

# IEEE REGION 6 OPERATIONS MANUAL

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## Operations Manual for Region 6 of the IEEE

### INTRODUCTION

This Operations Manual is a companion to the Region 6 Bylaws. It is a “living document” which describes the traditions, customs, practices and policies of the Region 6 Committee, and supplements the information in the Member and Geographic Activities (MGA) Operations Manual and the Region 6 Bylaws. The status of those and other documents are described in the Region 6 Bylaws. In the case that the Region 6 Bylaws and this document are not in agreement on any issue, the Bylaws take precedence.

Revisions to this document must be approved by the Region 6 Committee, by the procedure described in the Region 6 Bylaws.

In all instances, the *IEEE Governing Documents (e.g. Bylaws, Constitution, Policies)*, and *Member and Geographic Activities (MGA) Operations Manual* shall prevail when there is a conflict between these documents and the Region Bylaws and Operations Manual.

Region operations include these functions:

1. Formulate goals and objectives for the Region, in support of the local organizational units in meeting the needs of the IEEE members of the Region.
2. Plan Region operations, including budget preparation and approval.
3. Report officer, financial operation, and meeting reports to the MGA department.
4. Plan and implement programs in consonance with the IEEE mission and the mission of IEEE MGA.

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5. Plan and implement programs in consonance with IEEE goals and objectives for the volunteer structure of the Region, for example, develop and implement leadership training programs for volunteers and members to enhance their interpersonal skills, group skills, and leadership abilities.
6. Provide leadership opportunities for interested IEEE members to take an active role within the operations of the Region.

This manual specifies the duties and responsibilities of the various Region officers, standing committees, activity chairs, liaisons, and representatives as specified in the Bylaws.

## REGION ADMINISTRATION

The governance structure for the Region is:

- Executive Committee (Excom): consists of the Officers and other leaders as specified in the Bylaws. The day to day management of the Region is performed by the Executive Committee. At least two formal meetings shall be held yearly.
- Region Committee (Opcom): consists of the Officers, Section Chairs and other voting and non-voting members as specified in the Bylaws. The Region Committee meets at least annually, to approve the Directors appointments and the yearly budget, and in even years, to select the candidates for Director-elect.
- Areas: The Region territory is divided into up to six administrative Areas each with a set of Sections as specified in this Operations Manual. Each Area will hold at least two Area meetings per year.
- Standing Committee Chairs, Activity Chairs, Representatives, Coordinators: Appointed by the Director and serve at their pleasure; are responsible for carrying out programs in the Region for their activity, such as Admissions and Advancement, Educational Activities, Life Members, Student Representative, Young Professionals, Women in Engineering (WIE), etc. as specified in the MGA Operations Manual.

The rules contained in "Roberts Rules of Order, Newly Revised, shall govern the Region 6 Committee in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of IEEE, or Region 6, or the Special Rules of Order of Region 6.

## MEETINGS SCHEDULE

The Region Committee meets for its annual meeting in the first Quarter. In even years, when there is to be an election for Director-Elect for the Region, it must meet prior to the deadline for submission of candidates for the IEEE elections.

The Excom meets at least once in in the Fall for the purpose of planning for the next year.

Areas typically meet twice per year, with a meeting once in the Spring and another in the Fall. If the meeting is face-to-face, representatives from each Section in the Area and from each Student Branch are invited, with support limited in accordance with the Region 6 Travel Policy. The Fall meeting is expected to provide training for Student Branch leaders. Area meetings may be combined with the annual meeting, or as separate meetings. Areas may meet jointly.

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## REPORTING

The Region is required to file various reports with IEEE. These include:

- Roster. Secretary is responsible for filing the Region roster with MGA as directed by MGA and updating the roster as needed. Roster is also provided to the Region Committee and posted on the Region website.
- Region Committee Minutes. Secretary is responsible for creating and distributing minutes of the Region Committee meetings and the Region Excom meetings. Copies of Minutes shall be forwarded to the MGA Secretary at the IEEE Operations Center.
- Year-end Financial Report. Treasurer is responsible for filing the annual financial report with MGA as directed by MGA.
- IEEE-USA Funds. The Region PACE Coordinator is responsible for filing interim as required and year-end report on Region Professional Development Funding usage as directed by IEEE-USA.

As reporting requirements and needs change, the Region 6 Secretary has a responsibility to take initiative and work with the Region 6 Director to ensure smooth operations and timely reporting.

## OFFICERS

### DIRECTOR

The Director automatically assumes a two-year term of office, having been elected to and served in the position of Director-Elect.

The Director:

- serves as chair of the Region Committee and Excom.
- manages the Region operations and represents the Region in all other IEEE functions as required throughout Region 6.
- nominates and makes recommendations to the Region 6 Committee for approval of all non-elected Region 6 Officers and Committee Chairs.
- provides guidance as required and ensures training is provided in best practices for Sections and Students.

### DIRECTOR-ELECT

The Director-Elect performs all duties and obligations of the Director in the Director's absence, and assumes Director's office in the event of a vacancy.

The Director-Elect:

- Participates in any Region 6 capacity at the Director's request
- Becomes familiar with the Region 6 Budget
- Keeps abreast of all Region 6 activities to assure a smooth transition
- Participates in strategic planning activities covering the future term as Director

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- Becomes oriented with the IEEE Board of Directors, the IEEE-USA Board, and the MGA Board
- Participates on MGA standing and review committees (requires nomination via MGA N&A).

## SECRETARY

The Region 6 Secretary is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Executive and Operating Committees.

The Region Secretary:

- Maintains the Region Opcom, Excom and other official rosters
- Prepares the meeting Minutes of the Region's Executive Committee (ExCom), Operations Committee (OpCom) and other formal meetings
- Distributing Minutes prior to the meeting where they will be approved
- Writing and distributing official, and other correspondence as directed by the Director
- Organizing formal meetings of the Region, preparing the meeting's agenda, collecting and distributing reports required by meeting attendees, and other duties required for a successful meeting, as directed by the Director
- Maintaining the Region's master calendar
- The Secretary may be the Region's parliamentarian
- Preparing and distributing reports concerning the governance and operation of the Region as required
- Maintaining Region 6 Bylaws and Operations Manual in concert with the Bylaws Committee, when the Region Director has established this ad hoc committee
- Archiving the Region's governance and operational documents including but not limited to Bylaws, Minutes, Operations Manual and records of Region 6 standing and ad-hoc committees
- Performs other duties to assist the Director in the administration of the Region

The names of the newly elected/appointed officers of the Region Committee shall be reported to the IEEE MGA department within 20 days following appointment.

## TREASURER

The Region 6 Treasurer is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Executive and Operating Committees.

The Treasurer serves as chief financial officer, with authority to interpret and approve spending relative to policy. The Director provides guidance and resolves controversial issues.

The mission of the Treasurer is to maintain the financial records, and to collect and distribute funds as directed by the Region 6 Executive Committee.

The Treasurer is responsible for maintaining accurate and timely financial records for the Region. By maintaining these records the Treasurer assists IEEE to financially account for Region 6 activities. The consistency, completeness and accuracy of financial reporting, and compliance with the Institute's financial policies and procedures, are highly important in maintaining a nonprofit, tax-exempt status.

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The duties of the Region 6 Treasurer are defined in the Region 6 Bylaws, Section 7.2.5 and MGA Operations Manual. Generally, it is the job of the Treasurer to:

- Lead budget and finance activity
- Collect financial records from the outgoing Region Treasurer, and make sure all bank accounts have as the authorized signatories the new officers and the IEEE Staff Director of Financial Services.
- Audit all disbursements and prepare payments
- Assist in the preparation of the Region budget to be submitted for approval at the first meeting of the newly appointed Region 6 Executive Committee.
- Present the budget to the Region 6 Committee for adoption.
- Maintain the budget. Periodically review income and expenditures to insure that operations do not exceed the budget, and bring to the attention of the Executive Committee any overrun of the budget.
- Attend all meetings of the Executive and Region 6 Committees
- Maintain a financial ledger, entering all receipts and disbursements in a computer database.
- Present financial data and reports as requested by the Executive Committee
- Deposit funds received in the name of the Region, in a depository determined by the Executive Committee.
- Reconcile all bank statements
- Make disbursements as ordered by the Executive Committee
- Maintain the Region 6 Travel Policy
- Prepare and forward to IEEE Headquarters additional financial statements as may be required
- Prepare and forward to IEEE by end of the third week in February or other date as required, a Financial Statement of Operations (L-50), as of 31 December. Financial Statements are incomplete unless all required Schedules, and copies of year-end bank statements and investments are included.
- Furnish accounting training to Section Treasurers, and advice in the preparation of annual L-50 reports.
- Prepare financial records for the Audit Committee
- At term-end, participate in a transition audit, arrange for the transfer of financial records to the incoming Region Treasurer and advise the bank of the newly authorized signatures for each account.

Governing documents include the Region 6 Bylaws, Operations Manual, Travel Policy, and the MGA Operations Manual.

The Treasurer reports to and serves at the pleasure of the Director. The criteria for successful accomplishment of the treasurer's mission include the following:

- Financial records are kept current.
- Bank statements are reconciled and balance with Region financial records.
- Expenses are paid in a timely manner.
- Reporting is accurate and timely.
- Audits are satisfactory.

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## PAST DIRECTOR

At the conclusion of their term as Director, the Director assumes the position of Past Director for two years.

The Past Director:

- Serves in an advisory role to the Director
- Chairs the Region 6 Nominations and Appointments Committee
- Maintains a file of qualified Region 6 candidates for Committee appointments
- Serves on ad hoc committees at the Director's request
- Participates in strategic planning

## STANDING COMMITTEES

The Region Standing Committees covered in this manual are:

<b>Committee</b>	<b>IEEE linkage</b>
Awards	Awards and Recognition Committee
Conferences and Events	MGA Conferences Ad-Hoc Committee
Membership Development	MGA Membership Recruitment and Recovery Committee
Nominations & Appointments	N/A
Student Activities	MGA Student Activities Committee

### Awards Committee

The Awards Chair and Committee recommends, catalogs, and communicates available awards, identifies candidates, solicits nominations and endorsements, and guides timely submissions of nominations and produces reports as requested by the Director.

Awards Committee shall consist of the Region Awards Chair and up to five members of the Region at large appointed by the Awards Chair with the concurrence of the Region Director.

The Awards Committee selects the winners of the various Region awards for nominations submitted. The Awards Chair is responsible for obtaining award plaques or other materials, and providing a list of awardees, citations and biographical information to the Director for the awards ceremony.

The Awards Chair often serves as a member of linked committees within IEEE MGA and IEEE-USA.

In addition to Region 6 awards, the Awards Chair is should encourage appropriate awards and recognition awareness, efforts, and activities by the members of IEEE Region 6

### Conferences and Events Committee

The Chair of the Conferences and Events Committee is appointed by the Director for a term which is concurrent with the Director's term. Members of the committee include [ex-officio] the chairs of all

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Region financially supported conferences plus others nominated by the Chair with the approval of the Director. Responsibilities and duties of the Conferences and Events Chair and committee are:

- Provide broad assistance to insure successful Region 6 conferences and events
- Optimize conference and event planning and operation
- Work closely with the Director to develop successful conferences and events within Region 6, with an emphasis on income generation.
- Participate on the Region 6 Conference Development Committee
- Recommend growth enhancements or drawing back for Region 6 conferences
- Encourage conference interaction and participation from and between Region 6 Sections and Chapters
- Provide opportunities for interested members to participate in the planning and operation of major events
- Development of conference planning best practices and calendars, in general for the Region and specifically for individual conferences.
- Periodic reporting

Each Region financially supported conference shall have an advisory committee that is focused on the long term strategy for the conference; such a long-term committee is separate from and in addition to the organizing committee for each instance of the conference.

## Membership Development (MD) Committee

The Membership Development (MD) Chair is appointed by the Region Director and serves as the Region 6 Representative on the MGA Membership Recruitment and Recovery (MRR) Committee.

The MD Committee's function is to coordinate MD activities in the Region, and to assist the Section, Council Chapter MD Chairs and to support MD activities directed towards student members, transitioning student members, and other specific types of members, such as Women in Engineering, Young Professionals, members from particular industries, or localities.

The MD Committee membership consists of the Section MD chairs, or in the absence, the Section chair.

The MD Committee's mission is to promote membership in the IEEE and support advancement of each member to the highest level of IEEE membership for which they are qualified and desire.

## MD Chair Duties

- Chair Region 6 Membership Development activities
- Organize grade advancement at all levels
- Organize Fellow grade identification and nomination activities as required
- Assist Region 6 Areas, Sections, and Chapters to increase memberships
- Represent Region 6 on the MGA Membership Recruitment and Recovery Committee
- Attend monthly Membership Development webcasts
- Produce an annual calendar for products and milestones
- Periodic reporting

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## Nominations and Appointments (N&A) Committee

The N & A Committee will follow the Region Nominations procedures as outlined in the MGA Operations Manual.

The N&A Committee recommends to the Region 6 Committee, in the second year of the Director's term, nominees for the position of Region 6 Director-Elect for a two year term concurrent with the next Director's term.

A broad call for nominations for candidates for Region Director-elect position shall be distributed within the Region at least 90 days prior to the N&A Committee meeting. The call for nominations shall indicate the deadline for submission and where nominations are to be sent.

- The Position Description for IEEE Director, as approved by the IEEE Board of Directors, shall be distributed with the Call for Nominations. The Position Description, as well as any special skills requested by the IEEE Board of Directors, shall be consulted when candidates are being reviewed by the N&A Committee. These are available on the IEEE web site.
- All potential candidates shall complete and submit the IEEE Nominations Form which requires submission of a Biography, list of IEEE Activities, and Position Statement, for evaluation by the Nominating Committee.

The slate of candidates for Director-elect recommended by the N&A committee shall be forwarded to the Region 6 Committee who will determine the final slate of candidates. Nominations will be accepted from the floor.

In accordance with IEEE Bylaws, the slate of candidates must be forwarded to the election staff for submission to the IEEE Board of Directors no later than 15 March.

The candidate selection voting shall be done by secret ballot. Approval plurality voting should be used when there are three or more candidates (vote for any and all you approve of) or selection plurality voting when there are less than three candidates (vote for one or the other).

The slate submitted to the IEEE Board of Directors must have a minimum of two and a maximum of three candidates.

The N&A Committee shall also be responsible for the annual solicitation within the Region of names of potential candidates to be considered by the IEEE Nominations and Appointments Committee and the MGA Nominations and Appointments Committee for service on MGA and IEEE Committees and Boards. (reference IEEE Bylaw I-307).

## Region Student Activities Committee (RSAC) and Regional Student Representative (RSR)

The RSAC Chair is appointed by the Region 6 Director for a two-year term of office that corresponds with or overlaps that of the Regional Director subject to Approval of the Region Committee.

The RSAC is composed of all Student Branch Counselors, Student Branch Chairs, Section Student Activities Chairs, Area Student Activities Chairs, Region IEEE-USA SPA-X Coordinator(s), chairs of any ad



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hoc committee of RSAC, and any Student Activities Committee members, ex-officio non-voting, residing in the region.

The duties and responsibilities of the RSAC are:

- Perform the specific duties listed in Region 6 Bylaws
- Chair the Region 6 Student Activities Committee, which consists of Area Student Activities Chairs.
- Provide guidance for the Regional Student Representative
- Encourage student activities and support within Sections and Chapters
- Coordinate student activities including memberships, Branch operations, Area and Region meetings, and all contests
- Develop contest templates
- Administer contest rules
- Provide contest guidance for Student Branch Counselors.
- Advise Student Branch Counselors regarding optimum operations and uniform requirements.
- Assure that all Student Branches are active and meet basic requirements
- Provide communications between Student Branches and IEEE Operations, as a member of the MGA Student Activities Committee (SAC)
- Travel to attend MGA SAC meetings
- Attend Region 6 Executive and Operating Committee meetings, and travel for program coordination, as requested by the Director

The Regional Student Representative (RSR) is appointed by the Director with the advice and consent of the RSAC Chair. The RSR must be a student member at the beginning of each year of appointment and should have some student branch leadership experience.

## **Region 6 Student Representative Duties**

- Advise Region 6 in the best interests of students
- Work closely with the Region 6 Student Activities Chair to plan student-related initiatives, including region-sponsored conferences and meetings and student officer training.
- Coordinate activities with Student Branch Chairs
- Represent Region 6 on the MGA Student Activities Committee
- Report activities and progress

## **AREAS**

Region 6 consists of the Western United States geographic area as defined by IEEE.

The Region may define up to a maximum of six Areas. The Areas, their names and the boundaries of each area in terms of their member sections are listed below.

## **AREA DEFINITIONS**

The Areas making up Region 6 are the Northwest Area, Northeast Area, Central Area, Southern Area, and Southwest Area.

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- The Sections composing the Northwest Area are: Alaska, Central Washington, Oregon, Palouse, Richland, Seattle, and Spokane.
- The Sections composing the Northeast Area are: Boise, Eastern Montana, Eastern Idaho, Montana, Utah and Western Montana.
- The Sections composing the Central Area are: Hawaii, Northern Nevada, Sacramento Valley, Oakland-East Bay, San Francisco, and Santa Clara Valley.
- The Sections composing the Southern Area are: Buenaventura, Bakersfield-China Lake, Foothill, Metropolitan Los Angeles, Orange County, San Fernando Valley, Coastal Los Angeles, and Central Coast.
- The Sections composing the Southwest Area are: Alamogordo-Holloman, Albuquerque, Fort Huachuca, Las Vegas, Los Alamos/Northern New Mexico, Phoenix, San Diego, and Tucson.

## AREA RESPONSIBILITIES

The Area Chair chairs the Area Committee which assists with the management and administrative missions of the Region in their Areas. Area Chairs are appointed by the Director as specified in the Bylaws. Area Chairs are member of the Region Excom.

The Area Chair appoints members of their Area Committee as required to carry out the responsibilities and activities specified in the Bylaws and this operations manual.

The goals for the Area include:

- Enhance Section, Chapter, and Student Branch operations
- Offer leadership training and strategic planning workshops to all incoming Section Chairs
- Encourage and initiate the development of programs and services to effectively serve the members at the Section and Area levels
- Encourage timely dissemination of information at all levels
- Enhance the value of IEEE membership, and promote the active recruitment and retention of members

Metrics for determining performance to goals:

- Enhanced Section operations, good participation, and member satisfaction
- Section Chairs are encouraged to share best practices and issues of concern to develop programs and services of value to our members
- Each Section Chair will be responsible for the timely dissemination of information from and about the Area meetings to its chapters, branches, groups, and individual members
- Work Closely with the Region 6 activity chairs to support interested members and related activities within the sections

## Area Chair Duties

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- Appoints individuals to serve as area officers as needed, such as a vice chair and student activities chair.
- Appoints individuals to serve on Area Committee as activity chairs in consultation with the Region 6 Director, including: Membership, Women in Engineering, Young Professionals, and Professional Activities (PACE).
- Maintains Area rosters and mailing lists and ensures the Region's are current.
- Encourage participation by and support IEEE activities within the sections and student branches within the Area
- Responsible for organizing and conducting two meetings every year, typically hosted by a local section or student branch. In meeting planning it is highly important to maintain a balance in addressing the interests and needs of higher grade members, student members, and the whole group.
  - The area meetings typically feature some separate training and interaction for the Section Leaders and for Student Branch Officers, with student leadership training in the Fall and often student contests or competitions in the Spring.
  - The Area Student Activities Chair works with the RSAC (and RSR) to coordinate and plan the student program.
- Periodic reporting:
  - Coordinate with Section and Student Branch leaders to present biannual reports at the Fall and Spring Area meetings, and ensure reporting by the member sections and branches.
  - Preparing and presenting an Area report covering the highlights and issues that may need to be addressed at the annual Region 6 Operating Committee meeting, and Region 6 Executive Committee Meetings.

## **Budget**

Area meetings are a budgeted for in the Region expenses, including budget for meeting expenses and necessary travel to participate in the meetings, as limited by the Region Travel Policy. In addition, funds for student contest or other competition prizes are typically allocated and other funds may be provided in the budget for other activities.

## **ACTIVITY CHAIRS**

Activity chairs are generally non-voting members of the Region Committee, appointed as required by the Region Director with consent of the Region Committee for a term of one or two years, concurrent with that of the Region Chair.

A select number of Activity chairs may be made voting members of the Region Committee, by consent of the Region Committee in accordance with MGA restrictions.

Activity chairs often represent the Region as committee members (corresponding or voting) of other IEEE units such as MGA, EAB and/or IEEE-USA. Such linkages are subject to changes by the other IEEE units which might not provide for or may reduce Region 6 representation. An appointee may serve in more than one position, but may not have more than one vote on the Region Committee.

Examples of Activity chairs that may be appointed:

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<b>Activity</b>	<b>IEEE linkage</b>
Admissions and Advancement	IEEE Admission and Advancement Committee
Electronic Communications Coordinator	MGA Information Management Oversight Committee
Educational Activities	EAB Section Outreach Committee/Region Educational Activities Committee
Government Relations	IEEE-USA Government Activities
Historian	IEEE History Committee
Humanitarian Activities	IEEE Humanitarian Activities Committee
Industry Relations	N/A
Life Member Coordinator	IEEE Life Members Committee
Milestone Coordinator	IEEE History Center Milestones Program
Newsletter Editor	N/A
Pre-College Activities	IEEE-USA K-12 STEM Literacy Committee EAB Pre-University Education Coordinating Committee
SAMIEEE Coordinator	N/A
Section and Chapter Support	MGA Section Vitality Committee
Sections Congress Coordinator	MGA Sections Congress Committee
Training	MGA Training Committee
Women in Engineering (WIE) Coordinator	IEEE Women in Engineering Committee
Young Professionals (YP) Coordinator	IEEE Young Professionals Committee
Strategic Planning	N/A

The Director may appoint additional activity chairs and ad hoc committees as needed to advance the goals and initiatives of the Region.

## **Admissions and Advancement (A&A) Representative**

Appointed by the Region Director, in consultation with the MGA N&A Committee, and approved by the MGA Board. Serves as a member of the IEEE Admission and Advancement (A&A) Committee. Must be a Senior Member. [MGA Ops Manual 4.15]

Acts as a resource for the Region on IEEE policies, rules and procedures related to admission, grade assignment and grade advancement, and for reinstatement of membership.

Participates in ad hoc A&A committee meetings (usually via teleconference). If practical, attends A&A Review Panel meetings when held in locale close to residence.

## **Electronic Communications Coordinator (ECC)**

The Region 6 Electronic Communications Coordinator is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Committee.

The ECC is knowledgeable of IEEE, and other electronic communications resources.

The ECC assists the Director and committee chairs in communicating and facilitating remote/online committee work. The ECC is the Region's resource for using conference calls, web conferencing, email,

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web pages, virtual communities, social media, and other means of electronic communications; in and among the Region 6 committee, Sections, and Chapters.

Serves as liaison to the MGA Information Management Oversight Committee.

## Educational Activities

The Region 6 Educational Activities Chair is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Committee.

The Educational Activities Chair is responsible for

- Chairing Region 6 Educational Activities Committee composed of Area and Section representatives
- Encouraging educational activities and initiatives within the Region
- Identifying continuing education opportunities for members
- Assisting in the development of seminars and tutorials
- Coordinating educational activities with the Educational Activities Board, Areas and Sections
- Enhancing communications between Areas, Sections, and IEEE overall on educational activity issues
- Attend Region 6 meetings requiring occasional travel
- Periodic reporting to the Region and EAB

Serves as Region 6 representative to IEEE Educational Activities Board (EAB) Section Outreach Committee/Region Educational Activities Committee.

## Government Relations

The Region 6 Government Relations Chair is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Committee.

The Government Relations Chair is an information gathering, tracking, and facilitating activity. Government Activities serves the best interests of members through interactions with government agencies and legislative bodies

Serve to accomplish a flow of information to and from government and legislatures.

Coordinate Region 6 governmental and legislative liaison activities

Represent Region 6 on IEEE-USA State Government Activities Committee

Promote and assist Section and member interaction in each of the 12 States within Region 6.

Serves as Region 6 contact for IEEE-USA Government Activities.

## Historian

The Region 6 Historian is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Committee. The Region Historian is responsible for promoting the collection, writing, and dissemination of historical information in the fields covered by

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IEEE technical and professional activities in the Region, as well as historical information about the IEEE and its predecessor organizations in the Region.

## Humanitarian Activities

The Region 6 Humanitarian Activities Chair is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Committee.

Responsible for coordinating Humanitarian Activities in the Region, such as formation of SIGHT groups, and promoting and education of members on IEEE Humanitarian projects and opportunities, and humanitarian technology activities by the region and its organizational units.

## Industry Relations

The Region 6 Industry Relations Chair is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Committee. Responsible for promoting industry relations and engagement activities and use of best practices within the Region and Sections. May support and encourage industry engagement activities by non-region IEEE entities within the Region, such as IEEE, IEEE MGA, IEEE Foundation, IEEE EAB, or IEEE-USA.

## Life Member Coordinator

The Region 6 Life Member Coordinator is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Committee.

Responsible to provide leadership in the identification of, and support to, the interests of the Life members (including future Life members) in the Region. [See PD?] Take an active role in encouraging the establishment of Life Member Affinity Groups in the Sections so that those who are at a similar stage in their careers can share experiences and find ways to remain active.

Serves as corresponding (non-voting) member of the IEEE Life Members Committee (LMC). [MGA Operations Manual 4.17.D]

## Milestone Coordinator

A Region 6 Milestone Coordinator may be appointed by the incoming Director to be responsible for supporting the identification and approval of IEEE Millstones in the Region working with the Sections. The IEEE Milestones in Electrical Engineering and Computing program honors significant technical achievements in all areas associated with IEEE. It is a program of the IEEE History Committee, administered through the IEEE History Center.

## Pre-College Activities

The Region 6 Pre-College Activities Chair, sometimes called the K-12/STEM coordinator, is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Committee.

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This position functions to interest K-12 students in science and engineering. Serves as Region representative on the IEEE-USA K-12 STEM Literacy Committee and EAB Pre-University Education Coordinating Committee (PECC).

## **SAMIEEE Coordinator**

The Region 6 SAMIEEE Master is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Committee.

The SAMIEEE Coordinator is available to provide guidance and advice to organizational units and Region Committee members in obtaining membership data to fulfill their duties.

## **Section and Chapter Support**

The Region 6 Section and Chapter Support Chair is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Committee and serves on the MGA Section Vitality Committee.

## **Sections Congress Coordinator**

The Region 6 Sections Congress Coordinator (SCC) is appointed by the Director to a two-year term of office to be a planning liaison between Region 6 and the Sections Congress Organizing Committee. The SCC's main goal is to encourage full participation by all Region 6 Sections in Sections Congress. Serves as corresponding member of the MGA Sections Congress Committee.

## **Strategic Planning**

The Region 6 Strategic Planning Chair, often the Director-Elect or a Past Director, is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Committee.

## **Training**

Responsible for organizing training activities for the Region Committee Opcom meeting(s) and to promote healthy interaction with and involvement in IEEE training by the Region's member organizational units. Serves as corresponding member of the MGA Training Committee.

## **Webmaster**

The Region 6 Webmaster is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Committee. The Electronic Communications Coordinator may also act as Webmaster.

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The Webmaster administers and oversees the Region's websites and acts as a resource on web issues for the region Committee and the Sections. They report on the existence and status of the Region's web presence to IEEE as required.

## Women in Engineering (WIE) Coordinator

The Region 6 Women in Engineering (WIE) Coordinator is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Committee.

The WIE Coordinator:

- Serves as a non-voting member of the IEEE Women in Engineering Committee (WIEC), and participates in meetings and conference calls of the WIEC. Is supported for travel to attend the WIEC meeting with approval of Region Director.
- Acts as a liaison to provide communications link between IEEE Women in Engineering Committee (WIEC) and the Region.
- Maintains an advisory relationship with the local WIE Affinity Groups and provide guidance such as, new initiatives or assistance in the procurement of funds for activities that support the objectives of MGAB.
- Provides assistance with the formation of new Section or Branch WIE Affinity Groups and support ongoing activities

## Young Professionals (YP) Coordinator

The Region 6 Young Professionals (YP) Coordinator is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Committee. In this role, the coordinator would typically lead a committee of volunteer leaders to build and support YP activities and affinity groups throughout the region. The aim of the YP program and its activities is to provide support for graduates as they enter and initially develop their engineering careers and to encourage increased membership by and participation from this group. The YP Coordinator must be a member of IEEE Young Professionals.

## AWARDS PROGRAM

The awards program honors IEEE volunteers, engineers, and teachers within Region 6. This is important because those who contribute to IEEE and to our community should be recognized and thanked for their hard work, dedication, and contributions. The awards program is a vital part of member retention. The Region 6 Awards Program sets awards categories, processes and deadlines for its awards, typically for award nominations from individual sections or branches. In general, the individual and organizational awards categories and criteria are designed to support and encourage participation by IEEE organizational units and their volunteers in higher level awards, such as those that are part of the IEEE MGA and IEEE USA program.

### Director's Special Award (Maximum of 5 Awards per year)

This Award is presented to an individual or group who volunteered or served with distinction as determined by the Region 6 Director. A maximum of 5 Director's Special Awards may be awarded in a



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year. The Director may also choose to support special competitions or similar awards for activities in support of the IEEE mission.

## WEB SITES

The Region maintains the following websites:

- Region 6 main site, <http://ieee-region6.org/>
- IEEE Region 6 Student Activities: <http://sites.ieee.org/r6-students/>
- Rising Stars, <http://sites.ieee.org/risingstars/>
- Region 6 Career Expo (host of the IEEE VIRTUAL CAREER AND TALENT EXPO) , <http://sites.ieee.org/r6careerexpo/>
- IEEE VIRTUAL CAREER AND TALENT EXPO, <http://ieee.vfairs.com/>
- Each Area

## SOCIAL MEDIA

- FaceBook: <https://www.facebook.com/ieee.region6>
- Linked-In: <http://www.linkedin.com/groups?home=&gid=4047390>
- YouTube: <https://ieeetv.ieee.org/channels/region-6>
- Twitter: <https://twitter.com/IEEERegion6>

## CONFERENCES & EVENTS

Region 6 supports several conferences. Often these are co-owned or co-sponsored with other IEEE entities, such as sections, IEEE-USA, IEEE Committees, or IEEE societies.

- The IEEE Global Humanitarian Technology Conference (GHTC)
- IEEE Rising Stars Conference
- IEEE Virtual Career and Talent Expo
- IEEE Conference on Technologies for Sustainability (SusTech) [co-owned with Oregon Section]

## CONTACT MANAGEMENT

The Region shall maintain contact lists for:

- Executive committee members (Excom)
- Operating committee members (Opcom)
- Membership development (MDcom)
- Other leaders (Leadership)
- Each Area
- Student Branches and Counselors
- Professional activities contacts