POSITION TITLE: Chapter Chair

TERM: Elected Position. One year with a maximum of two consecutive terms

APPROVAL: 03 September 2018   **LATEST REVISION**: N/A

Outline

The Chapter Chair represents their societies and chapters in IEEE meetings and events, including the NSW Section. The Chair works closely with the chapter executive committee to organise and promote local events and opportunities that benefit NSW members. The Chair also plays an important role in the strategic direction of the NSW Section and is expected to attend at least three meetings a year.

ACTIVITIES

January
- Communicate any changes (names and emails) to the chapter committee to the NSW Section Executive
- Work with the chapter committee to organise events for the year and a budget
- Send an e-notice to chapter members introducing the committee and plans for the year
- Chapter to determine KPI's for the year and report to section
- If newly elected receive training on how to access IEEE membership database, vtools meetings and e-notice distribution

February
- Submit chapter budget to the Section Treasurer for approval at the Section meeting
- Ensure that chapter information on the Section Website is up to date
- Ensure a member submits an article to the March edition of Circuit

April
- Attend a chapter chair collaboration meeting (all chair meeting)

June
- Ensure a member submits an article to the July edition of Circuit

July
- Communicate to chapter members reminding them of the achievements in the year to date, as well as the plans for the rest of the year

September
- Ensure a member submits an article to the October edition of Circuit

October
- Organise for an annual general meeting to be held in November/December. If it is to be held at the Section AGM then organise this through the Section Secretary
- Ensure a call for nomination for the next chapter committee is made
- Prepare chapter report for the AGM

November
- Ensure the chapter is represented at the Section AGM

December
- Work with the Chapter Secretary to ensure all vTools meeting reports are completed and up to date
- Send an e-notice to chapter members reminding them of the years achievements, as well the reasons/benefits for renewing membership