

REPORT

M- 1 of 20

TO: IEEE Member and Geographic Activities Board

FROM: Jenifer Castillo, 2022 Chair, IEEE Women in Engineering Committee
Charmain Williams, Senior Manager, IEEE Women in Engineering Program

SUBJECT: IEEE Women in Engineering (WIE) Report – January 2022

1) Chair's Message

After a 2021 full of wonderful outcomes, and an outstanding YoY growth, our objective is to keep up the focused efforts, while also celebrating our 25th Anniversary.

Please find below some of the outcomes of 2021, in the Annex a slide deck with the full report and WePOWER Report, and projections for 2022.

Our team is committed to keep generating value for our members, and we are glad to share this with you.

CELEBRATING 25 YEARS IN 2022



2) 2022 IEEE WIE Committee (WIEC)

Onboarding is underway for the 2022 WIE Committee with 11 voting members, 7 Region Coordinators, and 6 confirmed Society Coordinators as of January 11.

The 2022 meeting schedule is as follows with the annual WIEC meeting to be held virtually in March:

AGENDA	Feb	Mar	Apr	May	Jun	Jul	Aug	Oct	Sep	Nov	Dec
Meeting Type	Subcomms	Virtual Annual Meeting	Voting Members	Subcomms	Regions and Societies	No meeting	Subcomms	Voting Members	Regions and Societies	Subcomms	Closure
Focus (Listed Subcommittees are expected to present during that month's WIE telecon)	- ILS - Educ Outr - ILC - D&I - MD - Industry - 25th Ann	- Plan - Ideas - Networking	- Strategic agenda - Motions	- ILC - 25th ann	- Regions - Societies		- Industry	- Strategic agenda - Motions	- Regions - Societies	- ILS - Educ Outr - ILC - D&I - MD - Industry - 25th Ann	Chair Report Awards
Comments	Full Comm	Full Comm	Only Voting	Full Comm	Full Comm		Full Comm	Only Voting	Full Comm	Full Comm	WIE memb.

3) WIEC Subcommittee Activities

Planned 2022 WIE Subcommittees, Ad Hoc Committees, and initiatives include:

- 25th Anniversary Ad Hoc Committee

- Awards Subcommittee
 - Governance Ad Hoc Committee
 - Diversity & Inclusion Ad Hoc Committee
 - Industry Subcommittee
 - Magazine Subcommittee
 - Membership Development Subcommittee
 - Nominations & Appointments Committee
 - Outreach Subcommittee
 - Region Coordinators Subcommittee
 - Society & Council Coordinators Subcommittee
 - Special Funding Ad Hoc Committee
 - Strategic Planning Subcommittee
 - Summits Subcommittee
 - Travel Grants Ad Hoc Committee
 - WIE International Leadership Conference
 - WePOWER Initiative
-
- The ***IEEE Women in Engineering (WIE) Magazine*** is the recipient of an **Award of Excellence** from the 2021 APEX® Awards for Publication Excellence, in the category of Writing-Interviews & Personal Profiles, for the feature, "*Play It like You Mean It*", in the December 2020 issue. APEX Awards for Publication Excellence are based on excellence in graphic design, editorial content, and the ability to achieve overall communications excellence.
 - **Developing countries and low income economies membership dues fees implementation**

After the motion was approved on 2021, its implementation will be key during 2022, so the renewal process on August will contain the new fees.

In addition, the membership elevation committee was elevated to a membership development, so a MD plan is developed to respond to this opportunity.
 - **2021 Frances B. Hugle Scholarship Recipient**

The WIEEC takes pleasure in presenting Chelsea Walters as the 2021 recipient of the [IEEE Frances B. Hugle Scholarship](#). Chelsea Walters is an undergraduate student at Kettering University majoring in Industrial Engineering.
 - **New Outreach website**

Aligned with EAB, our outreach subcommittee elaborated a new page, with all the information an AG may need to do outreach activities, and strengthen our STAR program: [Please visit](#).
 - **25th Anniversary Activities**

2022 will be a year full of activities celebrating this milestone, please visit our [website](#) that contains all the details, and please find below the list of the activities:

- ▶ Activities marking the beginning of the Celebrations
 - WIE Chairs Movie reflecting on “Past 25 years, Next 25 years” of IEEE WIE ✓
 - WIE Chairs Panel Discussion the 15th of December – ✓ [IEEETV](#)
- ▶ Activities Involving all Societies Councils and Regions
 - W-2-W Competition-technical ideas from women to tackle women issues
 - Extraordinary Science from Extraordinary Women Seminar Series-*Kickoff 28 January*
 - Behind and Extraordinary Woman... Celebration of Men who were instrumental in women’s career
 - 12h Marathon from region 10 to region 1. Present yourself dedicated to AGs (*lead by Region Reps*)
 - Industry and Academy Networking, in collaboration with Future Directions
 - Send your picture! Dedicated to WIE Affinity Groups and to all WIE events quoting WIE@25
- ▶ IEEE Foundation – 50th Anniversary

We will be collaborating with the Foundation, in a fund-raising focused on IEEE WIE goals, specially outreach. For it, a new liaison has been appointed.

- **Call for Nominations - IEEE WIE Awards Deadline April 15**

The [IEEE WIE awards and recognition program](#) is designed to recognize IEEE WIE members and Affinity Groups who have made outstanding contributions to IEEE WIE and their communities through their dedication and involvement in activities directed toward fulfilling the IEEE WIE goals.

- The **2021 IEEE WIE International Leadership Conference** (WIE ILC) – Virtual provides leading-edge professional development for mid to senior level women in technology.
 - 8th annual flagship event attracted 500+ attendees from 45 countries
 - 85 Mainstage Sessions
 - 24 Digital Showcase Videos
 - 8 Global Networking Events
 - 11 Sponsors/Virtual Exhibitors

Thanks to the virtuality, the attendance of IEEE WIE member went from less than 20% to more than 40%. This is the reason why our next ILC is planned to be Hybrid.

Save the date for the [2022 IEEE WIE ILC](#) to be held 6-7 June 2022. The conference will have a hybrid format both in-person in San Diego, California, USA and virtual.

- **IEEE WIE Awards Ceremony, 2021**

For the first time, IEEE WIE did an awards ceremony, to celebrate our awardees and inspire future applications. It included also the report of our activities during 2021. This ceremony will be held during 2022 as well.

- **5-years Strategic Plan**

The subcommittee has successfully kicked-off and the objective is to have by the end of 2022, a 5-year strategic plan that gives IEEE WIE a clear north for its operations in years to come.

- **TAB Liaisons Subcommittee**

After a consistent outcome from the Region Coordinators Subcommittee, offering support information for the Region WIE Structure, Strategies and in general Guidelines, we are planning the same for the Liaisons this year.

This process may be more demanding due to the number of liaisons and the wide variety of societies and councils, but some KPI will go a long way.

4) Membership & Affinity Groups

WIE Membership: There are **35,120** WIE Members as of December 2021, a **36% increase** in WIE membership Year-over-Year (YoY), this is the largest membership we have ever had. Please notice the important growth in Senior Membership, thanks to our Membership Elevation Initiative.

IEEE WIE Membership			
Grade	Dec-20	Dec-21	% change
Honorary			
Fellow	147	157	7%
Senior Member	1,255	1,461	16%
Member	5,148	6,138	19%
Associate Member	178	227	28%
Graduate Student	2,647	3,115	18%
Student	16,502	24,021	46%
Affiliates	1	1	0%
Total	25,878	35,120	36%
Region	Dec-20	Dec-21	% change
US	3559	3636	2%
Canada	498	487	-2%
Europe, Africa & Middle East	4549	5910	30%
Latin America	2938	3025	3%
Asia & Pacific	14334	22062	54%
Total	25,878	35,120	36%

WIE Affinity Groups: There are **1,000** WIE Affinity Groups and WIE Student Branch Affinity Groups as of December 2021. There is steady growth in WIE Affinity Groups with about 50+ new groups formed annually.

IEEE WIE Affinity Groups			(As of December 2021)
Region	# Affinity Group	# Student Branch	Total Affinity Groups
R1	12	4	16
R2	10	8	18
R3	11	7	18
R4	9	4	13
R5	10	4	14
R6	15	6	21
R7	18	16	34
R8	41	142	183
R9	27	173	200
R10	48	435	483
Total	201	799	1000

*This table has inconsistencies between the number of professional AG approved and the total (according to it, there was 1 AG approved, but petitions already confirmed 6), so the total may be higher. We will be looking into it during 2022.

5) Annexes:

- Women in Engineering Report
- WePOWER Report
- Region Coordinators Procedures

Women in Engineering Report:



IEEE Women in Engineering...delivering expanded membership, member value, and inclusion

- ▶ WIE membership up **36%** at **35,120**
- ▶ WIE Affinity Groups nearing **1,000**
- ▶ WIE Members elect **Celia Shahnaz, Senior Member**, as 2022 Chair-Elect of the WIE Committee in inaugural election
- ▶ WIE Senior Member Elevation drive supports **126** senior member elevations
 - At 95% of goal as of Oct 2021 Review Panel
- ▶ Annual WIE Awards recognize members and Affinity Groups for their contributions



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IEEE Entities support the WIE Pledge

"IEEE WIE pledges to work towards gender-diversified panels at all IEEE meetings, conferences and events, including our own."

- ▶ 19 IEEE Societies, Councils, and Sections have adopted the WIE Pledge so far, including:
 - Atlanta Section;
 - Computational Intelligence Society (CIS);
 - Computer Society (CS);
 - Engineering in Medicine and Biology Society (EMBS);
 - Instrumentation and Measurement Society (IMS);
 - Kerala Section;
 - Power & Energy Society (PES);
 - Society on Social Implications of Technology (SSIT);
 - Systems Council (SC); *and many more!*



Visit <https://wie.ieee.org/wie-pledge/>

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Outreach Activities

- ▶ WIE Education/Outreach
 - WIE STAR page redesign and connection with IEEE TryEngineering Volunteer STEM Portal
 - Infographic created with “WIE Top Tips for Delivering STEM Activities to Girls”

The STAR program includes the following reportable pre-university outreach:

- Classroom Activities
- Humanitarian Projects involving the pre-university community
- Competitions
- Hands on Activities
- Training of pre-university teachers
- Mentoring
- Public Awareness Activities
- Field Trips
- Technical support networking and more...

IEEE WIE Panama STAR Program Video



- START A STAR PROGRAM
- STAR BRAND GUIDELINES (ENG)
- STAR BRAND GUIDELINES (SPNSH)



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IEEE WIE International Leadership Summits (ILS)

- ▶ WIE Summits provide opportunities to foster networking, mentorship, collaboration, and volunteer leadership development!
- ▶ 2021 WIE ILS:
 - Detroit, MI, USA: 29 October - *Virtual*
 - Rio de Janeiro, Brazil: 6-7 November - *Virtual*
 - Medellin, Colombia: 16-18, 20 November - *Virtual*
 - Genova, Italy: 2-3 December - *In-Person & Virtual*
 - Panama City, Panama: 3 December - *In-Person & Virtual*
- ▶ 2022 WIE ILS Call for Proposals
 - Submission deadline: **31 December 2021**
 - Visit <https://wie.ieee.org/leadership-summits-2020/>

2022 IEEE Women in Engineering International Leadership Summit
Submission Deadline: 31 December 2021

IEEE Women in Engineering International Leadership Summits (WIE ILS) provide regional opportunities to foster networking, mentorship, and collaboration.

The IEEE WIE ILS program is a part of a global portfolio of initiatives that focus on Empowerment, Entrepreneurship, Leadership, and Emerging/Disruptive Technology.



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2021 IEEE WIE International Leadership Conference (ILC) Virtual Conference

- ▶ Annual flagship conference attracted 500+ virtual attendees from 45 countries
 - 85 Mainstage Sessions
 - 24 Digital Showcase Videos
 - 8 Global Networking Events
- ▶ Professional development for mid to senior-level technical professionals
- ▶ Theme: Accelerating Through Change
- ▶ Tracks: Executive Leadership; Increasing Inclusion, Intersectionality & Representation; Disruptive Technology & Innovation; and more.

SAVE THE DATE: 6-7 June 2022, San Diego, CA



Showcase your company at the 2022 IEEE Women in Engineering International Leadership Conference! Exhibitor packages now available.

Learn More about IEEE WIE ILC Partnerships

Conference Chair: Dr. Heather Quinn <https://www.ieee-wie-ilc.org/>



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Regional Initiatives

Structure

Draft 1

IEEE WIE Committee Structure for Regions

This document provides a brief description of IEEE WIE committee structure for regions by listing the available positions for volunteers, with brief descriptions of the expected responsibilities for each position. This document can be used as a baseline for the regions to follow.

Regional IEEE WIE committee shall have the following mandatory positions:

- Regional IEEE WIE Coordinator (Chair)

Regional IEEE WIE Coordinator / Chair shall provide overall management, direction, and coordination of IEEE WIE members and activities in the region. Regional IEEE WIE Coordinator shall be responsible for identifying tasks among regional IEEE WIE committee members. Regional IEEE WIE Coordinator shall meet with IEEE WIE region volunteers to track progress and keep involvement. Regional IEEE WIE Coordinator shall meet IEEE WIE affinity group (AG) chairs and student AG chairs and support them. Regional IEEE WIE Coordinator shall work to promote the adoption of the IEEE WIE Pledge for the events and conferences in the region, working toward gender-diversity targets at all IEEE meetings, conferences, and events, including our own. Regional IEEE WIE Coordinator shall attend IEEE WIE Committee meetings and IEEE WIE Regional Coordinators Subcommittee meetings.

Regional IEEE WIE committee might have the following optional but recommended positions:

- Vice Chair

Regional IEEE WIE Vice Chair shall be responsible for supporting the regional IEEE WIE Coordinator in carrying out the assigned responsibilities and duties. The Vice Chair shall also receive and preside the chair over meetings in case of absence or unavailability of the chair. Vice Chair shall provide support to the regional IEEE WIE activities. Vice chair shall work to promote the adoption of the IEEE WIE Pledge for the events and conferences in the region, working toward gender-diversity targets at all IEEE meetings, conferences, and events, including our own.

- Secretary

September 2021

Guidelines

Draft 1

IEEE WIE Guidelines for New Members Recruitment in Regional Committees

Observation:

This document provides general guidelines for new members recruitment in IEEE WIE Committees in Regions. This document can support IEEE WIE chairs in regions to find solutions to specific problems that exist in regions. Hence, identifying the problem that exists within a specific region remains as one of the greatest challenges.

Pre-Activities:

The following are suggested pre-activities to recruiting new members:

- Preparing an organizational chart for your region. The chart could have the name of various positions, roles, and responsibilities of each position, expected members count in each position, etc.
- Connecting with at least 10-15 active section chairs/council chairs/clubhouse branch (SB) affinity group (AG) Chairs in your region. The chair information can be collected from DU analytics.
- Preparing a proper format email to call for volunteers.
- Identify the role for volunteers in the section chair/council chairs/AG Chairs. In the email, the volunteering positions should be mentioned with their corresponding responsibilities.
- Seeking help from the regional director to promote the call for volunteers.
- Reaching out to the region's publications director for sending this information in the region's IEEE Newsletter such that all IEEE members of your region can get the information.
- Spreading this message in IEEE Volunteering Platform, Collaborative, and LinkedIn.
- Creating social media presence, specific for your Region's IEEE WIE and posting the information to all social channels (including but not limited to Instagram, Facebook, Twitter, LinkedIn) of the region.
- Promoting these positions during regional IEEE WIE activities such as networking events, conferences, etc.

Post-Activities:

The following are the best activities to form the complete Regional IEEE WIE Committee in case the positions in the region are not filled by the Pre-Activities.

September 2021

Strategies

Draft 1

Regional IEEE WIE Common Strategies Guidelines

There is no clear description of how regional IEEE WIE Committees are operating. The operation of each regional IEEE WIE Committee is handled differently. This document outlines common strategies that can serve as a baseline for regions to follow. It collects many aspects that can harmonize the regional IEEE WIE Committee operational approach.

All regions are responsible for carrying out three standard functions: membership, program, and Affinity Group service.

The membership function strives for:

- growth through the organization of new Affinity Groups;
- growth through the members joining existing Affinity Groups;
- the program function concentrates on:
 - making Affinity Group with promotion and marketing of activities;
 - social activities, including community outreach;
 - training students;
 - advancement and recognition of women in STEM.
- The Affinity Group service function provides direct coaching and consultation by volunteers for Affinity Group cabinet members to help ensure the success of every Affinity Group.

Strategies for harmonizing regional IEEE WIE Committees' operation:

- Attending monthly IEEE WIE Regional Coordinators meetings
 - Participating in the discussions;
 - Sharing and interchanging ideas;
 - Reporting support;
 - Participating in action items;
 - In case a regional IEEE WIE Chair is not able to attend, a representative from the IEEE Regional Committee should attend a meeting.
- Meeting with the IEEE WIE Regional Committee (bi-monthly) to discuss the progress and sign the tasks.
- Meeting with and providing support to affinity group and student affinity group chairs.
- Making sure the key roles and positions in the committee are filled:
 - Making sure that the committee is working based on the micro-volunteering basis;
 - Making a presentation each year to the region to inspire regional coordinators to join the committee (end of the year/beginning of the year).

September 2021



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Initiatives Running

- ▶ Strategic Planning Committee
- ▶ Membership development drive – dues revision
- ▶ Women in Industry: Mentoring, D&I, Services
- ▶ IEEE History Milestone – Women
- ▶ Volunteer Engagement



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WePOWER Report

Dear WePOWER All Partners,

CC Our important colleagues

First of all, we cannot stop thanking your continuous efforts to move forward the WePOWER objective – *To support women’s workforce participation in energy projects and institutions and promote normative change regarding women in STEM education.* **Key Outcome Indicators:**

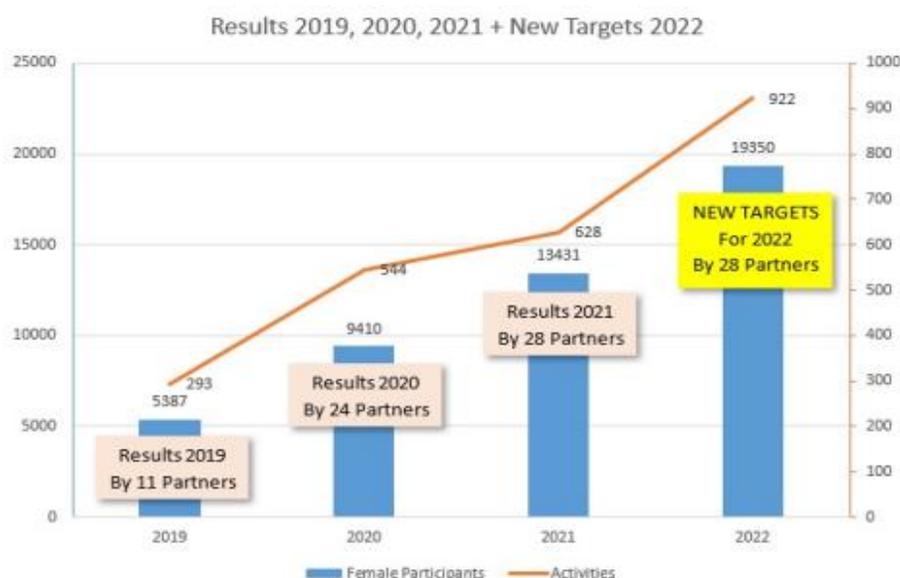
- *% of Women Engineer/Technical Staff*
- *% of Women in Senior Technical/ Management Positions*
- *% of Women Students in STEM Education Programs*

And, we greatly appreciated your submission of the 2021 Results and New Targets for 2022. Each partner will receive your cleaned-up WORD file (fixed numbers) in January from us as your record so that we are on the same page.

Based on your data, we’re pleased to announce the aggregated WePOWER All Results 2021 and New Targets for 2022. This email is just for your quick view, but you can see how much significant achievement you’ve made this year. With more analysis, we’re preparing the WePOWER Progress Report 2021 early next year.

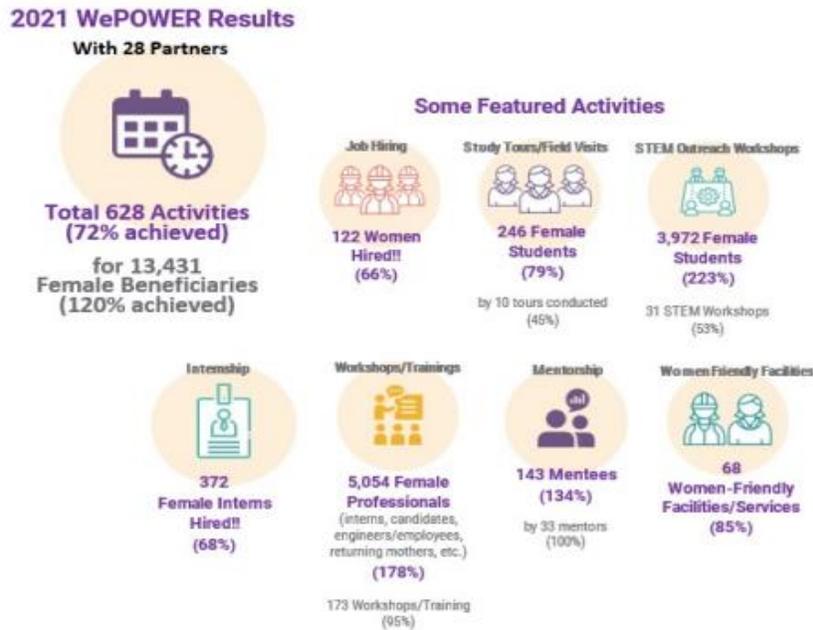
Results 2019, 2020, 2021 + New Targets 2022

1. In 2021, we conducted with 28 WePOWER Partners.
2. We welcomed Pakhtunkhwa Energy Development Organization: PEDO and Lahore Electricity Supply Company: LESCO from Pakistan as new partners in this year.
3. The transition of each year Results in 2019, 2020, and 2021 are increasing well.
4. Especially in 2021, since there were many more participants in online workshops/training than we expected, we reached out to over 13,000 female beneficiaries.
5. For 2022, we will start with the same 28 partners, and they set ambitious targets. We plan to implement 922 activities reaching more than 19,000 female beneficiaries – which is the highest target since the WePOWER launch.



Highlights of the Total 2021 Results

1. In total, the 28 partners successfully implemented 628 activities (72% of the set targets), reaching 13,431 female beneficiaries (120% of the set targets). 120% is quite an impressive achievement!!
2. Partners hired 122 female employees and 372 female interns in 2021. These are the highest numbers in each year so far.
3. Partners implemented 31 STEM Outreach Workshops reaching 3,972 female students, and organized 10 Study Tours for 246 female students.



Accumulated Results since WePOWER Launch (Feb. 2019) 1. Overall Results:

Our partners conducted 1,465 activities, reaching 28,228 female beneficiaries in 2019, 2020, and 2021.

2. Partners, to date, have hired 328 female employees and 690 female interns since the WePOWER launch!!
3. The major highlight is 358 workshops/training reaching out to 4,659 female professionals, including employees, engineers, and returning mothers, in addition to 92 STEM Outreach Workshops reaching 7,637 female students.
4. Partners built 233 women-friendly facilities, including separate toilets, separate mosques, daycare centers, gymnasiums, transportation services, skip the queue at the cafeteria, and reserved parking slots.

TOTAL WePOWER Results



Total 1,465 Activities
for 28,228
Female Beneficiaries

Some Featured Activities



WePOWER New Targets for 2022 by 28 Partners

1. Our 28 partners plan to implement 922 activities, reaching more than 19,000 female beneficiaries for 2022.
2. We expect over 150 workshops/training for over 3,900 female professionals.

WePOWER Targets 2022
Submitted in Dec 2021



Total 28 Partners will implement 922 Activities for 19,350 Female Beneficiaries by end of 2022

Some Featured Activities



If you have any questions or comments, please feel free to contact me anytime.

Have a wonderful holiday!!!

The World Bank Group will be on official holiday from December 24th - January 2nd.

Sincerely,

Maira and Yukari, on behalf of the WePOWER team

Yukari Shibuya

WePOWER, Sr. Social Sustainability and Inclusion Consultant (Youth and Gender)

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**Region Coordinators Procedures:****Regional IEEE WIE Common Strategies Guidelines**

There is no clear description of how regional IEEE WIE Committees are operating. The operation of each regional IEEE WIE Committee is handled differently. This document combines common strategies that can serve as a baseline for regions to follow. It collects many aspects that can harmonize the regional IEEE WIE Committee operational approach.

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1. The membership function strives for:
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2. The program function concentrates on:
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 - special activities, including community outreach;
 - training volunteers;
 - advancement and recognition of women in STEM.
3. The Affinity Group service function provides direct coaching and consultation by volunteers for Affinity Group cabinet members to help ensure the success of every Affinity Group.

Strategies for harmonizing regional IEEE WIE Committees' operation:

- 1) Attending monthly IEEE WIE Regional Coordinators meetings
 - a. Participating in the discussions
 - b. Sharing and interchanging ideas

- c. Requesting support
 - d. Participating in action items
 - e. In case a regional IEEE WIE Chair is not able to attend, a representative from the WIE Regional Committee should attend a meeting
- 2) Meeting with the IEEE WIE Regional Committee (bi)monthly to discuss the progress and assign new tasks
- 3) Meeting with and providing support to affinity group and student affinity group chairs
- 4) Making sure the key roles and positions in the committee are filled:
 - a. Making sure that the committee is working based on the micro-volunteering basis
 - b. Making a presentation each year to the region to inspire regional volunteers to join the committee (end of the year/beginning of the year)
 - c. Following the guidelines specified in the committee structure document for IEEE WIE regions
 - d. Depending on the number of affinity groups, subregional coordinators may be appointed by the regional WIE chair
 - e. Maintaining a database with interested members/volunteers
- 5) Participating in conferences:
 - a. Organizing a networking event during the week of IEEE WIE ILC. A representative from the regional IEEE WIE Committee should lead the event. Local IEEE WIE affinity groups within the region should participate in organization of the event as part of nurturing future leaders' initiatives.
 - b. Making sure that there is at least one IEEE WIE ILS per region each year.
 - c. Connecting with IEEE YPs: Engage at their conferences, workshops sessions to gain visibility and improve membership development
 - d. Having at least one session in regional conferences to ensure IEEE WIE representation there. This may have a technical and non-technical format:
 - i. Technical format: Inviting WIE speakers in the related fields to conduct technical talks, workshops, panels, etc.
 - ii. Nontechnical format: Organizing panels, talks, networking events, etc.
- 6) Making sure that the website is updated with the relevant information
- 7) Promoting the adoption of the IEEE WIE Pledge in the region as: "working toward gender-diversified panels at all IEEE meetings, conferences, and events, including our own"
- 8) Making sure that the social media is updated with the relevant information: Nurturing future leaders and creating collaborations between regions:
 - a. Forming delegates within regions for the end of the year event between regions.
- 9) Affinity group formation:
 - a. Forming each year at least one new affinity group (check before and after)
 - b. Forming each year at least one student affinity group
- 10) Keeping track of the yearly progress:
 - a. Monitoring the number of events, activities done in the year and comparing them to the previous two years
 - b. Having end of the year meeting to discuss the progress of the current year and identify challenges to be solved in the next year
 - c. Keeping track of the documentations
 - d. Reporting
- 11) Budget coordination:
 - a. Perform financial planning for the year.
 - b. Maintain a funding support to regional affinity groups through applications

- 12) Engineering education:
 - a. IEEE WIE STAR activities
 - b. Keeping track of IEEE WIE STAR events
- 13) Each region should organize at least one activity of the following:
 - a. Professional development series
 - b. WIE leaders' series
 - c. Mentorship programs
 - d. Celebrations: IWD, WIE day (Organizing a WIE leaders panel or a networking event)
 - e. Technical activities
 - f. Inviting male advocates to special WIE events
- 14) Creating and maintaining regional IEEE WIE newsletter
 - a. Collecting the information to be published
 - b. Publishing monthly newsletter with events, news, resources
 - c. Maintaining the newsletter subscription list
- 15) Awards and nominations program
 - a. Awards from Regional WIE Committee
 - b. Creating a non-IEEE grants and scholarships' database for WIEs in the region
- 16) Adopting marketing strategies to promote IEEE WIE and its activities on the regional level
- 17) Outreach activities to:
 - a. Members
 - b. IEEE/non-IEEE groups
 - c. Industry for collaboration and sponsorship
- 18) Ensuring senior membership retention
- 19) Creating career resources database for WIEs in the region Promoting Women in Leadership Community in IEEE Collabratec
- 20) Follow the IEEE WIE branding guidelines

Information on Submitting a Petition to Start a New IEEE WIE AG:

1. https://mga.ieee.org/resources-operations/geographic-unit/affinity-groups/36-operations/geographic-unit-resources/affinity?layout=*
2. <https://wie.ieee.org/how-to-form-a-wie-affinity-group/>
3. https://mga.ieee.org/images/files/MGA_Operations_Manual_2021.6.26_1.pdf
4. This Website has the best summary information: <https://mga.ieee.org/resources-operations/formations-petitions>

IEEE WIE Committee Structure for Regions

This document provides a brief description of IEEE WIE committee structure for regions by listing the available positions for volunteers with brief descriptions of the expected responsibilities for each position. This document can be used as a baseline for the regions to follow.

Regional IEEE WIE committee shall have the following mandatory positions:

- **Regional IEEE WIE Coordinator (Chair):**

Regional IEEE WIE Coordinator / Chair shall provide overall management, directions, and coordination of IEEE WIE volunteers and activities in the region. Regional IEEE WIE Coordinator

shall be responsible for distributing tasks among regional IEEE WIE committee members. Regional IEEE WIE Coordinator shall meet with IEEE WIE region volunteers to track progress and keep involvement. Region IEEE WIE Coordinator shall meet IEEE WIE affinity group (AG) chairs and student AG chairs and support them. Region IEEE WIE Coordinator shall work to promote the adoption of the IEEE WIE Pledge for the events and conferences in the region: “working toward gender-diversified panels at all IEEE meetings, conferences, and events, including our own”. Region IEEE WIE Coordinator shall attend IEEE WIE Committee meetings and IEEE WIE Regional Coordinators Subcommittee meetings.

Regional IEEE WIE committee might have the following optional but recommended positions*:

- **Vice Chair:**

Regional IEEE WIE Vice Chair shall be responsible for supporting the regional IEEE WIE Coordinator in carrying out the assigned responsibilities and duties. The Vice Chair shall also replace and preside the chair over meetings in case of absence or unavailability of the chair. Vice Chair shall provide support to the regional IEEE WIE activities. Vice chair shall work to promote the adoption of the IEEE WIE Pledge for the events and conferences in the region: “working toward gender-diversified panels at all IEEE meetings, conferences, and events, including our own”.

- **Secretary:**

Region IEEE WIE secretary is responsible for scheduling monthly IEEE WIE committee meetings in the region, notifying the members of the upcoming meetings, recording minutes of meetings, monitoring the number of events and activities, reporting them, and keeping track of the documentations. Documentations could include any non-financial documents such as meeting reports, current, past, and future strategies, and plans. Region IEEE WIE secretary shall also be responsible for distributing agendas and meeting notices as well as maintaining an adequate supply of all required forms and materials.

- **Treasurer:**

Region IEEE WIE treasurer is responsible for developing, coordinating budgets, and tracking expenses. Region IEEE WIE treasurer shall maintain financial records, prepare financial plan and annual budget record for the year. Region IEEE WIE treasurer shall also prepare and submit the financial reports to the committee members and report the financial status when required. It is the treasurer’s responsibilities to comply with all applicable IEEE Guidelines.

- **Webmaster:**

Region IEEE WIE webmaster shall manage the website and update it with the most recent information, e.g., upcoming events, volunteers and their roles, news, etc.

- **Industry Engagement Coordinator:**

Region IEEE WIE industrial engagement coordinator shall be responsible for promoting IEEE WIE engagement with the regional and global industry. This could be achieved by collaborating with industry and contacting speakers from industry to get involved with IEEE WIE events, building a bridge between WIE groups inside the companies and the IEEE WIE to help IEEE WIE members to build network.

- **Outreach Coordinator:**

Region IEEE WIE outreach officer shall be responsible for reaching out to people and letting them know about IEEE WIE in the region. Outreach coordinator could achieve this by

outreaching to other WIE, IEEE, non-IEEE societies groups for collaboration and inviting distinguished speakers, WIE leaders, male alliances, etc. Outreach coordinator shall be responsible for exploring new opportunities in the communities and working closely with publicity and communications coordinator for outreach purposes. Outreach coordinator shall promote IEEE WIE membership by organizing events to educate participants about the benefits of having an IEEE membership, analyzing membership information and trends to identify membership problems and opportunities, and ensuring adequate supplies of membership development materials are available for distribution.

- **Students Representative:**

Region student representative shall be responsible for reaching out to students, letting them know about the regional IEEE WIE activities, working closely with student branches and their chairs and other students' leaders in the region to promote IEEE WIE. Student representative will be responsible for exploring new opportunities in the universities and colleges in the region and acting as a liaison between IEEE WIE student AGs and the region. Student representative shall provide a regular report to the regional committee members about the status of student units. Student representative shall be responsible for promoting membership among students by organizing events in the universities and colleges to educate the students about the benefits of having an IEEE membership, monitoring a current record of membership, analyzing membership information and trends to identify membership problems and opportunities, and ensuring adequate supplies of membership development materials are available for distribution.

- **Humanitarian Activities Coordinator**

Humanitarian activities coordinator shall collect and provide resources that inspire and enable IEEE WIE volunteers in the region to carry out and support impactful humanitarian technology and sustainable development activities at the regional level. Humanitarian activities coordinator shall be responsible for raising awareness, providing training or finding suitable trainers, and encouraging IEEE WIE members in the region to form groups in order to effectively develop sustainable solutions that make a long-term difference in the lives of people around them. Humanitarian activities coordinator shall follow up the activities of IEEE Humanitarian Activities Committee (HAC) Education Forum and other IEEE humanitarian forums, which provide trainings and learning materials in topics related to humanitarian activities, sustainable development, and how technology and technically trained individuals can contribute in the communities. Humanitarian activities coordinator shall report the new learnings and activities from the forums to the regional IEEE WIE committee members. Humanitarian activities coordinator shall organize at least one event per year to promote humanitarian technologies and sustainable development activities.

- **IEEE WIE STAR Coordinato[1]r**

Regional IEEE WIE STAR coordinator shall inform the chairs of IEEE WIE AGs in the region of the required certifications and the available programs through organizing an event (at least once per year). IEEE WIE STAR coordinator shall provide the required support to IEEE WIE AG chairs in the region to promote IEEE WIE STAR activities, organize events related to IEEE WIE STAR program in the region, provide guidance for volunteers performing IEEE WIE STAR program

activities by helping them in organizing competitions and field trips, providing technical support, and finding suitable mentors. IEEE WIE STAR coordinator shall collect and analyze the data related to the events of IEEE WIE STAR program organized in the region.

- **Volunteers Recruitment Coordinator:**

Volunteers' recruitment coordinator shall work closely with the chair to make sure the positions in the regional IEEE WIE committee are filled out. In addition, volunteers' recruitment coordinator shall be responsible for making public presentations in the region to inspire regional volunteers to join the IEEE WIE committee in the region.

- **Conference Coordinator:**

Conference coordinator shall be responsible for monitoring the technical and non-technical IEEE conferences and tracking IEEE conferences' dates and schedules to provide IEEE WIE representation in these conferences and seek out opportunities for the region by participating or leading workshops, seminars, or networking events at least two times a year, and having banner stand/table with volunteer(s) in collaboration with the region event coordinator (if applicable). Conference coordinator shall recommend conferences where there is a need to have IEEE WIE representations or sponsorship and suggest termination of conferences no longer beneficial to IEEE WIE.

- **Event Planner and Coordinator:**

Event planner and coordinator shall be responsible for planning and hosting IEEE WIE events in the region. Event planner and coordinator shall pre-plan events logistics such as timeline creation and development, site selection and food and beverage planning (if in person), audiovisual and production planning, and event creation using the appropriate platforms. Event planner and coordinator shall collaborate with the region treasurer in creating budget for the events, invoicing, and assisting in bill payment. Event planner and coordinator shall collaborate with the graphic designer, the webmaster, and the social media coordinator in the region to coordinate some events logistics such as preparing posters, announce the event in the region IEEE WIE website and in the social media platforms in the region.

- **Social Media Coordinator:**

Social media coordinator shall manage the social media platforms, i.e., Facebook, Instagram, Twitter, and LinkedIn for IEEE WIE in the region. This can be achieved by advertising the upcoming events on a regular basis by posting, tagging other IEEE group collaborators, and asking them to share the upcoming events. Social media coordinator shall collaborate with the region IEEE WIE volunteers to collect data to be shared on social media channels.

- **Publicity and Communication Coordinator:**

Publicity and communication coordinator shall be responsible for enhancing the visibility of IEEE WIE activities and members through participating in different events and programs. In addition, publicity and communication coordinator shall be responsible for marketing the events through different channels/ways such as attending conferences, social and networking events, social media channels, sending marketing material to regional IEEE communication channels and regional IEEE WIE mailing list. Publicity and communication coordinator shall be responsible for analysing the data from previous marketing activities to improve marketing strategies in regional IEEE WIE committee.

- **Graphic Designer:**

Graphic designer shall be responsible for designing posters and flyers for IEEE WIE events in the region and ensuring that the designed material follows IEEE WIE Branding guidelines.

- **Affinity Group Formation Coordinator:**

Affinity group formation coordinator shall support the formation of new local and student IEEE WIE AGs and student AGs in the region. This can be achieved, for example, by contacting the universities and communities where no IEEE WIE AGs have been identified. Affinity group formation coordinator shall be responsible for managing and helping the chairs of the newly formed affinity groups in the initial stages to ensure its successful operation.

- **Awards Coordinator:**

Awards coordinator shall be responsible for tracking the awards (IEEE WIE Regional Awards, IEEE Regional Awards, IEEE WIE Awards, IEEE MGA Awards) that IEEE WIE members in the region are eligible for, documenting the requirements and the deadlines of each award. Awards coordinator will coordinate with the chair and other members of the regional IEEE WIE committee to prepare the required documents and makes sure that IEEE WIE members/groups apply for the awards prior to the deadline.

* In some cases, multiple positions can be held by a single volunteer. There further can be multiple volunteers with the same position, forming a subcommittee.

IEEE WIE Guidelines for New Members Recruitment in Regional Committees

Observation:

This document provides general guidelines for new members recruitment in IEEE WIE Committees in Regions. This document can support IEEE WIE chairs in regions to find solutions to specific problems that exist in regions. Hence, identifying the problem that exists within a specific region remains as one of the greatest challenges.

Pre-Activities:

The following are suggested pre-activities to recruiting new members:

- Preparing an organizational chart for your region. The chart could have the name of various positions, roles, and responsibilities of each position, expected members count in each position, etc.
- Connecting with at least 10-15 active section chairs/council chairs/student branch (SB) affinity group (AG) Chairs in your region. The chairs' information can be collected from OU analytics.
- Preparing a google form/smart sheet to call for volunteers.
- Sending out the call for volunteers to the section chairs/council chairs/SB AG Chairs. In the email, the volunteering positions should be mentioned with their corresponding responsibilities.
- Seeking help from the regional director to promote the call for volunteers.
- Reaching out to the region's publications director for sending this information in the region's IEEE Newsletter such that all IEEE members of your region can get the information.
- Promoting this message in IEEE Volunteering Platform, Collabratec, and Vtools.

- Creating social media presence, specific for your Region's IEEE WIE and posting the information to all social channels (including but not limited to Instagram, Facebook, Twitter, LinkedIn) of the region.
- Promoting these positions during regional IEEE WIE activities such as networking events, conferences, etc.

Post-Activities:

The following are the post activities to form the complete Regional IEEE WIE Committee in case the positions in the region are not filled by the Pre-Activities:

- Defining the communication channels. Increase the social visibility for your region's IEEE WIE in Instagram, Facebook, Twitter, LinkedIn / WhatsApp.
- Organizing creative events for the IEEE WIE members of your region, including membership drives, experience sharing, spotlighting IEEE WIE in Women Engineer's life, networking table, etc.
- Opening volunteering rooms for each event organized.
- Providing volunteering information sessions with benefits of volunteering with IEEE WIE in the region.

Useful References

<https://mga.ieee.org/resources-operations/geographic-unit/vitality/recruitment-toolkit>