



IEEE Denver Section

## Officers and Standing Committees Roles and Responsibilities

### Volunteer Training

The IEEE Center for Leadership Excellence (CLE) (<https://iee-elearning.org/CLE/>) “offers a ‘one stop’ training solution designed to serve the multiple and diverse range of IEEE user communities. From volunteers, non-volunteers to students, members and conference organizers, the site offers a simpler and effective learning experience.”

### 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.
- 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 ensure the election of officers is managed in accordance to the Section’s Local Operating Procedures.
- 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.
- Complete CLE Training for Section Chair, Treasurer, and Secretary roles

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

Experience: The Section Chair will typically have several years of experience with Section Executive Committee as a Voting Officer. Ideally as the Section Vice-Chair, Treasurer, or as the Chair of one of the Section Chapters. Familiarity with all of the Section roles and responsibilities and the ability to step in and support any of the officers functions where needed is highly valuable. Completion of CLE training for Section Chair will also help prepare for this role.



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### Section Vice-Chair

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 Vice-Chair shall assist the Section Chair in making recommendations for Section goals to the Executive Committee.
- The Section Vice-Chair shall be a voting member of the Section Executive Committee.
- At the discretion of the Section Chair, the Section Vice-Chair 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.
- Complete CLE Training for Section Chair, Treasurer, and Secretary roles.
- The expectation is that the Vice-Chair will assume the Chair's position at the end of the Chair's term of office. At the discretion of the Section Chair, the Section Vice-Chair may be asked to work with any of the other Officers or Standing Committee Chairs to help the Vice-Chair prepare and to confirm their readiness.

Experience: The Section Vice-Chair will typically have several years of experience with the Section Executive Committee as a Voting Officer. Ideally as the Section Treasurer or as the Chair of one of the Section Chapters. A key task of the Section Vice-Chair is to become familiar with all of the Section roles and responsibilities to ensure they have ability to step in and support any of the officers functions where needed is highly valuable. Completion of CLE training for Section Vice-Chair will also help prepare for this role.

### Secretary

The duties of the Section Secretary shall include correspondence, the keeping of the minutes of the committee meetings, mailing notices, and submission of meeting and officer reports to the MGA department at the end of each year and such other duties as are assigned to them by the Chair.

- 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.
- 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.



## IEEE Denver Section

### Officers and Standing Committees Roles and Responsibilities

- 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 local procedures 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. 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
- Complete CLE Training for Section Secretary

Experience: The Secretary should be familiar with the IEEE in general but no specific experience is required to be considered for this position. The Secretary will need to become familiar with:

- IEEE web based tools such as SAMIEEE Database and VTools (Events, eNotice, and Officer Reporting)
- Email group management in Google Admin and ListServ
- Presentation, spreadsheet, and document software
- Google Drive

Ideally the Section Secretary will have previous experience as a Chapter or Group Secretary.

### Treasurer

The duties of the Section Treasurer shall include the development of a Section budget for approval by the Section, accounting of all Section funds, keeping financial records, and submitting the financial operations report of the Section to the IEEE Senior Director – Financial Services.

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



## IEEE Denver Section

### Officers and Standing Committees Roles and Responsibilities

- 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 for the year ending December 31st no later than the date specified, in time to be received at IEEE Headquarters.
- 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.
- Complete CLE Training for Section Treasurer

Experience: The Treasurer needs to access web based CBRS Bank Statements, use several accounting tools (currently NetSuite and Quicken), as well as use spreadsheets to manage the section finances. All of these tools can be learned although familiarity with them or similar tools will certainly make the Treasurer's life easier. Ideally the Section Treasurer will have previous experience as a Chapter or Group Treasurer.

## Section Executive Committee Members - Appointed

### Section Student Representative

- Representative of Student Branches on the Executive Committee

## Chairs, Standing Committees

### 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



IEEE Denver Section

## Officers and Standing Committees Roles and Responsibilities

### Dine & Learn

Responsible for coordination of “Dine and Learn” events which are monthly technical talks and networking events jointly organized with our local technical societies and the Denver section. Responsibilities include coordinating with local societies (verifying speaker details, verifying scheduled dates, communicating expenses), coordinating with the meeting venue (reserving the space, arranging appetizers, authorizing charges), arranging for the society a/v equipment to be present at the meeting, coordinating the sending of event notices, and in rare instances locating additional speakers to maintain a consistent program. Local societies will independently find, schedule, and coordinate all details with the speakers. This role is also responsible for organizing a smooth transition of information to your successors.

- Organize the monthly Dine & Learn Dinners at a venue in the Denver metropolitan area.
- Solicit speakers and maintain a list of the agreed speaking engagement dates for each speaker through the year. Chapters are encouraged to sponsor Dine & Learns and provide speakers in which case costs will be split with the Chapters.
- Prepare and issue the VTools Event and eNotice for each Dine & Learn at least two weeks in advance
- Maintain and setup IEEE Denver AV equipment including laptop, projector, wireless microphone, and speaker for each Dine & Learn
- Obtain permission to record the presentation from the speaker with a signed copy of the [IEEE Copyright Transfer & Publication Rights](#) Document when possible
- Record the presentation, edit, and work with the Webmaster to post on the IEEE Denver Website
- Submit receipts for any costs incurred to the Treasurer. Meals are provided for free to any students who attend the Dine & Learns.

### 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)



IEEE Denver Section

## Officers and Standing Committees Roles and Responsibilities

### Government Relations

- 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.

### Membership Development

The membership development chair will be responsible for contacting new IEEE members to welcome them to IEEE, answer or refer their questions, and inform them of local activities. This is a great role for anyone (new or old to IEEE) to find out more about all the resources, benefits, and activities available to IEEE members. This position should also gather metrics on what new members' interests and goals in IEEE membership. If interested, this role can also present to local student groups to increase awareness of the benefits, history, and activities of IEEE. Resources are available at the national level to provide presentations, informative literature, and support. This position would also be responsible for synchronizing our e-mail lists with the national IEEE database on a regular basis. 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.



IEEE Denver Section

### Officers and Standing Committees Roles and Responsibilities

- 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.

### Programs & Events

Responsible for scheduling and coordinating all of the Section's meetings:

- Monthly Section Executive meetings
- Annual Business Meeting
- Summer BBQ
- Section Executive (ExCom) meetings are held monthly except July and December.
- The Annual Business Meeting / Fall Event is our premier annual event for our local membership. It includes the Awards Banquet and the annual installation of officers.

Responsibilities include:

- organizing volunteers
- finding and negotiating a venue
- booking a keynote speaker
- negotiating catering
- coordination with the ExCom

ExCom members and past event organizers are available to assist and transfer knowledge of our past events

- The Summer BBQ is an informal event held at a local park for all Denver Section Volunteers
- Familiar with event management software and the IEEE E-notice system
- Become familiar with local meeting venues, catering resources and audio-visual equipment rentals



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### Officers and Standing Committees Roles and Responsibilities

- Become familiar with available (local and national) speakers (technical and non-technical) and the IEEE Distinguished Lecturer Series
- Support the transfer of knowledge to the next Programs / Events Chair

### Public Relations and Publicity

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

### Section Student Activities

Support of IEEE University and College 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 Section Student Representative, 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 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.



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- 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.

### 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

- 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

The webmaster is responsible for updating our WordPress based section website [ieee-denver.org](http://ieee-denver.org) which includes updating links and content, posting meeting minutes and resources, and other maintenance to maintain a functional website.

- Additional improvements, ideas, and changes are encouraged
- Support/maintain our domain names and our Google apps for non-profits account which should both require very minimal, if any interaction