CHAPTER BRIEFS

a newsletter for IEEE Society Chapters

July 2020

> A Chapter is required to report and file not less than two (2) technical meetings per year. Changes to its roster of officers need to be submitted in a timely manner using electronic reporting tools provided by MGA <**http://vtools.ieee**>. Failure to hold/report meetings annually could result in dissolution of your chapter.

REMINDER Call for Nominations: 2021 IEEE MGA Committee Member and Liaison Positions: Deadline 1 August

This message sent on behalf of Martin Bastiaans, MGA N&A Committee Chair

The **IEEE Member and Geographic Activities** (MGA) Nominations and Appointments (N&A) Committee is soliciting nominations for 2021 MGA committee member and liaison positions.

Positions include:

MGA Committee Members

- IEEE Admission and Advancement Committee
- MGA Awards and Recognition Committee
- MGA Geographic Unit Operations Support Committee
- MGA IEEE.tv Advisory Committee
- MGA IT Coordination and Oversight Committee
- IEEE Life Members Committee
- MGA Member Benefits Portfolio Advisory Committee
- MGA Nominations and Appointments Committee
- MGA Potentials Editorial Board
- MGA Strategic Planning Committee
- MGA Student Activities Committee
- MGA Training Committee
- MGA vTools Committee
- IEEE Women in Engineering Committee
- IEEE Young Professionals Committee

MGA appointments to other organizational unit boards/committees

- IEEE Conferences Committee (two members)
- IEEE Educational Activities Board (EAB) (two members)
- IEEE Publication Services and Products Board (PSPB)
- IEEE TAB/PSPB Products and Services Committee

Each IEEE Region is encouraged to submit nominations to help ensure that MGA is globally balanced. Self-nominations are encouraged.

The deadline to submit nominations is 1 August 2020.

Sign in with your IEEE account username and password to view " **My Nominations**" under the "**Login**" tab.

[Nominate yourself or a colleague now](#).

IEEE MGA Nominations and Appointments (N&A) Committee

mga-noms@ieee.org

2020 IEEE Elections

Balloting for the 2020 IEEE Annual Election will begin on 17 August and end at 12:00 pm Eastern Time (16:00 UTC) on 1 October 2020. The election gives IEEE voting members the opportunity to vote and help choose the future volunteer leadership of IEEE. On 17 August, information will be distributed on how to access ballots electronically. You will be able to access information about the candidates on the [IEEE Annual Election Website](#) as well as receive information from the candidates via email. If you have any additional questions, contact Annual Election support staff at election@ieee.org

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Society/Council Approved Awards

An updated TAB Awards and Recognition (TABARC) Manual which comprises approved Society/Council awards, including S/C chapter awards is now available on the [TA Operations site](#) or can be accessed directly via the [document link](#).
The June 2020 version contains awards items approved at the recent June TAB meeting. If you have any questions or need additional information, please contact society-awards@ieee.org.

Follow Through: Maintaining Momentum After Your Event Ends

Your event was a success, you had great feedback from attendees, and you made lasting impacts on your community. Now that your event is over, you may be wondering how to keep attendees engaged and looking forward to your next event. Ongoing attendee engagement is vital to building on your successes, continuing dialogues, and keeping the momentum going.

A wrap-up communication is a great way to thank your participants and sponsors, highlight achievements, and showcase photos from your event. MCE has developed a new online resource with tips and guidance on kicking off your post-event engagement. Find information on the benefits of continued engagement, selecting a communications tool, and a variety of assets to help you get started.

The new resource also features a sample post-event wrap-up communication that

you can use as a model for your event. The sample communication includes suggested content such as metrics, social media reach, photos, and acknowledgements. Also discover IEEE Brand Experience resources including email templates, banners, and an icon library.

Keeping your attendees engaged is key to building a vibrant event community that keeps coming back year after year.

Visit the site to learn more.

IEEE COVID-19 News & Resources Hub

IEEE has established a single platform for all #COVID19 related resources to support our members during the pandemic. Access the latest virtual educational opportunities, free e-books, virtual networking, and more in one place by visiting: https://covid19.ieee.org/

IEEE-Branded Virtual Backgrounds for Video Conferencing Tools

IEEE has created IEEE-branded virtual backgrounds for video conferencing tools like Zoom and Microsoft Team. Visit the page to download the images and view instructions on how to upload the background images for meetings.

OU Analytics - A Valuable Resource for Volunteers

As a reminder for continuing chapter chairs and for incoming chapter chairs for 2020, we would like to highlight a valuable resource available to you. Launched in 2018, IEEE OU Analytics, is a web-based business intelligence tool which delivers essential metrics on memberships or subscriptions to OUs, including Societies, Councils, Technical Communities, etc. Using Tableau platform, the intuitive interface leverages visualization technology to present data in multidimensional tables and charts. The landing page provides easy access to various dashboards which contains filters to refine by OU, Region, Section, Grade, and Gender. Counts provided on the dashboards can link directly to respective member contact details. The ability to search for one particular member by last name, first name or member number from the membership list is also available Selected volunteer positions in respective OUs have automatic access to their OU's data.

Based upon members' renewal status, OU Analytics delivers key statistics for active, new, renewing or arrears members that can be sorted or refined using various filters. It eliminates the need for volunteers to create/run queries from a data set (previously through SAMIEEE) which can sometimes lead to incorrect results. Doublet (overlapping) society membership and technical community/technical council data are also available.

The OU Analytics Geo Map offers geographic displays and interactive dashboard views of IEEE organization units. The Map provides key statistical facts by Region, IEEE/Society Member, Chapter, Student Branch, and Affinity Group and shows the concentration within all ten IEEE Regions. Hover over various views to display data

counts. Data can be refined using the filters. The map also provides the ability to identify membership density for potential society chapters and student branches globally.

Data is updated daily and is pulled directly from IEEE's membership database, reflecting the most current information. Data and images can be downloaded using various formats. You will need your IEEE Account information to access. Please review the site for more information or feel free to contact us. There are recorded training webinars, presentations, FAQs, and Users Groups readily available to you as a resource, and one-on-one sessions can be scheduled, upon request.

- http://www.ieee.org/ouanalytics

OU Analytics Webinar Training Available: To receive customized or personalized training for a better understanding of how to use OU Analytics, please email ouanalytics@ieee.org or tad-chap-dev@ieee.org.

OU Analytics - Tip of the Month

Each month, the Chapter Briefs Newsletter will feature an OU Analytics Tip that will be helpful to all who utilize the OU Analytics tool. This month's Tip features the Doublet.

This grid provides the count of overlapping memberships/participations between IEEE Societies, Technical Communities, Technical Councils, IEEE Consultants Network, Standards Association, Women in Engineering, and Young Professionals. Counts displayed represent the intersection between the two organizational units.

Please click on the link below to access the screenshots.

Doublet

Payments to Chapters Processed through Local Section Bank Accounts

A process is in place to ensure that Section, Chapter and Society officers will be notified when a wire transfer is processed through a local Section bank account for a chapter that does not have its own bank account. The Society or Council administrative staff who is submitting the chapter payment request to IEEE Treasury will notify the Section, Chapter and Society Treasurers via email that a

payment to that particular Section is in progress. The wire transfer will contain the GEO code of the Chapter to assist in identifying the final destination of the funds.

RESOURCES

- **IEEE Technical Chapters**
- **Volunteer Tools**
- **Volunteer Development**
- **Membership Development**
- **IEEE Member and Geographic Activities Operations Manual**
- **Tip of the Month Archive**

ABOUT THIS NEWSLETTER

This monthly Chapter Briefs newsletter provides information and resources to volunteers and staff of IEEE Society and Council chapters.