

POSITION TITLE: Chairman, Conference Coordination

TERM: Nominated Position. Confirmed at the start of each year

APPROVAL: 06 Aug 2018

LATEST REVISION: N/A

Outline

The Chairman, Conference Coordination is responsible for the coordination of conference related activities. Key duties involve:

1. Update conference list;
2. Submit conference sponsorship request;
3. Involve in conference approval process with IEEE HQ;
4. Offering advices on conference organisation;
5. Provide local conference support;
6. Sitting on conference organising committees;

ACTIVITIES

Reoccurring monthly

- Update the conference list for the each section meeting
- Provide the section with an update of the progress of NSW conferences
- Identify opportunities for student branches to provide support to NSW conferences

October

- Send an email to the Section Executive confirming if you would like to continue the position into the following year