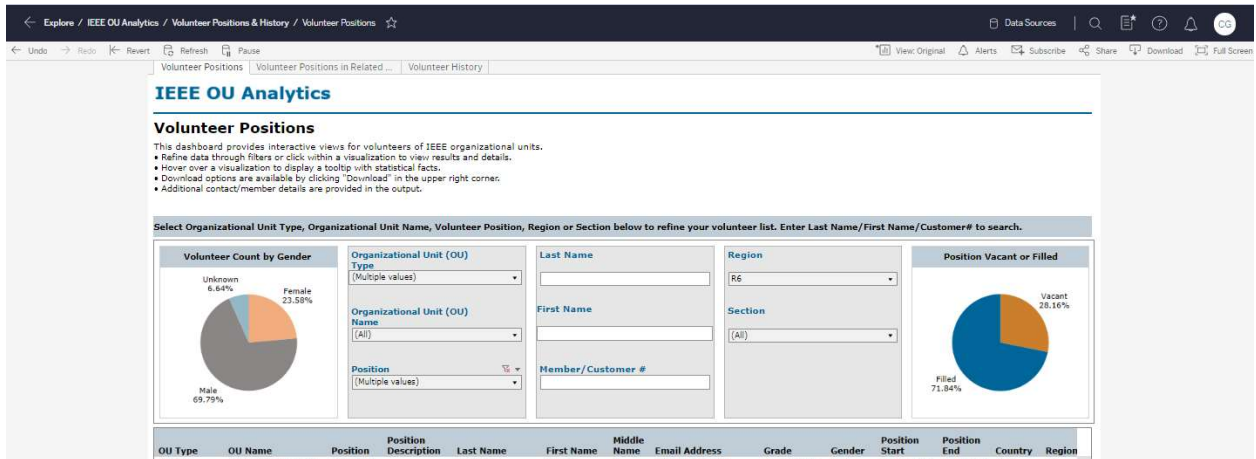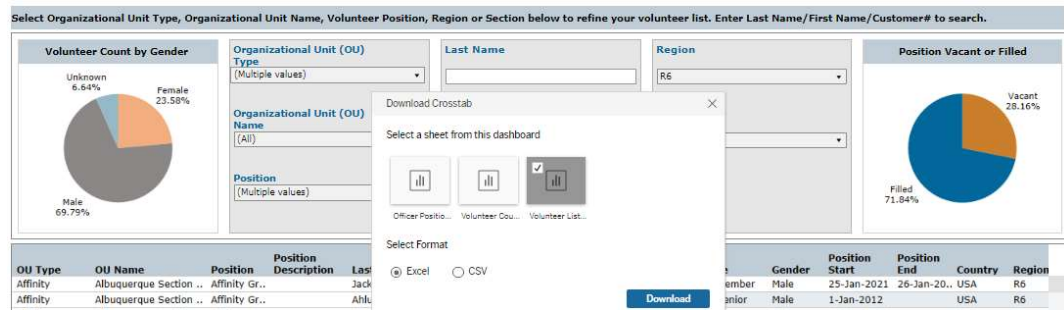The MGA Operations Manual states "All officers shall not serve in any one position, in any single organizational unit, more than six years in total." This policy refers to section and chapter ExCom officers (chair, vice chair, treasurer, secretary.) Exceptions can be approved by the parent OU, for example by the section chair for chapter and affinity group officers and by the Region Director for section officers.

The steps below are one way to identify current officers who have served six years or more in a row. Note that this will not identify officers who have served more than six years split over multiple time periods. Chris Gunning (cgunning@ieee.org) is currently writing a Python script that will handle that case. Contact him for more details.
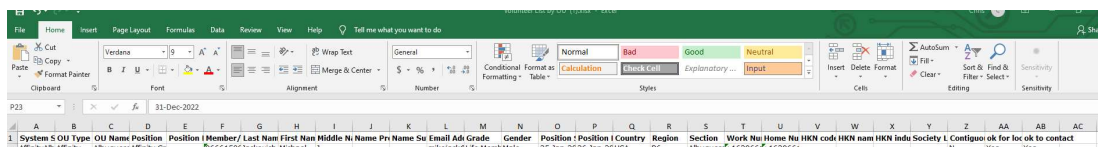
1. In the OU Analytics "Volunteer Positions" workbook, select the OU Type and Positions of interest, and the Region and/or Section of interest. In this example, the chair, vice chair, secretary, treasurer, and secretary/treasurer positions are selected for all Affinity, Chapter, and Section OUs in Region 6.



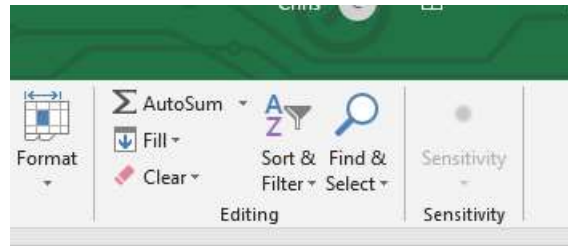2. Download the "Volunteer List by OU" Excel file.



3. Open the spreadsheet in Excel.



4. Add a new column to the right of the last data column ("ok to contact"). Label it "Duration (years)". In the first data cell in the "Duration (years)" column, insert the following formula (Column O contains "Position Start" data.)
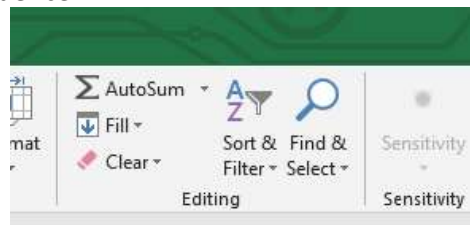
=(TODAY()-O2)/365

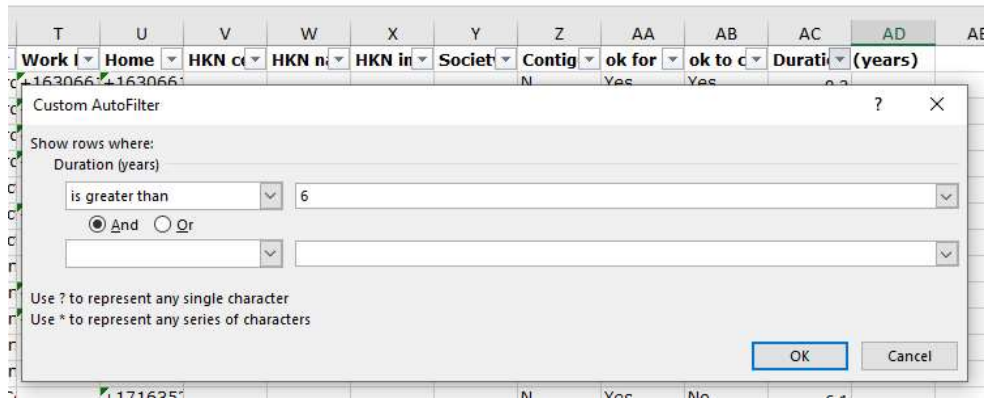5. Replicate the formula for the remaining data rows. Select "Format Cells>Number" and set Decimal places to 1.



| Y | Z | AA | AB | AC | AD |
|---|---|---|---|---|---|
| ciety L | Contiguo | ok for loc | ok to con | Duration (years) | |
| | N | Yes | Yes | 0.2 | |
| INPSO | N | Yes | Yes | 9.3 | |
| MAESO | N | Yes | Yes | 3.1 | |
| | N | Yes | Yes | 2.0 | |
| | N | Yes | Yes | 1.3 | |
| | N | Yes | Yes | 1.2 | |
| | N | Yes | Yes | 1.3 | |
| ITEMO | N | Yes | Yes | 13.3 | |
| | N | Yes | Yes | 8.3 | |
| | N | Yes | Yes | 8.3 | |
| MAESO | N | Yes | Yes | 1.4 | |
| ICOM( | Y | Yes | Yes | 6.0 | |
| | N | Yes | No | 6.1 | |
| | N | Yes | Yes | 1.3 | |

6. Select Row 1, then select Home>Editing>Sort&Filter>Filter. Confirm that the filter icons are present in each header cell.



| Z | AA | AB | AC | |
|---|---|---|---|---|
| Contig | ok for | ok to c | Durati | (ye |
| N | Yes | Yes | 0.2 | |
| SO N | Yes | Yes | 9.3 | |
| 50 N | Yes | Yes | 3.1 | |

7. Select the filter icon for the "Duration (years)" header cell, and set "Number Filters>Greater Than" to 6.

| T | U | V | W | X | Y | Z | AA | AB | AC | AD | AE |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Work l | Home | HKN c | HKN n | HKN in | Societ | Contig | ok for | ok to c | Durati | (years) | |
| +163066 | +163066 | | | | | N | Yes | Yes | | | |

**Custom AutoFilter**      ? ✕

Show rows where:
Duration (years)

[ is greater than ▾ ]    [ 6 ▾ ]

◉ And ○ Or

[ ▾ ]    [ ▾ ]

Use ? to represent any single character
Use * to represent any series of characters

[ OK ]   [ Cancel ]

| | | | | | N | Yes | No | | |

8. The rows that are displayed are the officers that have been serving in their current position continuously for more than 6 years. Note some columns have been hidden in the snip below.



| | A | B | C | D | O | AC | AD |
|---|---|---|---|---|---|---|---|
| 1 | System | OU Type | O | Position | Position Sta | Durati | (years) |
| 3 | AffinityAlb | Affinity | Albu | Affinity Group Vice Chair | 1-Jan-2012 | 9.3 | |
| 9 | AffinityBu | Affinity | Buer | Affinity Group Chair | 1-Jan-2008 | 13.3 | |
| 10 | AffinityBu | Affinity | Buer | Affinity Group Secretary | 1-Jan-2013 | 8.3 | |
| 11 | AffinityBu | Affinity | Buer | Affinity Group Treasurer | 1-Jan-2013 | 8.3 | |
| 13 | AffinityBu | Affinity | Buer | Affinity Group Vice Chair | 1-Apr-2015 | 6.0 | |
| 14 | AffinityBuf | Affinity | Buffa | Affinity Group Chair | 19-Mar-2015 | 6.1 | |
| 17 | AffinityCo. | Affinity | Coas | Affinity Group Chair | 28-Jul-2014 | 6.7 | |
| 63 | AffinityPar | Affinity | Panh | Affinity Group Treasurer | 1-Jan-2012 | 9.3 | |
| 64 | AffinityPar | Affinity | Panh | Affinity Group Chair | 1-Jan-2012 | 9.3 | |
| 65 | AffinityPar | Affinity | Panh | Affinity Group Treasurer | 1-Jan-2012 | 9.3 | |
| 66 | AffinityPh | Affinity | Phoe | Affinity Group Chair | 1-Jun-2013 | 7.9 | |
| 67 | AffinityPh | Affinity | Phoe | Affinity Group Secretary | 1-Jan-2011 | 10.3 | |