**Technical Activities Coordinator:** 10/25/2017

Your primary focus as a Technical Activities Coordinator will be to ensure the Affinity Group or Chapter under your guidance is fulfilling its fundamental objective as described in the IEEE Job Descriptions for a Technical Chapter Chairs, which is ***“… ensuring that the Chapter is engaging the members and supplementing their technical knowledge by conducting informative technical meetings and events on the local level.”***

**Guide, Coach, Mentor:**

There are a number of objectives that extend beyond the normal range of Geo-unit officer duties that we look to our Technical Coordinators to fulfil on behalf of the entire Section. These are:

* Work closely with the Officers of each Unit assist each to achieve its full potential with respect to the Section Mission and Goals, (See the Mission & Goals, as well as the list of Geo-units below)
* Encourage administrative uniformity among the Geo-unit Officers to follow guidelines provided by IEEE HQ and Southeastern Michigan Section, (Shown Below)
* Coach new Officers in their duties, (Job Descriptions found on the Center for Leadership Excellence (CLE) site at: ([**https://ieee-elearning.org/CLE/**](https://ieee-elearning.org/CLE/) )
* Recommend cross Geo-unit communications and cooperative efforts when this is in the best interests of the membership,
* Work closely with the Technical Activities Chair and the Officers of the Section Executive Committee,
* Maintain your active membership in the Geo-unit to which you are aligned,

**Reporting & Tracking:**

* Encourage member related activities in each Section Geo-unit,
* Encourage and assist each Geo-unit to regularly report its activities to IEEE HQ (vTools L31) and to the Section in your summary monthly reports to the Chair of Technical Activities,
* Ensure that each Geo-unit also reports, in writing, each month on current activities to the Executive Committee Secretary,
* Assist the Conference Committee to identify (Spring and Fall) Conference speakers from each Geo-unit,
* Assist the Section Chair of PACE Activities and the PACE Committee to provide professional activities opportunities to the Section membership,
* Participate in the activities of the Executive Committee,
* Help organize, run and lead the **Section Technical Committee** to fulfill its mission:

“*This Committee is charged to report to the Section Executive Committee with recommendations designed to improve the operations and activity levels of SEM operations.*”

**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

Example of SEM Section Health Assessment Chart:

Data is gleaned from the vTools data base and the chart is updated monthly.



**Affinity Groups:**

* Consultants
* Life-Members
* Women in Engineering
* Young Professionals

**Technical Chapters:**

* CHAPTER 1 (SP01) Signal Processing Soc.,(CAS04) Circuits and Systems Soc., and (IT12) Information Theory Soc.
* CHAPTER 2 (VT06) Vehicular Technology Soc.
* CHAPTER 3 (AES10) Aerospace and Electronic Systems Soc., and (COM19) Communications Soc.
* CHAPTER 4 “Trident” (AP03) AP03 Antennas and Propagation Soc., (ED15) Electron Devices Soc., (MTT17) Microwave Theory and Techniques Soc., Photonics Soc. (PHO36)
* CHAPTER 5 (C16) Computer Soc.
* CHAPTER 6 (GRS29) Geosciences and Remote Sensing Soc.
* CHAPTER 7 (PE31) Power Engineering Soc., (IA34) Industrial Applications Soc.
* CHAPTER 8 EMC (EMC27) Electromagnetic Compatibility Soc.
* CHAPTER 9 (IE13) Industrial Electronics Soc., (PEL35) Power Electronics Soc.
* CHAPTER 10 (TEM14) Technology and Engineering Management Soc.
* CHAPTER 11 (EMB18) Engineering in Medicine and Biology Soc.
* CHAPTER 12 (CS23) Control Systems Soc.
* CHAPTER 13 (E25) Education Soc.
* CHAPTER 14 (RA24) Robotics And Automation Soc.
* CHAPTER 15 (NPS05) Nuclear Plasma Sciences Society
* CHAPTER 16 (CIS11) Computational Intelligence Soc., (SMC28) Systems, Man and Cybernetics Soc.
* CHAPTER 17 (NANO42) Nanotechnology Council