Ideas to improve ComSoc and IEEE support to Chapters
Overall Support Issues

• In general, team consensus was that ComSoc is doing a excellent job of supporting the Chapters
  – ComSoc website and Manual recognised as particularly useful tools

• Team focused its discussion on three topic areas:
  – Support observations
  – Utilizing speakers - DLT process
  – ComSoc support to Chapter website development and Email list
Support Observations

• Complex structure of IEEE is the source for many Chapter communication issues
  – Response: Place more emphasis on explaining this structure

• General Support Suggestions:
  – ComSoc provide tutorial course materials to Chapters
  – IEEE offer materials in other languages
  – As a participation incentive specifically for developing countries, ComSoc offer grants to Chapter Chairs to attend Conferences
Distinguished Lecturer

• Issue: Chapters have had difficulties requesting Distinguished Lecturers
  – Proposed Solution: Change method of requesting speaker (New process defined)

• Issues: A limited number of chapters can get a DL each year
  – Proposed Solution: Investigate method to record presentations (Webcast, Video, PowerPoint with audio)
Distinguished Lecturer - New Process

- Proposed new DL Process
  - DLs would determine new dates for speaking
  - Use web to publish schedule of DLs
  - Chapter picks date and speaker
  - DL and ComSoc approve trip
  - Chapter makes the local arrangements with DL

- DL responsible for managing own schedule. Speaker should make a commitment of time.

- ComSoc is responsible for using fair process to distribute DLs to Chapters. Suggested criteria: Whether chapter has had DL recently, Size of chapter, Cost.

- ComSoc staff should manage approval process
Website / Mailing List Issues

• Issue: Chapter volunteers have had difficulties creating attractive local websites
  – Proposed Solution: Produce a template with placeholders for the common static and dynamic content

• Issue: MajorDomo is difficult to use for the uninitiated, and doesn’t synchronize with SAMI
  – Proposed Solution: Produce training materials for MajorDomo
  – Proposed Solution: Implement a SAMI - MajorDomo bridge
Website / Mailing List Issues

• Proposed Website Template
  – Static pages for welcome, history, committee, etc.
  – Web forms for feedback and surveys
  – Dynamic pages for event notifications
  – Go to http://www.ieee.org/vic for an example

• Proposed MajorDomo-related training
  – Slide-pack covering how to set up and maintain a mailing list
  – Follow up interactive phone conference

• Bridge SAMI and MajorDomo so that lists are updated when members move
Summary of Recommendations

• More emphasis on explaining ComSoc / IEEE structure
• A new DLT arrangement process
• Investigate the possibility of recording DLT presentations for non-participating chapters
• Introduce a template for chapter websites
• Explain and improve the mailing list facility