**New Member Engagement Coordinator:**

The primary objective of a New Member Engagement Coordinator is to ensure that each new members is welcomed to the Section and directed to the appropriate Chapter, Affinity Group and/or Student Branch where they can find a useful and productive ‘home’ in our Section.

**Focus & Activities:**

The list below is intended as a general guideline for actions that need to be taken to ‘welcome’ a new member to the SEM community:

* Receive the 'new member' list each month form the Chair of Membership Development.
* Load the new member list into the Geo-unit sorting spreadsheet and run the Macros.
* Send the "SEM Welcome Letter", on behalf of the SEM Chair, to each new member.
* Identify the relevant Geo-units for each new member.
* Send the new members name and contact information to the attention of each relevant Geo-unit Chair for their action.

(Each should 'welcome' the new member to their Affinity Group or Chapter and advise the new member of the next planned event on their yearly planning calendar.)

* If a Student Member, send the information to the Student Activities Chair for his action. The Student Activities group will advise the appropriate Student Branch.

(If Student Member is not aligned with an existing Student Branch, the Student Activities group will advise them of the nearest Student Branch to their location.)

* Respond to questions from new members.
* Compile questions to be used as feedback to improve the system.

**Reporting & Tracking:**

* Assist the Membership Chair in reporting member activities to to the Section in summary monthly reports.
* Participate in the activities of the Executive Committee.

**Section Mission**

Inspire, Enable, Empower and Engage Members of IEEE at the local level.

For the purpose of:

* Fulfilling the mission of IEEE
* Enhancing the members’ growth and development throughout their life cycle
* Providing a professional home

**Section Goals**

* Increase member engagement
* Improve relationships with and among members
* Increase operational efficiency and effectiveness, within the section and its interfaces
* Enhance collaboration – serve as the local face of IEEE to the community
* Increase membership
* Ensure the collection of appropriate information necessary to assist the IEEE to become a data driven organization