

# IEEE Canada Student Leadership Handbook

## Table of Contents

1	<b>INTRODUCTION</b>	2
1.1	Contact Names and Addresses	3
2	<b>BRANCH ADMINISTRATION</b>	4
2.1	Student Branch Officers	4
2.2	Student Branch Counselor	6
2.3	Student Branch Mentor	6
2.4	Student Branch Operating Committees	7
2.5	Student Branch Chapters	8
2.6	McNaughton Resource Learning Centres	8
2.7	Student Branches at Coop Schools	9
2.8	Student Branch Constitution	10
3	<b>BRANCH OPERATIONS</b>	14
3.1	Branch Program	14
3.2	Program Resources	15
3.3	Student Awards administered by IEEE Canada	19
3.4	Student Awards not administered by IEEE Canada	23
4	<b>MEMBERSHIP</b>	28
5	<b>FUNDRAISING</b>	30
6	<b>STUDENT PROFESSIONAL AWARENESS ACTIVITIES</b>	32
6.1	Professional Awareness Issues	32
6.2	Student Professional Awareness Conferences (S PACs)	33
6.3	Student Professional Awareness Ventures (S-PAVs)	57
7	<b>TIME MANAGEMENT</b>	63
7.1	Step 1 Taking Stock	63
7.2	Step 2 Setting Your Goals	63
7.3	Step 3 Organizing Your Day	64
7.4	Step 4 Learning to Delegate	64
7.5	Project Management	65
7.6	Further Reading	65
8	<b>SELECTED FORMS</b>	66