Best Practices
IEEE ComSoc North America Region
Regional Chapter Chair Congress 2016
Medellin, Colombia
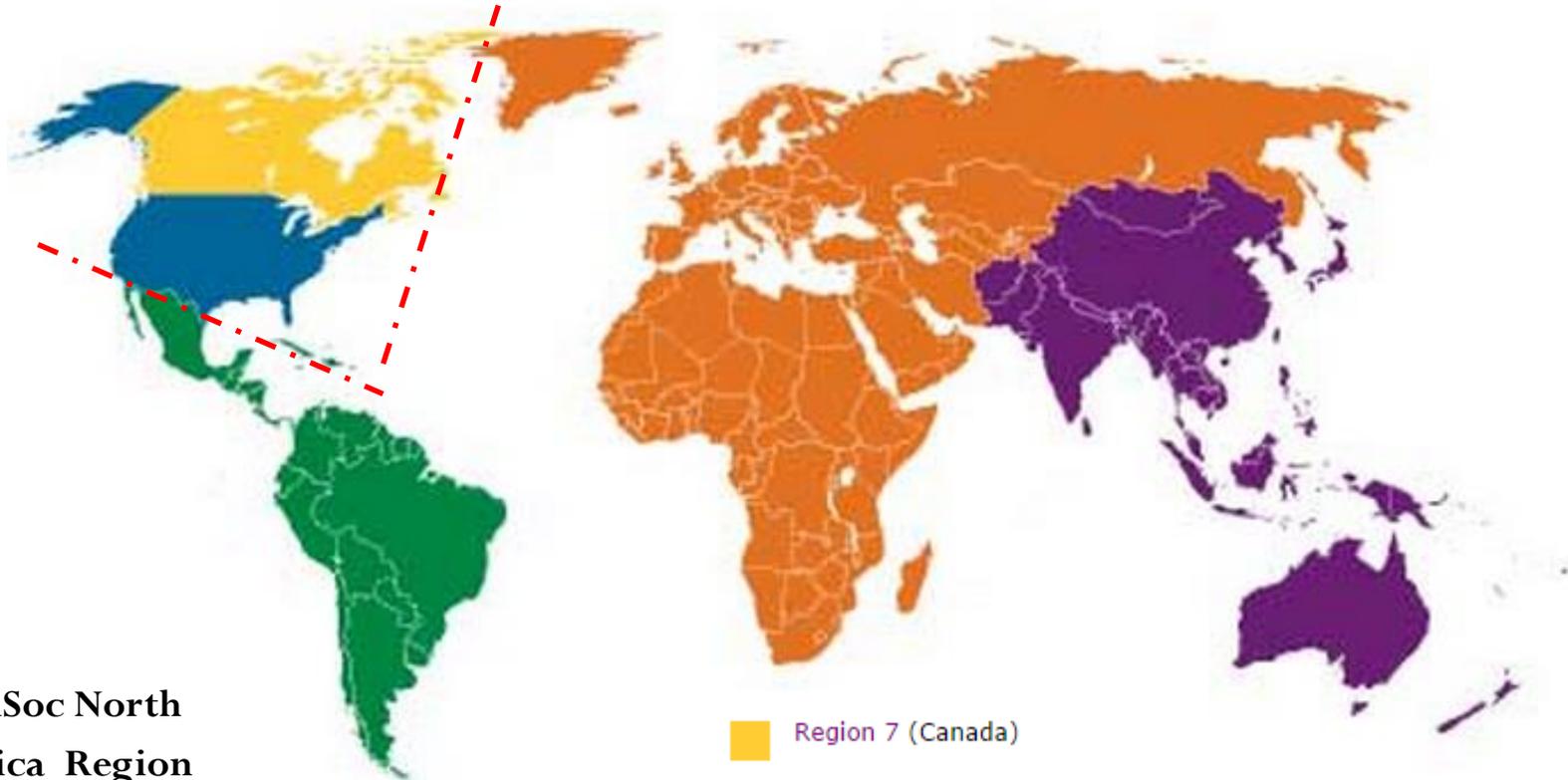
T. Scott Atkinson

Director, North America Region

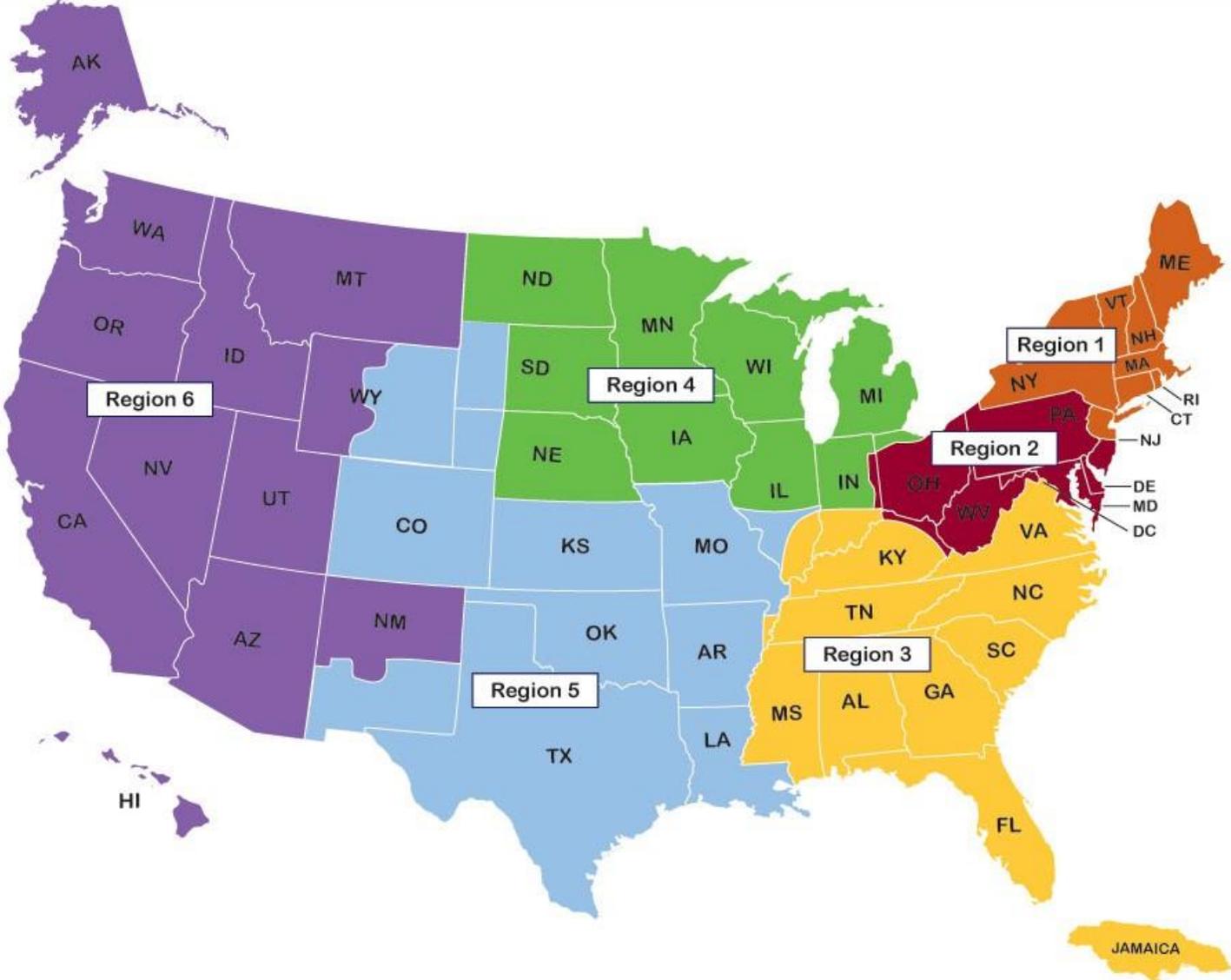*s.atkinson @ieee.org*

Overview North America Region

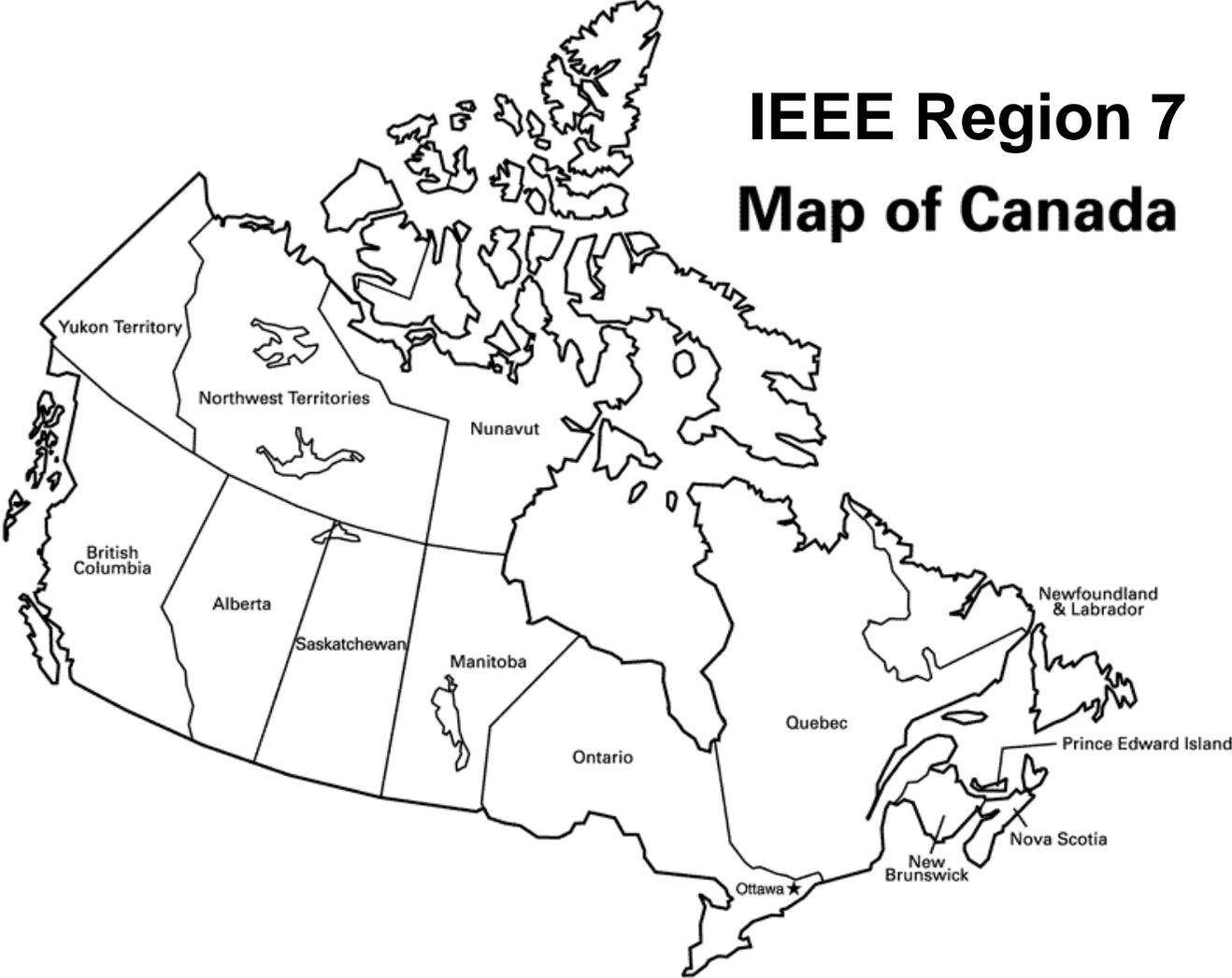ComSoc North America Region

IEEE Regions
1 thru 7
90+ Chapters

Region 7 (Canada)

Region 8 (Africa, Europe, Middle East)

Region 9 (Latin America)

Region 10 (Asia and Pacific)

Overview North America Region

IEEE Region 7
Map of Canada

North America Region Board

- Managed by the North America Board under the ComSoc P&P's
- Website: na.regions.comsoc.org/board/
  - Chair : T. Scott Atkinson, Director
  - Vice Chair: Fawzi Behmann
  - IEEE Region 1 Rep: Ali Abedi
  - IEEE Region 2 Rep: Kafi Hassan
  - IEEE Region 3 Rep: Scott Midkiff
  - IEEE Region 4 Rep: Bill Ashe
  - IEEE Region 5 Rep: Fawzi Behmann
  - IEEE Region 6 Rep: Upkar Dhaliwal
  - IEEE Region 7 Rep: Wahab Almuhtaki
  - DLT/DSP Coordinator: Zafar Taqui
  - Past Director: Merrily Hartmann
  - Advisors
    - Richard Miller
    - John Lyons
    - Anader Benyamin-Seeyar
    - Paul Coate

Chapters – North America Region

Northeastern USA IEEE Region 1 – Ali Abedi

Binghampton	Mohawk	North Jersey
Boston	New Hampshire	Princeton
Buffalo	New Jersey Coast	Rochester
Connecticut	New Jersey Coast (Joint)	Syracuse
Long Island	New York	Worcester County
Maine		

Eastern USA IEEE Region 2 – Kafi Hassan

Baltimore	Northern Virginia	Washington (DC)
Cleveland	Philadelphia	Washington (Southern Maryland)
Columbus	Pittsburgh	

Chapters – North America Region

Northeastern USA IEEE Region 3 – Scott Midkiff

Alabama	Eastern North Carolina	Miami
Atlanta	Florida	Northwest Florida
Broward	Gainesville	Orlando
Central North Carolina	Huntsville	Palm Beach
Charlotte	Jamaica	
Coastal South Carolina	Melbourne	

Eastern USA IEEE Region 4 – Bill Ashe

Cedar Rapids	Chicago	Southeastern Michigan
Central Indiana	Milwaukee	Southern Minnesota
Central Iowa	Nebraska	Twin Cities

Chapters – North America Region

Southwestern USA IEEE Region 5 – Fawzi Behmann

Central Texas-Austin	Fort Worth	New Orleans
Central Texas-San Antonio	Galveston Bay	Pikes Peak
Dallas	Houston	Saint Louis
Denver	Kansas City	Tulsa

Western USA IEEE Region 6 – Upkar Dhaliwal

Buenaventura	Oregon	Santa Clara Valley
Coastal Los Angeles	Phoenix	Seattle
Foothill	Sacramento	Tucson
Hawaii	San Diego	Utah
Oakland East Bay	San Fernando Valley	
Orange County	San Francisco	

Chapters – North America Region

Canadian IEEE Region 7 – Wahab Almuhtadi		
Canadian Atlantic	New Brunswick	St. Maurice
Hamilton	Newfoundland-Labrador	Toronto
Kingston	Northern Canada	Vancouver
Kitchener-Waterloo	**OTTAWA***	Winnipeg
London	Quebec	
Montreal	Southern Alberta	

*2016 North America Chapter of the Year, Wahab Almuhtadi, Chair

Running a Successful Technical Chapter

- The role of Technical Chapters
  - A successful technical chapter:
    - Helps both IEEE members and non-members:
      - Stay current with technology in their field of interest
      - Stay current with the state of the local technical community
    - Provides social networking opportunities
    - Encourages non-members to join IEEE, their technical society and members to renew their membership
    - Supports the IEEE mission of engaging the members

Chapter Technical Activities

- Chapter technical activities may include:
    - Technical presentations by visitors, including Distinguished Lecturers sponsored by your society
    - Technical presentation by local firms
    - Design clinics, software training or equipment demos
    - Tours of local companies or industrial sites
    - Mini-symposia (with or without a registration fee)
    - Short courses (with or without a registration fee)
    - Provides volunteers opportunities to develop leadership and management skills

- IEEE requires that a technical chapter organizes no less than two technical activities per year: however 6 are recommended as the IEEE provides an activity bonus for 6 or more.

Some Best Practices

- Consistency is the Key
  - If your chapter events are help sporadically and at random dates, times, and places, expect a poor turnout.
  - If your events are held like clockwork every n months at the same time or place, your members will almost certainly respond.
  - Common sense should prevail; be flexible when needed.

- Getting others involved is critical. Ensure that the chapter has its officers positions filled. Other functions like, membership, webmaster, publicity, and programs could also be established. Get as many of your members involved as volunteers are available.

- Train, train & train some more to become informed about IEEE chapter operations.

- See the IEEE MGA website for a list of resources: www.ieee.org/http://www.ieee.org/societies_communities/geo_activities/resources/index.html
  - Volunteer training resources
  - Handling elections
  - Setting up local websites
  - Info for recruiting and retaining volunteers
  - Contacting your members and non-members
  - Using Center for Leadership excellence for training OU Leaders
  - Handling "required" reporting unit's activities to IEEE
  - Learning to use vTools

- Handout "Vitality Checklist" for successful IEEE chapters.

Wrap Up

- Thanks for your attention.

- Any questions?