

# 2003 NA-RCCC

## Workshop on Growing a Successful Chapter

### New Jersey Coast Section

- One of the three IEEE Sections in New Jersey.
- Geographical location of Monmouth and Ocean counties.
- Monmouth University and Brookdale College in the area. Small EE and CS programs.
- AT&T, Lucent Technologies, Avaya, Agere, Telcordia among telecom companies. Fort Monmouth Army Research Lab. Silicon Parkway/Eatontown HT Center
- Commuting distance from NYC, Princeton, Rutgers
- Two active chapters – Comp & Comm Joint + Comm.

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### Logistics

- Total of 9 Monthly Luncheon Meetings per Year with an Average Monthly Attendance of 75.
- The Officers and Area Students Volunteer at our Meetings.
- A judicious mix of officers from big local companies.
- Joint Programs and Distinguished Lectures.

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### Chapter Charter

- **Provide a Mission Statement for the Chapter.** *New Jersey Coast provides access to the information about the cutting-edge technological developments, and opportunities for networking among its Members and the Community.*
- **Have an Organization Plan with Clearly Defined Goals Including Volunteer Time Required.** *New Jersey Coast has 4 Officers each with 2-5 hours per Month of responsibilities*
- **Make the Experience Fun and Exciting.** *New Jersey Coast provides an Annual Banquet for the Volunteers and the Community.*
- **Explain to the Members the Benefits of Community Service.** *New Jersey Coast recognizes the Best Talk of the Year and the Achievement Awards to the Volunteers.*

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### Financials

- **Bank Balance of about \$2,000.**
- **Typically no money taken From ComSoc or the IEEE**
- **The Monthly Luncheon Meetings are \$8 for IEEE Members and \$11 for Non-Members.**
- **The IEEE NJ Coast Annual Banquet honors the IEEE Fellows from the area and a keynote speaker gives an invited presentation. It is attended by about 100 people.**
- **Annual Seminar and Tutorials generated funds.**

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### How To Hold Successful Meetings

- **Identify the Interesting Topics with a Focus on Quality.** *We invite local and remote speakers for talks.*
- **Rotate the Program to Keep it Fresh.** *We rotate seminar topics among Wireless, Optical, Network and Security areas.*
- **Plan the Meeting in Advance and Give Enough Notice to Allow for Excellent Attendance.** *We plan a month in advance and broadcast E-Mail notices about two times before the talk, with web registration.*
- **Mix the Meetings With Technical, Networking and Professional Development.** *We provide 45 minutes of informal time followed by an hour of talks and discussions. Talk slides are published on NJ Coast website.*

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### How To Increase Membership

- *We invite previous attendees, student members and encourage for joining IEEE and ComSoc.*
- *We approach new Senior Members and potential volunteers individually.*
- *We discuss member involvements in standards committee and technical activities*
- *Our talks are primary vehicles for explaining the advantages and benefits of memberships.*
- *We invite interested people to come to talks.*

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### How To Finance the Chapter

- *The NJ Coast Chapters are self-supporting.*
- *The funds are generated through seminar contributions and annual mini-conferences.*
- *Speakers bring in Books and Publications for raffle, available to web registrants.*