members and provide current information of interest on IEEE Denver Activities and events of interest

## **Strategic Planning Chair**

- Update the Section's Long Range plan
- Hold discussions and work group sessions as necessary to maintain the relevance of the Long Range Plan.

## **Webmaster**

- Maintain the [iee-denver.org](http://iee-denver.org) website with current and up to date information