

EXTRACT FROM IEEE MEMBER & GEOGRAPHIC OPERATIONS MANUAL

Section 9.4F – SECTION OFFICERS

At a minimum, the officers of a Section shall include a Chair, a Vice-Chair, a Secretary, and a Treasurer. The Section may combine the offices of Secretary and Treasurer. A Section may define in its local operating procedures document if the Vice-Chair shall automatically become the Chair at the conclusion of their term.

1. With the exception of the Student Branch Representative, each member of the Section ExCom shall be an IEEE member in good standing of Graduate Student Member, Member, Senior Member, or Fellow grade.
2. Pending election of the first officers of the Section, the Region Director shall appoint a Chair pro-tem of the Section ExCom, and the Chair pro tem may appoint a Secretary and Treasurer pro tem
3. The Section Chair shall serve as Chair for all meetings of the Section and the Section ExCom.
4. The Section Vice-Chair shall assist the Chair in the coordination of all Section activities. At the request of the Section Chair or in his/her absence, the Section Vice-Chair shall chair meetings of the Section, Section Committee, or Section ExCom.
5. The duties of the Section Secretary shall include correspondence, the keeping of the minutes of the committee meetings, mailing notices, the submission of meeting and officer reports to the MGA Department at the end of each year, and such other duties as may be assigned by the Section Chair.
6. The duties of the Section Treasurer shall include the development of a Section budget for approval by the Section Committee, accounting of all Section funds, keeping financial records, and submitting the final operations report of the Section to the IEEE Senior Director – Financial Services.

“ASSISTANT” OFFICERS

These positions have no pre-assigned duties, but are obviously intended to assist and support the primary officers in their respective areas of responsibility.