**IEEE Section Vitality Checklist**

The following is a list of actions/activities sections can carry out on their path to a vital and successful section. They are organized in chronological order as to when they are suggested to take place.

First Quarter of the Year (January – March)

* Complete and submit all IEEE mandated documentation (e.g. Meeting Reports, Financials (NetSuite/ L50) to close the previous year.
* Report all Section Officers, Affinity Group, Chapter, and Student Branch Chairs.
* Update Section website.\*
* Does your Section have Social Media presence (Facebook, Instagram, etc)
* Train new officers through the Center for Leadership Excellence.
* Are you familiar with vTools?
* Promote use of Section Vitality Dashboard, vTools and SAMIEEE. \*
* Review /Update local operating procedures.
* Plan and budget for Section, Chapter, and Affinity Group activities for the year.
* Organize a workshop for Chapter and Affinity Group Chairs.
* Conduct joint meeting with student branches, e.g. technical presentation, Student Professional Activities Conference (S-PAC).
* Reach out to non-renewing members before the deactivation date (end of February)
* Review meeting reporting on vTools for all local units and bring it up to date

Second Quarter of the Year (April – June)

* Conduct a Membership Development activity (e.g. membership recruitment or elevation meeting). Half-year dues cycle starts in March. Contact deactivated members and ask them to renew.
* Conduct Professional Development Activities (e.g. workshop/seminar).
* Conduct a Continuing Education activity.
* Establish a plan for engaging with members in industry.
* Communicate with section members on IEEE activities (e.g. webinar).
* Engage with Regional Leadership and activities (e.g. attend annual regional meeting).
* Review Affinity Group and Chapter activities to ensure continuity.
* If there are no affinity groups or chapters in the Section, strive to form one using SAMIEEE to gauge members’ interests.\*

Third Quarter of the Year (July – September)

* Promote a pre-university activity in your area (e.g. TISP, science fair judging).\*
* Conduct a Career Workshop (e.g. resume writing, employment network).\*
* Submit nominations for awards (e.g. MGA, TA, and Region). Solicit nominations for Section Awards.
* Establish partnership with industry (e.g. joint technical presentation/training).\*
* Conduct joint meeting with student branches (e.g. student training, STEP event).
* Support an affinity group function in conjunction with the section.
* Recruit new volunteers.\*
* Solicit nominations for leadership roles for the upcoming year and develop the slate for elections.

Fourth Quarter of the Year (October – December)

* Encourage members to renew
* Conduct an event to support involvement with local industry.\*
* Hold Officer Elections.
* Share and collaborate on humanitarian/community engagement projects.\*
* Conduct a Membership recruitment event (e.g. social event).
* Organize an Annual Dinner with Section Awards.
* Communicate with the Section membership and announce new officers
* Are elections held annually?
* Did you have an election in the last 2 years?

*\** Activities marked with an asterisk can also be conducted anytime during the year.