

IEEE Chapter Connections



IEEE communication containing relevant information based on your IEEE position.

Welcome to the IEEE Chapter Connections newsletter.

This newsletter provides information and resources to Chapter Officers, Chapter Coordinators, and other volunteers and staff supporting IEEE Society and Technical Council Chapters.

Please email questions or feedback about the newsletter to chapter-support@ieee.org.

In This Issue

- **Tip of the Month**
- **Resource Links for Chapter Support and Training**
- **Action: Host a Technical Meeting for your Chapter**
- **Action: Promote Half-Price Dues to Recruit New Members**
- **Action: Add Your Chapter Officers to Receive Important Communications**
- **Submit Your Chapter to be Highlighted in a Future Newsletter**
- **Share Your Best Practices and Challenges for Chapter Management**

Tip of the Month

Contact Your Chapter Members Who Did Not Renew Their Membership

Arrears Recovery Outreach Continues

All members who did not renew for 2024 by 31 December had a two-month grace period in which to renew without losing access to their benefits. On 29 February, any member who had not yet renewed had their benefits and services deactivated. All Chapters are encouraged to reach out to this audience.

Using IEEE OU Analytics, Chapter Chairs can view those members who were deactivated (placed into Arrears), or who have canceled (deleted) their Society membership.

View [written instructions with screenshots](#) (PDF, 910 KB) to get this information.

Resource Links

- [**IEEE Technical Chapters**](#)
- [**Society and Technical Council Chapter Coordinators**](#)
- [**Volunteer Tools**](#) (including [**IEEE vTools**](#))
- [**IEEE OU Analytics User Guides**](#) (for Chapter data)
- [**Additional OU Analytics Training Materials**](#)
- [**IEEE Center for Leadership Excellence**](#) (Chapter officer training)
- [**Volunteer Development**](#)
- [**Membership Development**](#)
- [**Past Issues of IEEE Chapter Connections**](#)
- [**IEEE Member and Geographic Activities \(MGA\) Operations Manual**](#)

To Do This Month

Action: Host a Technical Meeting for your Chapter

Each IEEE Chapter is required to host at least two technical meetings each year. If you haven't already scheduled a meeting, now is the time! Here are a few steps for hosting your meeting:

- Contact a speaker and agree on a topic and date (your Society/Council may have a [Distinguished Lecturer Program](#) you can leverage).
- Reserve the room/location (if applicable).
- Publish the announcement in the Section newsletter, website, and [vTools \(instructions to create your Event in vTools\)](#).
- If it is a virtual or hybrid meeting, it is recommended that you include the virtual access information in the announcement itself. The registration confirmation emails and calendar entries will then include the access information.
- Send out reminder(s).
- Early on the day of the meeting, send an email to those who registered, thanking them for registering and reminding them of the meeting logistics. You can do this via [eNotice](#) (to the registrants) or you can download the registrants list and send a manual email.
- Arrive early at the meeting location with your team members for setup. Warmly welcome each attendee and check them in. You can print sign-in sheets from vTools or electronically check them in via vTools.
- Call for active participation from the attendees in hosting the next meeting or being a speaker.
- [Submit your Event Report in vTools \(instructions\)](#). Presentation files and/or links to recordings can be included under "Media" in the vTools Event.

You can also reach out to your Section officers and volunteers from other Chapters in your Section, as well as in neighboring Sections, to work together on the event. Check the [IEEE Rosters](#) for contact information.

Additional resources for membership outreach and engagement are available in the [IEEE Membership Development \(MD\) portal](#), such as member recruitment brochures and outreach templates.

This year, you can also celebrate the 140th anniversary of IEEE during your events! Help spread the word about the outstanding contributions your IEEE members and volunteers have made, using the [140th IEEE Anniversary Toolkit](#).

Action: Promote Half-Price Dues to Recruit New Members

Are you hosting an event and inviting individuals who are not members of IEEE and/or your Society? Encourage them to join. Half-Year Dues pricing is now in effect! New members joining IEEE and/or your Society now pay half-price of full year dues for membership and get benefits through the end of 2024. [Learn more](#).

Action: Add Your Chapter Officers to Receive Important Communications

If you haven't already, please report any new officers via the [vTools Officer Reporting tool](#). This will ensure they receive important communications from both the Section and Society/Technical Council, including volunteer training sessions, event invitations, funding opportunities, Distinguished Lecturer programs, and more. Learn more about [IEEE Geographic Unit Reporting for New Officers and Officer Changes](#).

Chapter Spotlight

Submit Your Chapter to be Highlighted in a Future Newsletter

Would you like your Chapter to be spotlighted in a future newsletter to recognize your efforts in the areas of vitality, membership, outreach, and engagement, and also help Chapter volunteers around the world learn from your examples?

Please submit a brief write-up of your activities to chapter-support@ieee.org. If you have documentation that would help other volunteers, e.g., a timeline that you used to plan your event, or a checklist of considerations to think about when establishing your program, please include a link to this documentation, to assist other Chapters in implementing or refining their initiatives. Photos are also encouraged!

Support Resources

Share Your Best Practices and Challenges for Chapter Management

Did you know IEEE Technical Chapters are supported by both IEEE Member and Geographic Activities (MGA) and IEEE Technical Activities (TA)?

Your IEEE Technical Chapter is supported by your Section/Region and Technical Society/Council. Both have assigned Chapter Coordinators. You are also supported by both the MGA Chapter Operations Support Committee and the TAB Technical Community Outreach, Engagement, and Society Membership (TCOES) Committee. The committees need your feedback to prioritize their joint activities and provide valuable resources to Chapter volunteers.

Please email chapter-support@ieee.org with both your best practices and challenges you face with Chapter management, membership, and engagement, and identify what types of resources would help you with these efforts going forward.

The best practices will be documented and shared in future training materials for all volunteers supporting Chapters to reference. The challenges will be documented and used to define the committees' priorities moving forward.

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