

Policies & Procedures - 5.9 Membership Programs Development Board

- approved 03/1999, updated 05/2010 -

Purpose

This Board is responsible for the oversight of ComSoc member activities and benefits programs, for individuals, chapters, and sections. These programs serve ComSoc members worldwide in collaboration with the four ComSoc Regional Directors for NA, EAME, AP and LA and staff on their implementation. . The Director of Membership Development programs reports to the Vice President – Member Relations.

Organizational Structure

- Chair: Director of Membership Programs Development
- Members (see Bylaws, article 6.4.8) include the four Regional Directors plus three members per region selected by the Director from a list of candidates, consisting of at least four names per region, submitted by each Regional Director. All of these are voting members, in addition to the Director. The composition of this board should be drawn from the academic, industrial, and government communities. The members are appointed by the Director – Membership Programs Development, with the approval of the Vice President – Member Relations

Activities

Actions and Objectives

- Activities focus on promoting and furthering the interests of individual members worldwide. Membership development activities, programs, and outreaches target member retention, renewal, recruitment, and recognition.

Membership Initiatives

Develop and offer programs, and member activities that benefit individuals, chapters and sections:

- Promote community development and activities of common interest
- Engage young members and support leadership development
- Engage industry around the world in membership programs
- Develop and offer programs to serve the industry and academic institutions
- Promote professional development.

The key membership programs include:

- Chapter Funding
- Chapter Achievement Awards
- Distinguished Visitor Program
 - Distinguished Lecture Tour (DLT)
 - Distinguished Speaker Program (DSP)
- Industry Outreach Program
 - IndustryNow Program
 - Roadshows
- Visibility Program

(See <http://ww2.comsoc.org/about/MemberPrograms> for details on each of the programs).

IEEE Relationships

- ComSoc representation on IEEE committees
- Coordination of activities with IEEE Operations Center
- Handle ComSoc branding, including coordination with IEEE branding initiatives

How to Make it Happen

- To facilitate follow-through, the Director – Membership Programs Development or a

member of his/her Board will assume leadership for specific projects

- Whenever possible, target dates will be set, and the responsible individual will prepare periodic 'update reports' to the Vice President - Member Relations and the Director – Member Development programs. As needed, progress will be reported at BoG or OpCom meetings. (Reports will be submitted to the Vice President prior to these meetings.). When necessary, the Vice President shall ask the Director - Member Development Programs y or member of his/her Board to provide informal input to the Management Retreat.
- To successfully fulfill its goals, the Board must work with and keep headquarters staff informed of its activities. Each report prepared by members for Board of Governors meetings will be copied to headquarters staff

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