

## Role and Responsibility of IEEE

IEEE is the world's largest professional association dedicated to advancing technological innovation and excellence for the benefit of humanity. IEEE and its members inspire the global community through IEEE's highly cited publications, conferences, technology standards, professional and educational activities.

IEEE offers a wide range of learning, career enhancement, and employment opportunities within the engineering sciences, research, and other technology areas. The goal of these programs is to ensure the growth of skill and knowledge among professionals as well as to foster individual commitment to continuing education among IEEE members, the engineering and scientific community, and the general public.

Some of the IEEE's major societal connections and responsibilities are listed below, which should apply by default to our Bombay Section.

### 1. Academic Institutions

Academic Institutes, comprising of the students and faculty undoubtedly are the main beneficiaries of the IEEE. As student members of IEEE, they have a variety of resources and valuable opportunities available to help advance their career. They also benefit by the IEEE student programs such as competitions, scholarships, awards, continuing education courses and certifications and conferences. Hence or otherwise, the students will turn out to be the best brand ambassadors of IEEE and its sections.

In order to strengthen this interface and improve these mutual benefits, the following areas might be focussed.

- a. Organisation of student conferences, lectures and workshops in the colleges and universities. At least partial financial assistance where requested must be provided by the Section for these programmes. Students must be encouraged to take active part in the organisational matters. Technical experts from research and industrial houses must be invited to teach in the workshops and in the skill development programmes. Lectures and job fairs focussing on the career and employment opportunities are always a big hit with the students. Even in the student conferences, good quality technical talks by senior and eminent personalities should be invited. IEEE, technical standards and quality should go together.
- b. Internships, industrial visits and facilitating opportunities for working on final year projects are other major requirements of the students, which are often not adequately addressed. If the Section can take lead in these matters, it will make an immense impact with the student community. This

can be best achieved by inviting active roles by the Section members from industry and research institutes.

c. Awards to the faculty and students under various academic categories will undoubtedly motivate them and will serve in spreading good will of the Section.

d. Free access to IEEE libraries will benefit the academic community to keep themselves abreast with the state-of-the-art in their fields of interest.

## 2. Research Institutes

Resources of the research institutes could be appropriately utilised to benefit the academic community as stated above. While it is hard to bring the researchers into the active organisational machinery of the Section, they are usually more than happy to participate in conferences and workshops and interact with the students and faculty. The networking which gets built during these interactions, will lead to the students and faculty in particular to develop further collaborative proposals and programmes.

Another important axis which the Section can help build is of research-industry. Modern day research is increasingly getting complex and often requires strong industrial participation both for their manufacturing and management contributions. It has already become a successful partnership paradigm in many major basic science research projects abroad and has just started catching up in India. Again our Section can play an active catalysing role in this area.

## 3. Industry

Like the research community, this is another major resource provider community. There is a large potential untapped so far from the senior members of the Section coming from Industry. They bring with them a good access to technology deployment and opportunities that they can share and provide, besides a huge organisational skills. We need an industrial relations liaison to work on modalities and provide the necessary interface with them.

## 4. Government and policy makers

As the largest professional body of scientists and engineers, we must influence the policy of making of the government towards the areas of our interest. This is our major responsibility towards the entire community. Based on our service to the community as articulated above, we deserve our role to advice and influence our policy makers. A strong public outreach programme reaching various stack holders goes well in achieving this goal.

Finally, while it is always rather easy to wish many good things that we want to do through the Section, the difficulties start when we are about to

embark on execution of even a very simple programme. A collective contribution - however small and uneven it is, will help achieve our goals. Senior and young members of our Section have distinct roles to play in fulfilling its agenda and aspirations of its beneficiaries. Let us volunteer and win along with our Section.



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Support

## Student Branch Officer Responsibilities and Administration

Specific responsibilities of Student Branches, Branch Officers, and Counselors are described on the following pages. However, it is important to note that an Officer's responsibility is not limited to points outlined below. If your Branch is to succeed, it requires that you be willing to reach beyond the customary roles defined here.

### On this page:

- [Executive Committee](#)
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### Executive Committee

The Branch Executive Committee is responsible for administering Branch operations and traditionally consists of the Chair, Vice-Chair, Secretary, and Treasurer. However, you can increase your support by including as many people as possible in your team, including your Counselor. The Executive Committee should meet regularly to develop programs plans, review progress, and maintain good communication. Two requirements of the Committee are to ensure that the Annual Activity Report and Officer Reporting are completed.

#### Annual Activity Report - Due 1 November annually

The Annual Activity report can be found at: <https://sbr.vtools.ieee.org/>. It must be submitted no later than **1 November annually**.

By working toward defined goals, your Branch is able to measure and evaluate its effectiveness during the course of the year. To encourage you to complete the Annual Activity Report, IEEE Headquarters provides an incentive allotment of US\$100.00 (if your Branch has more than 50 members), or US\$50.00 (if your Branch has less than 49 members). Additionally, IEEE provides an incentive rebate of US\$2.00 per student member at your Branch (based on your membership on 31 December of the previous year).

#### Officer Reporting

Each time a new Chair or Counselor is elected, IEEE Headquarters must be notified. The report can be found at: <https://officers.vtools.ieee.org/>.

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### Student Branch Chair

The Student Branch Chair is the key to effective student leadership. He/she is responsible for the overall management of all Branch affairs. Some specific duties of the Branch Chair include:

1. Preside at all meetings of the Student Branch.
2. Hold regular meetings of the Branch Executive Committee.
3. Appoint Program, Publicity, and Membership committee Chairs promptly.
4. Complete the annual Activity Report - **due no later than 1 November** (<https://sbr.vtools.ieee.org/>).
5. Arrange for the election of new Officers annually and report via vTools Officer Reporting (<https://officers.vtools.ieee.org/>).
6. Ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Student Branch records.
7. Coordinate activities with local Section and Region volunteers.
8. Communicate frequently with local University IEEE Student Branches.

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### Student Branch Vice-Chair

The Student Branch Vice-Chair is the junior Executive Officer. He/she should help the Branch Chair with the workload, oversee some of the subcommittees, and manage some of the activities throughout the semester.

Some of the suggested duties include:

1. Chair the Program and Membership Committees.
2. Organize field trips or special events beyond regular program efforts.
3. Assist the Branch Chair in following up on assigned committee responsibilities.
4. Perform all functions of the Branch Chair in his/her absence or upon request.

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## Student Branch Secretary

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The Student Branch Secretary serves as the record keeper and historian of the Student Branch. He/she is responsible for maintaining all records.

Some of the specific duties include:

1. Keep detailed minutes of each meeting.
2. Maintain the membership roster and committee assignments on the Branch website (<http://sites.ieee.org/hosting/>)
3. Be responsible for all correspondence.
4. Post a calendar of events.
5. Ensure that the Branch Constitution and Bylaws are adhered to.
6. Arrange for an orderly transfer of all records to the incoming Secretary.

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## Student Branch Treasurer

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The Student Branch Treasurer is responsible for maintaining the financial accounts. It is imperative that all records be kept current and as accurate as possible.

The specific duties include:

1. Maintain the appropriate financial accounts. Your bank account should be interest bearing and require two signatures; the faculty counselor should always be one of those signatures.
2. Prepare an annual budget for inclusion in the Annual Activity Report (due 1 November annually - <https://sbr.vtools.ieee.org/>).
3. Prepare the final Financial Statement for inclusion in the Annual Activity Report.
4. Oversee all fundraising efforts.
5. Arrange for an orderly transfer of all financial records to the incoming Treasurer.

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## Student Branch Counselor

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The Student Branch Counselor is a University or College faculty member, and active IEEE Member, who serves as an adviser to the Branch. The Counselor lends a sense of continuity and is a key individual whose participation is vital to the success of a Branch.

The Branch Counselor is appointed by the local Section Chair, upon the recommendation of the Student Members and the Regional SAC Chair (RSAC), and serves with the approval of the Department Head. **The appointment (or re-appointment) is normally for two years, commencing July 1. Once a new Counselor is elected, report via <https://officers.vtools.ieee.org/>.**

In addition to a vibrant and good working rapport with the student Officers, the Counselor should be in frequent contact with the Section SAC Chair. He/she should act as a liaison with the Section, the Region, and IEEE Headquarters, and should be familiar with all aspects of Branch operations.

Some specific duties include:

1. Ensure that information (via email generally) from IEEE Headquarters is transmitted to the student Officers.
2. Attend Executive Committee meetings and assist the committees.
3. Participate in Regional Activities Committee meetings.
4. Consult with the *Section SAC Chair*, *Regional SAC Chair*, or Region Director about activities or problems.
5. Promote IEEE Student Membership ([www.ieee.org/join](http://www.ieee.org/join)).
6. Foster good relations with the local Section and encourage students to establish regular liaison with the *Section SAC Chair*.
7. Promote student awareness of awards, contests, and benefits of IEEE Membership.

8. Establish industrial contacts for programs and activities.
9. Assist with promoting activities to other faculty members.

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## Operating Committees

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Having different operating committees can help sustain a balanced, broad-reaching program of activities. By having several committees, you can also involve more of your student members in the planning and leadership responsibilities.

Some recommended committees are:

**Program Committee:** responsible for planning activities for the year.

**Publicity Committee:** responsible for advertising activities.

**Membership Committee:** responsible for recruiting activities.

**Finance Committee:** responsible for helping the Treasurer plan fundraising activities.

**Nominating Committee:** responsible for all elections. This committee must ensure that all candidates are active IEEE Student Members in good standing at the time of their declaration.

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