CHAPTER BRIEFS

a newsletter for IEEE Society Chapters

January 2021

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.

2021 Geographic Unit Rebate Schedule

This page contains the 2021 Rebate Schedule (section 9.0.E of the MGA Operations Manual). Additional information can be found on the [Required Reporting web page](#) and in the [MGA Operations Manual](#).
The deadline for submitting annual financial reports is the last day of February, and the deadline for annual officer and meeting reports is 15 March. To be eligible for the 10% bonus, all reporting (financial, meeting, and officer) must be submitted by the third Friday in February.
All Sections in existence on 31 December 2020 and meeting minimum requirements shall receive an annual allowance.

Chapter and Affinity Group rebate

US$200 for each Chapter and Affinity Group meeting minimum requirements in accordance with the following sections of the MGA Operations Manual:

- **Section 9.6.J** - Chapter Requirements for Membership and Meeting Activity
- **Section 9.9.J** - Affinity Group Requirements for Membership and Meeting Activity

In accordance with the MGA Operations Manual, Sections 9.6.G and 9.9.G, "Chapters and Affinity Groups are entitled to receive the funds generated by their own activities, including dues rebates (earned during the preceding year as computed by the dues rebate formula)." In accordance with the MGA Operations Manual, Section 9.4.I.8, "Chapter and Affinity Group funds provided to the Section through the annual rebate are intended for the support of those subunits. Chapters and Affinity Groups shall be funded at a minimum at the level of the annual rebate."

Chapter Events and Officer Reporting

A reminder that chapter events and officer reporting need to be updated in vTools <http://vtools.ieee.org> throughout the year. This will ensure that current data is on file and that your chapter activity is accurately recorded. All units are encouraged to try to hold at least virtual meetings, if possible, to show that the unit is active. If needed, please visit <https://site.ieee.org/vtools/training/> to access tutorials on how to enter this information

Annual Service Deactivation – 27 February

All members who did not renew for 2021 by 31 December have a two-month grace period in which to renew without losing access to their benefits. On 27 February that grade period ends, and any member who has not yet renewed will have their benefits and services deactivated. There are multiple communications that go out between now and then to alert these members, and we encourage all Sections and Chapters to outreach to this audience as well, to supplement our message.

2021 IEEE Medal and Recognition Recipients Announced

We are pleased to announce that the 2021 IEEE Medal and Recognition recipients can be found on the new IEEE Awards website. The recipients have been notified; please feel free to send your own notes of congratulations and to publicize the recipients.

These awards will be presented at the virtual 2021 IEEE Vision, Innovation, and Challenges Summit & Honors Ceremony 11–13 May.

Call for Nominations: 2022 IEEE MGA Leadership Positions - Deadline 15 March

The IEEE Member and Geographic Activities (MGA) Nominations and Appointments (N&A) Committee is soliciting nominations for the following 2022 leadership positions:

- MGA Vice President-Elect/Board Chair-Elect
- MGA Treasurer
- MGA Vice Chairs
    - Geographic Unit Operations
    - Information Management
    - Member Development
- Committee Chairs
    - Admission and Advancement (IEEE)
    - Awards and Recognition
    - ieee.tv Advisory
    - Life Members (IEEE)
    - Member Benefits Portfolio Advisory
    - Membership Recruitment and Recovery
    - Potentials Editorial Board
    - Student Activities
    - Training
    - vTools
    - Women in Engineering (IEEE)
    - Young Professionals (IEEE)

The deadline to submit nominations for the above positions is **15 March 2021**.

A complete list of available MGA positions, committee descriptions, and information on the MGA Nominations and Appointments process are available.

Nominate yourself or a colleague now

You may need your IEEE Account information to access the nomination.

For questions, email mga-noms@ieee.org.

Resources Available

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/

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.

OU ANALYTICS

OU Analytics - A Valuable Resource for Volunteers

As a reminder for continuing chapter chairs and for incoming chapter chairs for 2021, 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 highlights Member Counts by Chapter to include the updated Download feature

Please click on the link below to access the screenshots that show how to access Member Counts by Chapter. This will provide views of member counts by Chapter, broken down by Grade. In addition, the download now includes the Chapter Formation Date. The updated Download feature automatically defaults to Excel – CSV is recommended for sorting data.

Member Counts by Chapter - by Grade

ADDITIONAL RESOURCES

- **IEEE Technical Chapters**
- **Volunteer Tools**
- **Volunteer Development**
- **Membership Development**
- **IEEE Member and Geographic Activities Operations Manual**
- **Tip of the Month Archive**
    - **October 2020 - Member Search**
    - **September 2020 - Membership Verification**
    - **August 2020 - Renewal**
    - **July 2020 - Doublet**
    - **June 2020 - Potential Chapters**
    - **May 2020 - OU for your Volunteer Role**
    - **February 2020 - Society Member Counts Arrears**
    - **January 2020 - Society Chapters**

ABOUT THIS NEWSLETTER

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

IEEE Chapter Briefs

A not-for-profit organization, IEEE is the world's largest technical professional organization dedicated to advancing technology for the benefit of humanity.