IEEE Chapter Connections

Welcome to the first issue of the new 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 send feedback about the newsletter to chapter-support@ieee.org.

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Tip of the Month

- Chapter Chairs can view Chapter member counts and member details using IEEE OU Analytics

- Watch this video on **How to Find and Download Your Members** (mp4)

- View **written instructions with screenshots** to get Chapter member counts and member details

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**
- **IEEE Center for Leadership Excellence** (Chapter officer training)
- **Volunteer Development**
- **Membership Development**
- **IEEE Member and Geographic Activities (MGA) Operations Manual**

To Do This Month

Officer Reporting - Add Your Chapter Officers to Receive Important Communications

Many Chapter officer volunteers end their terms at the end of 2023. Please report new officers starting in 2024, as well as those who will be continuing!

This Chapter support newsletter and other important officer communications are sent to Chapter officers listed in the IEEE database. Reporting your Chapter officers facilitates communications and ensures the Society/Technical Council has appropriate information to contact you regarding Chapter benefits and support provided by the Society or Council. These may include funding opportunities, Distinguished Lecturer programs, volunteer training sessions, and more.

IEEE geographic unit officer reporting may be submitted to IEEE at any time. New officers or officer changes are submitted via the **vTools Officer Reporting tool**. Access to this tool requires an **IEEE Account**.

The **vTools Officer Reporting tool** enables current geographic unit volunteers to submit officer reporting online. Volunteers can enter new officers and view, remove, or replace existing officers. Officer names are automatically validated and updated to the IEEE database. Please note that validation is based on business rules per geographic unit type.

Learn more about **IEEE Geographic Unit Reporting for New Officers and Officer Changes**.

Email MGA staff with questions: **scs-officer-report@ieee.org**.

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.

Chapter Spotlight

Submit Your Chapter to be Highlighted in a Future Newsletter

In future newsletters, this section of the newsletter will highlight Chapters and recognize their efforts in the areas of vitality, membership, outreach, and engagement.

There are over 2,700 IEEE local professional Chapters, across 39 IEEE Societies and 7 IEEE Technical Councils. This is your chance to showcase your Chapter for Chapter volunteers around the world to learn from your examples.

If you'd like your Chapter to be featured in a future issue of IEEE Chapter Connections, please submit a brief write-up of your activity 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!

Email **chapter-support@ieee.org** with questions.