IEEE Student Branch
Role of Student Branch

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IEEE
MALAYSIA SECTION

Branch Administration

Key individuals in your Student Branch include:
- Student Officers
  - Chair
  - Vice-Chair
  - Secretary
  - Treasurer
- Branch Counselor and/or Branch Chapter Advisor
- Branch Mentor
- Committee Chairs (also Student members)

Student Branch Chair

- Serves as the Executive Officer of the Student Branch.
- Manages the general operations of the Branch.
- Presides at all meetings of the Branch.
- Appoints committee chairs.
- Involved in "forward planning" for the Branch.
- Prepares necessary reports for IEEE Student Services.
- Arranges for election of new Officers before leaving office.
- Communicates frequently with other Officers.
- Works with Branch Counselor in dealings with the Department and Faculty and local IEEE Section.

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Student Branch Vice-Chair

- Serves as the junior Executive Officer of the Student Branch.
- Chairs the Program or Membership Committee.
- Monitors the progress of Branch programs.
- Fills in for the Student Branch Chair as required.
- At some Branches, automatically becomes Chair next year.

Student Branch Secretary

- Keeps detailed records of all Branch meetings and activities.
- Carries out all necessary communications of the Branch, including the filing of reports with IEEE Headquarters.
- Maintains stationery and other IEEE forms and supplies as required.
- Posts a calendar of events to keep all members informed of Branch activities.
- Ensures that all Branch activities are conducted under the provisions of the current Branch Constitution and IEEE Bylaws.
- Arranges for orderly transfer of all Branch records to incoming Secretary.

Student Branch Treasurer

- Responsible for ensuring the Branch's finances are in order.
- Deposits all monies received promptly in the Student Branch account.
- Prepares a budget at the start of the school (or fiscal) year.
- Prepares end-of-year Financial Statements.
- Chairs the Fundraising Committee.
- Co-signing Officer (jointly with the Student Branch Chair).
- Arranges for orderly transfer of all accounts and records to incoming Treasurer.

Student Branch Counselor

- Endorse all student membership applications.
- Faculty member, active in the IEEE, who serves as an advisor to the Branch and its Officers.
- Appointed by the local Section Chair, upon the recommendation of the Student members and the Regional Student Activities Chair (RSAC).
- Normal term of appointment (or re-appointment) is two years.
- Provides a sense of continuity to the Branch.
- Informs other faculty members of Branch activities.
- Promotes student awareness of awards, contests and membership benefits.
- Helps the Branch establish Industrial contacts and works closely with the Branch Officers and the Branch Mentor.

Branch Mentor

- Designed to maximize the interaction between the Student Branch and the local Section.
- Branch Mentor must be from Industry.
- Appointed by the local Section Chair, in consultation with the Branch members.
- A recent graduate with firsthand experience in Student Branch operations is an ideal candidate.
- Meets regularly with the Branch members and the Branch Counselor.
- Assists the Branch to develop effective programs.
- Provides a bridge between the Branch and the local Section.

Student Branch Committees

Having different committees can help you develop a varied, broad-reaching program of activities. Some key committees are:

- <u>Program Committee</u> - responsible for planning and running the Branch's program of activities.
- <u>Membership Committee</u> - responsible for planning and carrying out Branch recruitment efforts, including promoting membership benefits to new and existing members.
- <u>Publicity Committee</u> - responsible for advertising all Branch activities.
- <u>Finance Committee</u> - responsible for fundraising activities.
- <u>Nominating Committee</u> - responsible for setting election guidelines and dates and finding suitable candidates.

IEEE Volunteerism

Most if not all the people you will work with on IEEE activities are volunteers.

Be respectful of them and their time (plan efforts)
Make them feel their contributions are important
  Make sure they get recognition
  Thank them for their participation
  Give them titles related to activities
  Seek and get commitments
  Make sure they feel they have input to the process

Branch Program

- Invite speakers on technical or professional subjects.
- Enter design competitions (e.g., Region Hardware and Software Design Contests).
- Hold a Student Professional Awareness Conference (S-PAC).
- Hold a Student Professional Awareness Venture (S-PAVe).
- Organize field trips to Industry.
- Mentor junior students.
- Organize sales of lab kits, lab manuals, resume books, solved past exams.

Branch Program (continued)

- Raise funds for charity or Student Branch projects.
- Publish a Student Branch Newsletter on the web.
- Develop a Student Branch web site. Free web space at http://ewh.ieee.org
- Participate in engineering awareness programs.
- Visit and organize joint activities with other Student Branches.
- Volunteer at a conference and help staff at membership booth.
- Host an annual "Welcome Back" or "End of School" picnic.
- Work with the local IEEE Section and Region.

Branch Planning

Once you decide on a plan, put it into action!

• Assign people to duties

• Set a timeline, and milestones to be achieved

• Be REALISTIC!!

• Establish your financing and cash-flow

Branch Planning

If you are coordinating some event, let people do their jobs.

- Keep people communicating with short status meetings
- Compliment people on accomplishments (a key to motivated volunteers
- Plan for the unexpected! Murphy's Law…
- Reward yourselves when it is all over
- Learn from your mistakes and leave documentation for future officers!

Branch Planning Workshop

- Develop a set of goals for the branch

- Brainstorm to find events

- Evaluate and create Branch plan and timeline of events

- Someone from the group will present (1 slide)

- State your assumptions!

Branch Resources (continued)

- IEEE Student Concourse web site
  www.ieee.org/students

  Student Branch program information, awards and scholarships, all Student Branches listed with reported web sites and email addresses.

- IEEE Student Services: **student-services@ieee.org**

Membership

- Student Membership Benefits

- Membership Group Discussion

Student Membership Benefits

1. Discover career opportunities and gain a better understanding of your field.
2. Gain a competitive edge with the included IEEE Spectrum and IEEE Potentials magazines.
3. Access world-class technical information provided by the IEEE and cut down your research time.
4. Join IEEE technical societies in your areas of interest.
5. Stay on the cutting edge with online resources available to members only--for technical information, planning a career move, or changing your e-mail provider.
6. Network with peers and future employers in your field, gaining valuable leadership experiences and making career contacts.
7. SAVE MONEY with substantial discounts on more than 15,000 IEEE books, journals, videos, and self-study courses.
8. SAVE MORE MONEY AFTER GRADUATION with the IEEE Reduced Dues Discount.
9. Take advantage of the tremendous buying power of the IEEE with programs such as Credit Cards, Automobile and other Insurance, and much more!

Student Membership
Who Qualifies?

Undergraduate or graduate students taking at least 50% of a normal full-time course of study in electrical, electronics or computer engineering, computer sciences, an allied branch of engineering, engineering technology or the related arts and science