



# Chapter and Student Branch Chapter Toolkit

**Created:** June 2016  
**Last Edit:** March 2020

## Introduction

Thank you for your service to the IEEE Signal Processing Society (SPS) as a Chapter Chair!

This toolkit is provided as an introduction and reference guide for new, old, and potential Chapters and Chapter Chairs to learn the basics of Chapter development and maintenance, get answers to questions regarding Chapter funding and activities, and provide Chapter development ideas, tools, and resources.

If you've referenced this toolkit and still have questions, SPS staff and volunteers are happy to help.

### IEEE Signal Processing Society Staff and Volunteer Contacts

#### SPS Volunteers

**K.V.S. Hari**

SPS Vice President-Membership

[k.hari@ieee.org](mailto:k.hari@ieee.org)

#### SPS Regional Directors

**Bhuvana Ramabhadran**

Regions 1-6

[bhuv@google.com](mailto:bhuv@google.com)

**Charles Casimiro Cavalcante**

Regions 7 and 9

[charles@gtel.ufc.br](mailto:charles@gtel.ufc.br)

**Cédric Richard**

Region 8

[cedric.richard@unice.fr](mailto:cedric.richard@unice.fr)

**Wing-Kin (Ken) Ma**

Region 10

[wkma@cuhk.edu.hk](mailto:wkma@cuhk.edu.hk)

#### SPS Staff

**Theresa Argiropoulos**

SPS Senior Manager, Operations

[t.argiropoulos@ieee.org](mailto:t.argiropoulos@ieee.org)

+1 732 562 5592

**Jessica Perry**

SPS Membership Communications & Experience Specialist

[jessica.perry@ieee.org](mailto:jessica.perry@ieee.org)

+1 732 562 5372

**George Olekson**

SPS Administrative Assistant

[g.olekson@ieee.org](mailto:g.olekson@ieee.org)

+1 732 562 3925

### IEEE Member and Geographic Activities Staff

Email: [mga@ieee.org](mailto:mga@ieee.org)

## Geographic Unit Organization within IEEE

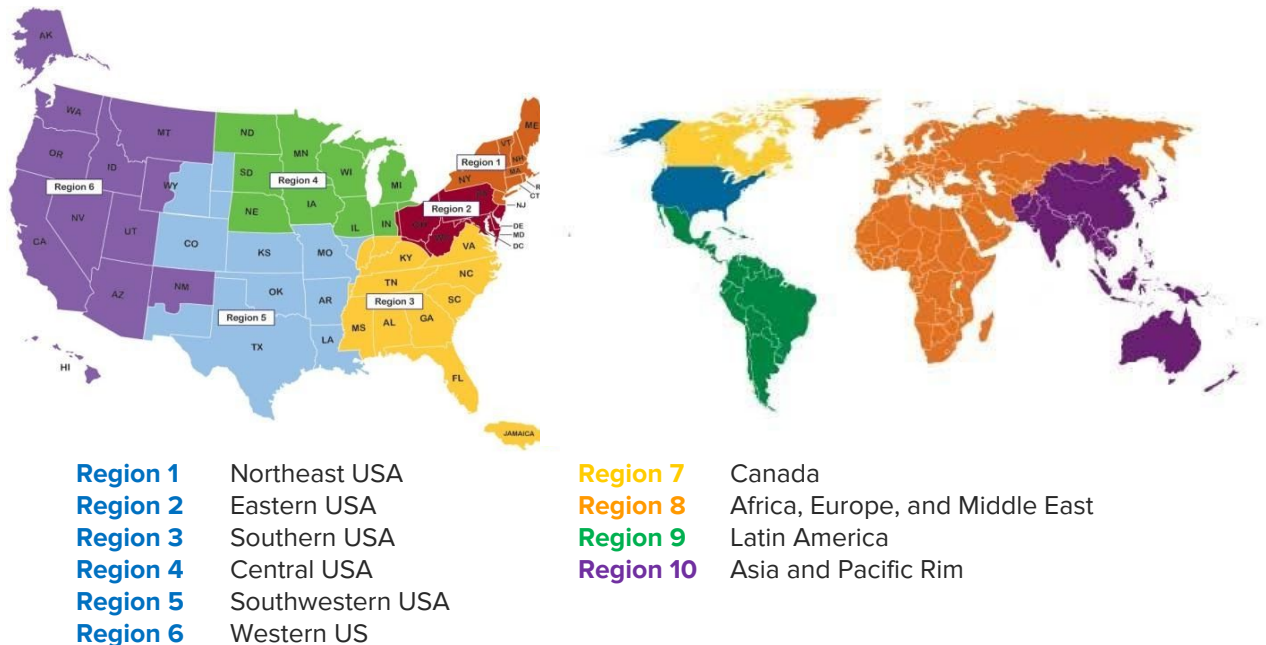
IEEE is divided into a series of geographic units and subunits:

### Region

- Section / Student Branch
  - Affinity Group (IEEE Women in Engineering, IEEE Young Professionals)
  - Chapter / Student Branch Chapter (This is where Society involvement occurs)

### Region

IEEE members are divided among 10 **Regions**. Regions 1-6 comprise the United States. Regions 7-10 account for the rest of the world:



### Section

A Section is a subunit of a Region, and can be a city or group of adjoining cities or a region. When someone joins IEEE, he/she automatically becomes a member of his/her nearest Section. This allows members to gain access to localized IEEE events and connect with IEEE members in their area.

### Student Branch

A Student Branch is a university subsection of a Section. Groups of students can form IEEE Student Branches at their universities.

### Chapters

A Chapter is a technical subunit of a Section, formed, by petition, by members of a society or group of societies. The Section is the parent unit of a Chapter. A Chapter comprising two or more societies is called a Joint Chapter. The Chapter isn't a geographic subunit, but rather, an assembly of society members within a Section who share similar technical interests.

### Student Branch Chapters

A Student Branch Chapter is a technical subunit of a Student Branch, formed, by petition, by Student members of a society or group of societies. The Student Branch is the parent of a Student Branch Chapter. The Student Branch Chapter isn't a geographic subunit, but rather, an assembly of Student society members within a university who share similar technical interests.

### **Affinity Groups**

Affinity Groups are non-technical groups of shared interests within IEEE, including Young Professionals and Women in Engineering. They are formed at the Section level, but we encourage SPS Chapters to engage these groups in their events and activities.

## Chapter Formation, Meeting, and Reporting Requirements

All IEEE Chapters are managed through **IEEE Member and Geographic Activities (MGA)**. While SPS staff is happy to answer your questions, provide support, and fulfill funding requests offered by the Society, MGA is responsible for approving, reviewing, and dissolving Chapters, as well as processing their rebates.

If you have any questions about or need assistance with your SPS Chapter, contact SPS Administrative Assistant, George Olekson, at [g.olekson@ieee.org](mailto:g.olekson@ieee.org).

### Creating a New SPS Chapter or Joint Chapter

**Chapters** are formed by petition of 12 or more members of an IEEE society or group of societies. Members of multiple IEEE societies can combine to create a **Joint Chapter** within their Section. Similarly, two or more contiguous IEEE Sections can form Joint Chapters of multiple Sections *and* multiple societies. This is ideal if your Section has a low population of society members, or your local society members are dispersed around two or more nearby Sections.

#### To form a new SPS Chapter:

- A Chapter organizer must gather 12 or more signatures from fellow SPS members and complete a petition through IEEE MGA. All members must be SPS members in good standing and member grade Graduate Student Member or higher.

#### To form a new SPS Joint Chapter:

- A Joint Chapter organizer must gather 12 or more signatures from members of two or more societies. Of those 12 signatures, no fewer than three of them must be from voting members of each of the petitioning societies. All members must be members in good standing and member grade Graduate Student Member or higher.

**For full information, requirements, and the petition for IEEE Chapter formation, visit the following link:**

<https://mga.ieee.org/resources-operations/formations-petitions#chapter>

### Chapter Meeting and Reporting Requirements

Once a Chapter has been created, SPS Chapter Chairs are responsible for keeping their Chapter's information up-to-date in IEEE's vTools system, including reporting meeting and events and reporting changes in the Chapter leadership.

Each IEEE Chapter is required to hold **at least two technical meetings per calendar year** to be considered active and eligible for funding. If a Chapter fails to hold and report at least two meetings per year for three consecutive years, that Chapter will risk dissolution by MGA.

**Chapter meetings and events must be reported using the IEEE vTools L31 Meeting Reporting system:**

<https://meetings.vtools.ieee.org>

Log in to the vTools system using your IEEE login credentials.

**Note:** IEEE uses L31 meeting reports to monitor Chapter activities. In order to be considered active, meetings must be reported using this tool. If your Chapter does not submit these reports, your Chapter will be considered inactive even if your Chapter holds meetings.

Once a Chapter's leadership is in place, a Chapter officer mustn't hold a leadership position for longer than **six consecutive years**. Once the six years has expired, an election or appointment, depending on the position, of a new officer must take place. For full, current details about Chapter officer term limits, see the [IEEE MGA Operations Manual](#).

Chapter Chairs must report changes in their Chapter's leadership to IEEE, using the vTools platform, and SPS staff. These changes will be implemented across IEEE's systems, making it easier for IEEE staff, members, and colleagues to contact your Chapter. In addition, if your Chapter has a website, your Chapter leadership, events, and other information should be made current on there, as well.

**Chapter leadership information can be updated using IEEE vTools Officer Reporting system:**

<https://officers.vtools.ieee.org>

Log in to the vTools system using your IEEE login credentials.

If your SPS Chapter experiences a change in leadership, we ask that you please let us know by sending an email to [sp.info@ieee.org](mailto:sp.info@ieee.org). This will assist SPS staff in keeping their records, website, and email aliases up to date.

## Chapter Financing and Management

The primary source of funding for all IEEE Chapters is through the Chapter's parent IEEE Section. Each IEEE Section receives funds based on the number of events held per year and the number of attendees per meeting. In order to take advantage of this funding, contact your local Section Treasurer at the beginning of each meeting year to establish your Chapter's annual budget. Your Chapter may receive some Section funding:

\$200 for compliant Chapters who hold at least two technical meetings per year

\$75 bonus for six or more technical, educational, or professional meetings (at least six of the reported meetings shall be technical)

Reimbursement of expenses will be made through the Section Treasurer based on the approved budget. Payment is combined with the Section's rebate.

## Chapter Bank Accounts

You may be interested in opening a designated bank account for your Chapter's funding and activities. Chapters are encouraged to utilize their IEEE Section's financial management structure for handling funds. A separate bank account should not be necessary, but if your Chapter has a lot of independent financial activity, you may wish to request permission from your Section to open a Chapter bank account. Most IEEE Sections will allow Chapters to establish bank accounts. This allows you greater independence and a motivation to schedule activities. Where government and banking regulations permit, all geographic unit bank accounts must provide for the signature authority of the IEEE Staff Director of Financial Services, or an exemption requested.

## Reporting Financial Activity

All of your Chapter's financial activity must be reported to your Section, whose responsibility it is to include your Chapter's financial activity in a larger, consolidated Section Financial Report (L-50). Chapters are discouraged from submitting these reports on their own, but it can be done under special circumstances and the process must be consistent year-over-year. For example, a Chapter cannot file a consolidated report one year, a separate report the next year, and then another consolidated report the year after that.

## SPS Chapter Resources

In addition to the funding and resources provided by IEEE and IEEE Sections, SPS offers Society-specific resources and incentives to its Chapters, including:

- Distinguished Lecturer Program
- Support for small Chapter social functions
- Chapter Certification Program
- Chapter Of the Year Award
- Chapter Chairs Luncheon
- Member Driven Initiatives
- Travel Grants for Practicing Engineers

## Distinguished Lecturer Program

The SPS Distinguished Lecturer (DL) Program provides SPS Chapters premier access to a diverse group of prestigious and well-known authors and educators in the signal processing fields of interest. These lecturers are available to speak at Chapter meetings and events with Society support.

SPS provides each of its Chapters with an allotment of up to \$3,500 per calendar year to use towards scheduling Society-appointed DLs or other pre-approved invited speakers to speak at Chapter meetings and events. Non-appointed DL speakers must be approved by the SPS Executive Office. This funding is intended to help offset speaker travel expenses and unused funds cannot be carried over from year to year. Only SPS Chapters are eligible to participate in this program.

### To request a speaker, the Chapter Chair must...

1. Contact the desired lecturer directly to arrange a date and negotiate travel expenses.
2. Contact the SPS Executive Office ([sp.info@ieee.org](mailto:sp.info@ieee.org)) for pre-approval of expenses, complete budget form.
3. Once pre-approved, contact the lecturer to confirm expenses and arrangements.
4. Fill out the [Distinguished Lecturer Request and Budget Form](#).

If you have any questions regarding the SPS Distinguished Lecturer Program, please contact the SPS Senior Manager, Operations, Theresa Argiropoulos.

## Chapter Social Functions

In addition to the above DL funding, SPS offers its Chapters up to \$500 per calendar year to support smaller Chapter social functions in conjunction with meetings, such as coffee breaks, refreshments, etc. These funds are provided on a reimbursement basis and must be pre-approved by SPS Senior Manager, Operations, Theresa Argiropoulos.

## Chapter Certification Program

The SPS Chapter Certification Program is how SPS recognizes and rewards well-performing Chapters, tracking Chapter interest, activity levels, membership development, rate of recruiting, and overall Chapter health. This helps us diagnose areas of improvement and better serve our Chapters.

The certification process happens annually, and certified Chapters maintain their certified status for a period of four years. Once the four-year certification period expires, the Chapter must apply to be re-certified.

### Benefits of Chapter Certification

- A certificate of merit to the Chair
- An appreciation certificate to each Chapter officer
- Once they have their Certification, the Chair (or his/her representative) can apply for a travel support grant (up to \$1,000 per Chapter) annually to attend the Chapter Chairs Meeting during the four year certification period. There will be an annual cap of \$20K. If limit exceeded, the Regional Directors-at-Large will decide the support.
- Visibility on the SPS web site via a rotating banner during the month of certification and a listing of the Certified Chapters
- Support and visibility via social media, but excluding conference related events.
- Visibility in the Chapter News section of the Inside Signal Processing Newsletter.
- Ability for Certified Chapters to apply for limited travel support to send one Student Member from their Chapter to attend ICASSP and/or ICIP to support membership development. There will be an annual cap of \$20K. If limit exceeded, the Regional Directors-at-Large will decide the support.
- **Membership Growth Reward**

Certified Chapters can request \$50 per new member, up to \$500 (10 members), in additional funding to support Chapter activities such as networking events, food for seminars, etc. The new members are calculated on an annual basis, and the reward for the previous year's member growth will be distributed mid-year of the following year. For example, a Chapter who brings on seven new members in 2015 will receive \$350 in mid-2016. This is subject to budget approval.

## Chapter Certification Process

1. SPS Executive Office will send an email soliciting applications for Chapter certification.
2. Chapters submit self-evaluations (four pages maximum) to the SPS Regional Activities Committee by completing the online nomination form made available in October
3. The SPS Regional Activities Committee completes a score sheet, including the Committee's remarks for each submitted Chapter and shares with the SPS Executive Office. Each score sheet is given a mark of "Fully Approved" (FA) or "Not Approved" (NA)
4. The SPS Regional Activities Committee recommends the FA Chapters for certification to the SPS Membership Board.
5. The Chapter Chairs will receive a notification of certification or rejection, as well as the Committee's comments regarding the application and Chapter activities.
6. Once certified, the Chapter certification will begin at the beginning of the following calendar year and be valid for four years. For example, a Chapter certified in 2017 will be certified 2018-2021.

## Chapter of the Year Award

Each year, SPS presents the Chapter of the Year Award to an outstanding SPS Chapter who has provided its membership with the highest quality of programs, activities, and services.

### The winning Chapter will receive:

- A certificate
- \$1,000 to use towards Chapter activities
- The opportunity to publish an article in the *Inside Signal Processing* eNewsletter
- The opportunity to present about his/her Chapter at the Chapter Chairs Luncheon at ICASSP

The award will be presented to the winning Chapter's Chair (or his/her representative) each year in conjunction with the IEEE International Conference on Acoustic, Speech, and Signal Processing (ICASSP).

### Nomination Guidelines

- A call for nominations from SPS Chapter Chairs will be posted in the *Inside Signal Processing* eNewsletter.
- SPS Chapter Chairs will receive an email about the opening of the nomination period.
- The SPS Regional Directors-at-Large should also foster nominations from their respective regions.
- Self-nominations from SPS Chapter Chairs are welcome.
- All SPS Chapters who have been established for one year or longer are eligible.

### Nomination Procedures

Nominations can be submitted through the online nomination form. The annual nomination schedule and deadlines appear below:

<b>June</b>	Call for nominations email sent to Chapter Chairs
<b>15 October</b>	Annual submission deadline for Chapter of the Year Award nominations
<b>31 December</b>	Annual deadline for Selection Committee to choose winner
<b>March-May</b>	Award presentation at ICASSP

### Evaluation Process

The nominated Chapters will be evaluated based on the previous year on the following Chapter activities:

- Technical activities (technical meetings, workshops, conferences, tours with industry)
- Educational programs (courses, seminars, student workshops, tutorials, student activities)
- Membership development (programs to encourage and increase SPS membership among students, young professionals, industry professionals, and academics)
- Annual IEEE L31 meeting reports submitted by the Chapter (see [Required Reporting](#))
- Chapter Certification Form



## Chapter Chairs Luncheon

Each year, SPS hosts a Chapter Chairs Luncheon in conjunction with ICASSP. Hosted by the SPS Regional Directors-at-Large, this luncheon is intended to keep SPS Chapter Chairs up-to-date regarding Chapter policies, procedures, and reporting requirements, as well as reporting on overall SPS Chapter health and activities. The SPS Chapter of the Year may present on their Chapter's activities. An invitational email will be sent to SPS Chapter Chairs prior to the event and must RSVP to attend.

## Member Driven Initiatives

Pending annual budget approval, SPS opens additional funding, called [Member Driven Initiatives](#), to SPS Chapters who want to hold specialized events that meet certain membership development qualifications and serve specific (or traditionally underserved) member areas. These include projects, events, and activities that:

- Fit the Society's mission
- Impact a significant number of SPS members
- Benefit industry members
- Benefit student members and young professionals
- Encourage SPS member recruitment and retention
- Benefit female members and/or increase female Society membership and involvement
- Benefit SPS members in Region 9 (Latin America)
- Promote public outreach about signal processing

While any SPS member, Chapter, or Committee can take apply for these funds, each proposal must include local Chapter involvement to encourage geographic development. Chapters are encouraged to share these opportunities with their members and work together to organizing member-driven events and activities.

### Terms, Restrictions, and Conditions

- Only initiatives proposed by SPS Chapters, members, or Committees (with Chapter support) will be considered.
- Funds must be spent within the calendar year they are made available. Requests for multi-year or continued funding cannot be considered.
- There is no minimum award size. A report, including financial documentation and membership development results, is required within 60 days of project completion.
- Awards up to US\$10,000 can be made for exceptional projects.
- Event photos, descriptions, and content will be considered for use in the Society's newsletters, promotions, publications, and Resource Center.
- Funds will not be distributed for research, tuition, or indirect costs.
- Other restrictions may apply.

## Travel Grants for Practicing Engineers

Pending annual budget approval, SPS makes travel support available for practicing engineers to attend its three flagship conferences, ICASSP, ICIP, and GlobalSIP.

Each Chapter Chair will have the opportunity to nominate up to two Chapter members to receive the travel support. An email will go out to Chapter Chairs to solicit nominations, as well as to SPS members to ask their Chapter Chairs to nominate them. The support will be granted on a competitive application basis. Each Chapter Chair can submit up to two applicants for consideration.

**In order to qualify for this travel support, an applicant must meet the following criteria:**

- Be an SPS member in good standing
- Be a current practicing engineer among the following categories:
  - Industry (including small and medium enterprises)
  - Industrial research and development
  - Self-employed
  - Consultant
  - Unemployed young professionals unaffiliated with universities
- Applicants who are professors or students at universities will not be considered for this travel support.
- Practicing engineers who have accepted papers at the respective conference will not be considered.

**Applicants who receive the grant are expected to do one of the following items in accepting the travel grant funds. This is to increase involvement and visibility within the Society:**

- Write a short article about the conference for the Society's newsletter
- Write a summary of one of the sessions for the conference website/newsletter
- Give a summary talk at a local Chapter meeting

Travel grant support will be awarded in the amount of \$600 for individuals traveling within the same continent and \$1200 for travel between continents. The SPS Regional Activities Committee is responsible for reviewing the nominations and determining if travel support will be awarded.

## Chapter Activities

Chapter activities, meetings, and events are the cornerstone of Chapter development and success. Not only is a minimum amount of activity required by all IEEE Chapters, but the most successful Chapters have strong, communicative leadership, thoughtful and well-planned events, and an engaged and vibrant local community of members to help grow the Society and Chapter and promote overall visibility of the field. Chapters are where SPS members go to build meaningful professional relationships and work together to exchange knowledge, expertise, and experience.

## Event Ideas

Not all Chapter events have to be formal or technical in nature. In fact, it's wise to have events of varying formats, sizes, scopes, and times of day to accommodate for a wide range of schedules, technical and professional interests, and job obligations. While IEEE requires Chapters to host at least two technical meetings per year, Chapters are encouraged to hold a range of events throughout the year. Some examples may include:

- Formal technical meetings with a lecturer
- Breakfast, lunch, and dinner meetings with a speaker
- Presentation by a local engineering company, university department, or government laboratory
- Tutorial sessions
- Social events (pizza parties, picnics, barbecues, etc.)
- Campus events (activity fairs, career fairs, etc.)
- Young professionals networking events involving the local community and industry
- Professional development events covering non-technical topics (entrepreneurship, mentoring, resume writing, etc.)
- Industry-focused networking or professional events (job fairs, information sessions, startup collaboration, etc.)
- Events centered around generating awareness of women in engineering or encouraging women to pursue STEM fields of study
- Networking events (happy hours, brainstorming sessions, icebreakers, etc.)
- Competitions, hack-a-thons, etc.
- Membership booth at a local IEEE or non-IEEE conference, event, or expo
- Membership drives
- Large-scale SPS conferences or workshops
- Join sessions with other society Chapters
- Timely subjects may be identified by perusing <http://signalprocessingsociety.org>

If you'd be interested in an event, it is likely someone else may be too! Be creative and take advantage of IEEE and SPS resources as well as your local community and leaders. A speaker could be anyone from a local industry leader, to a student with a recently-published work, to a co-worker, to an SPS Distinguished Lecturer. SPS staff is happy to help and offer suggestions regarding event planning.

## Publicizing Your Events

IEEE has several tools to help you raise awareness about your Chapter and its events. We encourage you to utilize IEEE and non-IEEE resources to promote Chapter growth:

- **IEEE vTools:** IEEE Chapters have access to vTools, a host of web-based resources to assist in Chapter management and administration. This includes website builders, newsletter creators, online voting, etc.
- **Social Media:** Create social media pages (Facebook, Twitter, LinkedIn, etc.) for your Chapter to share news and events with your members and beyond.
- Work with SPS staff to include event information on the Society's website, calendar, newsletter, and social media.
- **Flyers:** Post and distribute paper flyers, where allowed, around your local neighborhood, campus, or place of employment. Make sure to include event details and contact information.
- Work with your IEEE Section to include your event in its newsletter.
- Put event information on your Chapter or affiliation website.
- Place an ad in a local newspaper.

Additionally, if your event has already occurred, SPS is happy to share content and photographs from SPS Chapter activities. If you would like assistance in promoting your SPS Chapter event through SPS channels, including the Society website, calendar, newsletter, and social media, contact SPS Membership and Content Administrator, Jessica Perry, at [jessica.perry@ieee.org](mailto:jessica.perry@ieee.org).

## Membership Development

While at least 12 Society members are required to form an IEEE Chapter, IEEE and SPS urge Chapters to broaden the availability of their programs to encourage member recruitment and expand the technical community. By including members and non-members, Chapter members can build meaningful professional relationships, encourage diverse dialogue, and strengthen technical and professional ties in the local area. And don't forget, certified SPS Chapters receive a membership development reward for each new member (\$50/member, up to ten members).

### SPS Chapters should make multi-faceted efforts to encourage SPS membership:

- In correspondence, on its website, and at its events, generating awareness and interest in the Society and promoting the benefits of Society membership.
- Have membership information, flyers, and applications available for non-members at Chapter meetings.
- Have continued touch points with your members to remind them of the value of SPS membership.
- Send recruitment and renewal reminders to encourage member recruitment and retention.
- The IEEE website is a helpful membership development resource that can be useful for smaller groups, such as Chapters. Materials include webcasts, membership reports, communication templates, and more.

#### IEEE Membership Development Resources:

[https://www.ieee.org/about/volunteers/membership\\_development/index\\_membership\\_development.html](https://www.ieee.org/about/volunteers/membership_development/index_membership_development.html)

### IEEE OU Analytics

IEEE OU Analytics, allows Chapter Chairs to build ad hoc queries using IEEE membership data. Access is granted through IEEE.

#### Access IEEE OU Analytics:

<https://mga.ieee.org/resources-operations/volunteer-tools/samieee>

Log in to IEEE OU Analytics using your IEEE login credentials.

## Chapter Best Practices

---

### Meeting Format

- A suggested meetings format could be as follows: Welcome by Chapter Chair, Sponsoring society news update, Seminar/DL update, Chapter news update, Employment status, and Calendar overview.

### Student and Special Interest Group Involvement

- Actively promote student participation.
- Organize student, women-in-engineering, and young professionals networking events.
- Promote and advise SP Student Branches in Universities around the Chapter's location.

### Industry Involvement

- Promote industry-based events and organize events at the premises of interested industries.
- Balance academic and industry topics, even at the same meeting.
- Consider professional development events.
- Stay connected to the local community, recruit hometown speakers, especially from industry and particularly those who have presented at major conferences.

### Distinguished Lectures (DL) and Seminars

- Arrange DL tours, so that DL talks serve multiple local chapters in one trip. The lectures should be treated as high profile events and advertised accordingly.
- Invite local IEEE/Society/Section leadership to your seminars and events.

### Dissemination

- Document meetings on Chapter's website.
- Advertise Section and Chapter events effectively.
- Get your events covered in a local newspaper, blogs, and social media forums.
- With appropriate approvals, post notices of IEEE activities on bulletin boards and electronic communication.
- Keep the Section and Society leadership advised of Chapter accomplishments; give credit where credit is due. Find examples of excellence on the part of Chapter members and provide a means for recognizing these accomplishments.

### Conferences, Workshops, and Seasonal Schools

- Chapters should participate in conference organizations, possibly bringing SPS related conferences to the area. Financial support can be provided to Chapters, provided the Chapter actively participated in the organization of the event.
- Chapters should participate, get involved, and promote SPS Seasonal Schools.

### Encourage Membership

- Include membership recruitment reminders in Section and Chapter newsletters.
- For all Section events and activities in which non-members may be in attendance i) have membership brochures available, and ii) dedicate time to ask non-members to join IEEE.
- Distribute IEEE membership applications to conference attendees or encourage them to apply online.

### Chapter Organization

- Develop a working knowledge of Chapter operations from manuals, guidelines, and best practices.
- Maintain a fully functional chapter executive leadership group. Develop and promote teamwork.
- Develop a consistent leadership succession and offer your successor assistance.
- Elections should be held at least once every two years. Request for nominations should be published together with meeting announcements and during meetings at least two months in advance of election.
- Officers cannot serve in any one position more than six years in total.

## Chapter Tools and Quick Links

Below are some quick reference links to help in the management, administration, and success of your Chapter.

IEEE MGA vTools ( <a href="http://sites.ieee.org/vtools">http://sites.ieee.org/vtools</a> )		
Meetings	<a href="https://meetings.vtools.ieee.org">https://meetings.vtools.ieee.org</a>	Submit and search your Chapter meetings and events
Officer Reporting	<a href="https://officers.vtools.ieee.org">https://officers.vtools.ieee.org</a>	Report changes in your Chapter's leadership
eNotice	<a href="https://enotice.vtools.ieee.org">https://enotice.vtools.ieee.org</a>	Send emails and newsletters to your Chapter
WebInABox	<a href="https://webinabox.vtools.ieee.org">https://webinabox.vtools.ieee.org</a>	Create a website for your Chapter
Surveys	<a href="https://surveys.vtools.ieee.org">https://surveys.vtools.ieee.org</a>	Create a survey for your Chapter members
Voting	<a href="https://voting.vtools.ieee.org">https://voting.vtools.ieee.org</a>	Conduct a vote or election within your Chapter
Chapter Membership Tools		
Membership Development	<a href="https://www.ieee.org/about/volunteers/membership_development/index_membership_development.html">https://www.ieee.org/about/volunteers/membership_development/index_membership_development.html</a>	IEEE membership resources and reports
IEEE OU Analytics	<a href="https://mga.ieee.org/resources-operations/volunteer-tools/samiee">https://mga.ieee.org/resources-operations/volunteer-tools/samiee</a>	Build reports using Chapter data
Administration and Management Tools		
MGA Operations Manual	<a href="http://www.ieee.org/documents/section_09_february_2016.pdf">http://www.ieee.org/documents/section_09_february_2016.pdf</a>	Detailed MGA operations information resource
IEEE Entity Web Hosting	<a href="http://sites.ieee.org/hosting">http://sites.ieee.org/hosting</a>	Build a website for your Chapter
Listserv	<a href="https://listserv.ieee.org/cgi-bin/wa?LMGT1">https://listserv.ieee.org/cgi-bin/wa?LMGT1</a>	Create a mailing alias of Chapter members
WebEx	<a href="http://sites.ieee.org/vtools/products/webex/webex-registration">http://sites.ieee.org/vtools/products/webex/webex-registration</a>	Host a web conference for your Chapter
Doodle	<a href="http://doodle.com">http://doodle.com</a>	Meeting scheduler
GoogleApps@IEEE	<a href="http://www.ieee.org/membership_services/membership/googleapps.html">http://www.ieee.org/membership_services/membership/googleapps.html</a>	Manage your IEEE email, calendar, and contacts
IEEE Collabratec	<a href="https://ieee-collabratec.ieee.org">https://ieee-collabratec.ieee.org</a>	IEEE-wide networking and collaboration tool
IEEE Center for Leadership Excellence	<a href="https://ieee-elearning.org/CLE">https://ieee-elearning.org/CLE</a>	Training materials for IEEE volunteers