



# **IEEE Canada Operations Manual and Organizational Chart**

Approved: **April 2015**

Corrected: **May 6, 2016; v55**

Updated: **November 4, 2017, v56**

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### **1 IEEE Region 7 (IEEE Canada) Overview**

#### **1.1 Mission**

Through the leadership of its volunteers, IEEE Region 7 (IEEE Canada) shall be a nationally recognized organization in which members and the public hold IEEE membership in the highest esteem. The mission of IEEE Canada shall be consistent with the mission stated in IEEE Member and Geographic Activities (MGA) Bylaw R-201.

#### **1.2 Goals**

The President of IEEE Canada (see Sec 2.1), in consultation with the IEEE Canada Steering Committee (see Sec. 3.1) and IEEE Canada Executive Committee (ExCom; see Sec. 3.2) shall develop a set of Region Goals. The Goals for the next calendar year shall be approved by the ExCom at its Fall Planning Meeting and presented to the IEEE Canada Fall Board Meeting for approval.

#### **1.3 Objectives**

The Region Goals shall contain measurables that shall be administered by the Committee Chairs. The Committee Chairs shall report on the progress towards these goals through the Group Committee Chairs to the Executive Committee and to each IEEE Canada Board Meeting.



## 2 Officers

### 2.1 President

- 2.1.1 *Duties:* The IEEE Regional Delegate and Director of IEEE Region 7 shall serve concurrently as both the IEEE Canada President (hereinafter called the President), and Chair of the IEEE Canada Board.
- The President shall serve as an ex-officio voting member of all committees of the Board.
- The President shall represent the affairs of IEEE Canada to the IEEE Board.
- The President is the Chief Executive Officer (CEO) of IEEE Canada.
- The President shall represent IEEE Canada at the Engineering Institute of Canada (EIC) and other organizations, as assigned by the IEEE Canada Board.
- The President chairs the IEEE Canada Board, Executive Committee, and Steering Committee meetings, and votes only to break a tie.
- 2.1.2 *Reporting Mechanism:* The President shall report directly to the IEEE Board, and to the Board of IEEE Canada, as shown in the IEEE Canada Organizational Chart (Appendix A, Charts 1 and 2).
- 2.1.3 *Timelines for Activities and Actions:* Reports are made at least twice a year.
- 2.1.4 *Communications:* The President shall attend and chair all meetings of IEEE Canada.

### 2.2 President-Elect

- 2.2.1 *Duties:* The President-Elect shall act as Vice-President of IEEE Canada, and act on behalf of the President, as needed.
- The President-Elect shall be responsible for the development of IEEE Canada's Strategic Plan to be implemented during their term of office.
- Together with the Past President, the President-Elect shall review the current IEEE Canada Bylaws and Operations Manual, and make revisions as needed.
- The President-Elect as IEEE Regional Delegate/Director-Elect may be requested by the MGA Vice President to serve on one or more MGA Committees. IEEE Canada shall fund 50% of the cost of this participation.
- 2.2.2 *Reporting Mechanism:* The President-Elect reports to the Steering, and Executive Committees, and to the Board of IEEE Canada at their scheduled meetings, as shown in the IEEE Canada Organizational Chart (Appendix A, Chart 1). The President-Elect shall report to the Board of IEEE Canada on actions taken, and make recommendations for consideration at the Board meetings.
- 2.2.3 *Timelines for Activities and Actions:* Reports are made at least twice a year.
- 2.2.4 *Communications:* The President-Elect shall attend all meetings of the IEEE Canada Board, the Executive Committee, and the Steering Committee.



### 2.3 Past President

- 2.3.1 *Duties:* As Chair of the Nominations and Appointment Committee (NAC, see Sec. 3.9.2), the Past President shall be responsible for bringing nominations and appointments to the Steering Committee for their approval.
- Together with the President-Elect, the Past President shall review the current IEEE Canada Bylaws and Operations Manual, and make revisions as needed.
- The Past President shall review and recommend the compensation for the IEEE Canada Administrator on an annual basis.
- In addition, the Past President shall represent the Awards and Recognition Committee (ARC, see Sec. 3.9.1) on the ExCom.
- The Past President is also a member and Director of the IEEE Canada Foundation (ICF), and shall attend the ICF Board meetings by teleconference, unless he/she happens to be present at a meeting location on other business.
- 2.3.2 *Reporting Mechanism:* The Past President reports to the Steering and Executive Committees, and to the Board of IEEE Canada at their scheduled meetings, as shown in the IEEE Canada Organizational Chart (Appendix A, Chart 1).
- 2.3.3 *Timelines for Activities and Actions:* Reports are made at least twice a year.
- 2.3.4 *Communications:* The Past President shall attend and report at all meetings of the IEEE Canada Board, the Executive Committee, and the Steering Committee.

### 2.4 Secretary

- 2.4.1 *Duties:* The Secretary shall maintain accurate records of all meetings of the IEEE Canada Board, the Executive Committee and the Steering Committee.
- The Secretary may delegate this role to the IEEE Canada Administrator, but shall be responsible for ensuring a correct and accurate record of all meetings is kept.
- The Secretary shall also be IEEE Canada's representative to Engineering Week activities.
- The Secretary shall be responsible for organizing and coordinating Section Chairs training at the IEEE Canada Board Spring meeting. The Area Chairs and Group Chairs shall assist in identifying their training needs.
- 2.4.2 *Reporting Mechanism:* The Secretary reports to the Steering and Executive Committees, and to the IEEE Canada Board at their scheduled meetings.
- 2.4.3 *Timelines for Activities and Actions:* Reports are made at least twice a year.
- 2.4.4 *Structure:* The Secretary shall be an IEEE member of Member grade or higher.
- 2.4.5 *Communications:* The Secretary will attend all meetings of the IEEE Canada Board, the Executive Committee, and the Steering Committee.



### 2.5 Treasurer

- 2.5.1 *Duties:* The IEEE Canada Treasurer shall prepare the annual budget, pay invoices, and expenses and keep records of all income and expenses.

The Treasurer shall prepare and issue quarterly financial statements for IEEE Canada.

The Treasurer shall issue budgetary guidelines to the Executive Committee by the end of June each calendar year. The guidelines shall be reviewed and approved by the Executive Committee at its next scheduled conference call.

The Treasurer shall also report to the Executive Committee on the disbursement of funds for attending the Sections Congress.

The Treasurer shall prepare the IEEE Canada budget for the next calendar year, and present the proposed budget to the Executive Committee for review, and to the IEEE Canada Board Fall meeting for approval.

The Treasurer shall be responsible for preparing and obtaining Board approval for the Treasurer's Handbook at the IEEE Canada Board Spring meeting.

The Treasurer shall be responsible for annual fiscal year-end reporting for all IEEE Canada accounts to IEEE using the IEEE prescribed tools and processes.

The Treasurer shall be responsible for preparing IEEE Canada records for audit by the IEEE Canada Audit Committee.

The Treasurer shall be responsible for preparing IEEE Canada records for audit by the IEEE.

- 2.5.2 *Reporting Mechanism:* The Treasurer reports to the Steering Committee, Executive Committee, and the Board of IEEE Canada at their scheduled meetings.
- 2.5.3 *Timelines for Activities and Actions:* The Treasurer prepares financial updates for all ExCom, and IEEE Canada Board meetings. The treasurer requests budget information from the Board and all Committee Chairs to develop the budget that is reviewed at the Fall ExCom meeting, and then presented for approval at the Fall IEEE Canada Board meeting. The Treasurer will conduct the monthly accounting processes required to maintain IEEE Canada finances.
- 2.5.4 *Structure:* The Treasurer shall be an IEEE member of Member grade or higher. The Treasurer appointment shall be for one year, starting January 1, with reappointment possible for a maximum tenure of five consecutive years.
- 2.5.5 *Communications:* The Treasurer will attend all meetings of the IEEE Canada Board, the Executive Committee and the Steering Committee.

### 2.6 IEEE Canada Area Chairs

- 2.6.1 *Duties:* The Area Chairs are the President's representatives to their Section Chairs.

The Area Chairs shall coordinate an annual Distinguished Speaker Tour to be shared among a minimum of two Sections.

The Area Chairs shall be responsible for coordinating their Annual Activity Plan (AAP), as well as budget preparation and presenting their budget requirements to the Executive Committee Fall planning meeting for approval.



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- 2.6.2 *Reporting Mechanism:* The Area Chairs shall represent their Sections on the ExCom, and report to the ExCom on the success the Sections are having in meeting IEEE Canada's annual goals.
- 2.6.3 *Timelines for Activities and Actions:* Section executive training is to be held as part of the IEEE Canada Board Spring meeting. The focus of the training session will be adjusted as needed. It is the responsibility of Area Chairs to work with the Secretary and identify the training needs based on their Sections' requirements. Distinguished Speaker Tour will be identified by Area Chairs based on the Sections' needs. The cost of the tour will be shared by the involved Sections and the speaker's technical society. The ideal case is to identify all speakers in the first quarter of the year. The Area Chair may submit a funding request to the Region to support a speaker who is not on the distinguished list of any society. The funding request is for the next year's Region Budget.
- 2.6.4 *Structure:* In the Fall of each year (prior to the IEEE Canada Board Fall meeting), the Past President, as Nominations and Appointments Committee Chair, shall issue a call for nominations for the position of Area Chair to the Section Chairs of each area. The Area Chair shall be elected at the IEEE Canada Board Fall meeting, by the corresponding Section Chairs. The Area Chairs are elected for a one-year term, starting January 1, by the Sections within each Area and confirmed by the Steering Committee, with reappointment possible for a maximum tenure of three consecutive years. The Area Chairs shall be of Senior Member or higher grade.
- 2.6.5 *Communications:* The Area Chairs will attend the IEEE Canada Board Spring and Fall meetings, and the Executive Committee Fall planning meeting.

## 2.7 IEEE Canada Group Chairs

- 2.7.1 *Duties:* The Group Committee Chairs will be responsible for maintaining communication with their respective Committee Chairs.
- The Group Committee Chairs shall represent the interests of all Committee Chairs in their Group on the IEEE Canada Executive Committee and the IEEE Canada Board.
- The Group Committee Chairs shall coordinate the activity plan and budget preparation for their committees and present the budget to the Executive Committee Fall planning meeting for approval.
- 2.7.2 *Reporting Mechanism:* The Group Committee Chairs shall participate in and be members of the ExCom.
- 2.7.3 *Timelines for Activities and Actions:* Reports are made at least twice a year.
- 2.7.4 *Structure:* The Group Committee Chairs, except the Publications and Communications Group Chair, shall be elected from among the respective Committee Chairs. The Steering Committee shall confirm the Group Committee Chairs for one-year appointment, starting on January 1, with possible reappointment for a maximum tenure of three consecutive years – pending the outcome of the annual Group Chair election. The Publications and Communications Group Chair will be chosen by the Steering Committee with a one-year appointment starting on January 1, with possible reappointment for a maximum tenure of three consecutive years.





- 2.7.5 *Communications:* The Group Committees shall conduct their business by teleconference. The Group Chairs shall attend all IEEE Canada Board and Executive Committee meetings during the year.

## 2.8 Regional Student Representative (RSR) and Vice-RSR(s)

- 2.8.1 *Duties:* The Regional Student Representative (RSR) shall maintain regular communications with student branches, and represent the interests of IEEE Canada Student Members to the IEEE Canada Board and the IEEE Student Activities Committee.
- The RSR provides assistance to student branches, as required.
- The RSR assists the IEEE Canada Student Activities Committee (SAC; see Sec 3.5.4) in the organization and administration of the annual Student Training Workshops at the IEEE Canada Student Congress.
- The RSR assists the SAC in organization and administration of the annual student competitions, such as the Student Paper Competition, the Student Web Page Competition, and others.
- The RSR assists in the maintenance of the IEEE Canada Student Activities Web Site.
- The Vice-RSR(s) will work with the RSR and support the RSR to carry out all the RSR's duties.
- 2.8.2 *Reporting Mechanism:* The RSR will report to the IEEE Canada Board. The RSR is a voting member of the IEEE Canada Board.
- 2.8.3 *Timelines for Activities and Actions:* See the Student Activities Committee (Sec. 3.5.4).
- 2.8.4 *Structure:* The Regional Student Representative shall be an active IEEE student member. The Steering Committee, on recommendation from the Student Activities Committee Chair will appoint the RSR.
- 2.8.5 *Communications:* The RSR will attend all IEEE Canada Board meetings as well as the annual IEEE Canada Student Congress.

## 2.9 Directors Emeriti

- 2.9.1 *Duties:* The President shall appoint one Director Emeritus to be the Parliamentarian for IEEE Canada Board of Directors, Executive Committee and Steering Committee meetings. The Parliamentarian shall be consulted on issues of parliamentary procedure when asked by members of the IEEE Canada Board. The President may ask that they serve as voting members of other IEEE Canada Committees.
- 2.9.2 *Structure:* All past IEEE Presidents (of IEEE Inc., not IEEE Canada) residing within the jurisdiction of IEEE Canada shall be appointed Directors Emeriti of IEEE Canada and shall serve until they elect to retire.



- 2.9.3 *Communications:* The Directors Emeriti will be ex-officio voting members of the Executive Committee and the Steering Committee. The Directors Emeriti shall be ex-officio non-voting members of IEEE Canada Board and shall attend all IEEE Canada Board, Executive Committee, and Steering Committee meetings.

### **2.10 Parliamentarian**

- 2.10.1** IEEE Canada shall appoint one Director Emeritus to be the Parliamentarian for IEEE Canada Board of Directors, Executive Committee and Steering Committee meetings. In the case that no Director Emeritus is available, IEEE Canada shall appoint a past IEEE Canada President, who is neither serving on the IEEE Canada Board nor on any IEEE Canada Committee as Chair or Vice-Chair, to be the Parliamentarian for IEEE Canada Board meetings.
- 2.10.2** The parliamentarian has none of the rights of the members of the IEEE Canada Board of Directors, Executive Committee and Steering Committee.



### 3 IEEE Canada Functional Entities

#### 3.1 Steering Committee

- 3.1.1 *Duties:* The Steering Committee, on recommendations from the Nominations and Appointments Committee, shall be responsible for appointments to all Committees, including the Committee Chairs and all Vice-Chairs.

Recommendations for representatives shall be sought from each of the Areas and others as needed for all Committee appointments. All appointments shall be for one year, starting January 1, with reappointment possible for a maximum tenure of three consecutive years, unless specified otherwise for specific positions.

The Steering Committee, on recommendations from the Nominations and Appointments Committee, shall be responsible for nominating the candidates for President-Elect (Director-Elect/Delegate-Elect).

The Steering Committee shall also be responsible for approving the compensation of the IEEE Canada Administrator, as recommended by the Past President.

- 3.1.2 *Reporting Mechanism:* All actions by the Steering Committee shall be reported by the President to the next ExCom and IEEE Canada Board Meetings, as shown in the IEEE Canada Organizational Chart (Appendix A, Chart 3).
- 3.1.3 *Structure:* The Steering Committee shall consist of the President, President-Elect, Past President, Secretary, Treasurer, and Directors Emeriti. The Parliamentarian and the IEEE Canada Administrator shall be a ex-officio non-voting members of the Steering Committee.
- 3.1.4 *Communications:* The Steering Committee shall meet via conference call at the discretion of the President.

#### 3.2 Executive Committee

- 3.2.1 *Duties:* The Executive Committee (ExCom) shall be empowered to conduct the business of IEEE Canada between IEEE Canada Board meetings.

The ExCom shall monitor the goals of IEEE Canada and institute corrective action, as required, to ensure it is possible for the committees to meet their annual goals and objectives.

- 3.2.2 *Reporting Mechanism:* Actions of the ExCom shall be reported back to the IEEE Canada Board for endorsement, as shown in the IEEE Canada Organizational Chart (Appendix A, Chart 3).
- 3.2.3 *Structure:* The ExCom shall consist of the three Presidents, Secretary, Treasurer, three Group Chairs, three Area Chairs, and Directors Emeriti. CONAC shall have a non-voting representative on the ExCom. The Parliamentarian and the IEEE Canada Administrator shall be a ex-officio non-voting members of the ExCom.
- 3.2.4 *Communications:* The ExCom shall hold one face-to-face planning meeting annually concurrent with the Student Congress. The ExCom shall normally meet



through bimonthly conference calls. The President may call additional meetings, if required. Normally, the ExCom will not meet at IEEE Canada Board meetings.

### **3.3 IEEE Canada Board of Directors (aka IEEE Canada Board)**

- 3.1.1 *Duties:* In all instances, the IEEE Canada Board has the ultimate approval authority over all matters pertaining to the activities of IEEE Canada.
- 3.1.2 *Structure:* The IEEE Canada Board shall consist of the 21 Section Chairs, three Group Committee Chairs, the Regional Student Representative (RSR), Treasurer, Secretary, and the three Presidents, for a total of 30 voting members, as shown in the IEEE Canada Organizational Chart (Appendix A, Chart 4). The three Area Chairs, the ICF President, the IEEE Canada Administrator, and the current IEEE Directors Emeriti (if any) and the Parliamentarian shall be ex-officio, non-voting members of the IEEE Canada Board. Although not required by MGA, the IEEE Canada Board shall aim for a two to one representation of elected to non-elected officials.
- 3.1.3 *Communications:* The Board shall hold two face-to-face meetings a year. The Spring Board meeting may be held in conjunction with the Canadian Conference on Electrical and Computer Engineering (CCECE), while the Fall Board meeting may be held in conjunction with either the IEEE Canada Student Congress, or IEEE Sections Congress, or the Energy and Power Engineering Conference (EPEC), or independently, as determined appropriate from the IEEE Canada timeliness and budget considerations.



### 3.4 IEEE Canada Committees

IEEE Canada has nineteen (19) committees, organized in three Groups: (i) External Relations Group of six (6) committees, (ii) Member Services Group of six (6) committees, and (iii) Publications and Communications Group of seven (7) committees, as shown in the IEEE Canada Organizational Chart (Appendix A, Chart 5). Ad-Hoc or Standing Committees may be formed as deemed required by the IEEE Canada Board of Directors.

Each chair of a committee Group Committee or Standing Committee may have a Vice-Chair appointed by the IEEE Canada President on recommendation of the IEEE Canada Nominations and Appointment Committee), after consultation with the respective group chair. The Vice-Chair will be responsible for serving as Acting-Chair when the Chair is unable to serve and shall support the activities of the Chair. For IEEE Canada Board of Director Meetings and IEEE Canada ExCom Meetings, where travel is required, only one of either the Chair, the Vice-Chair or a designated member may be reimbursed for their expenses.

### 3.5 External Relations Group

#### 3.4.1 Educational Activities Committee (EAC)

- 3.4.1.1 *Duties:* The Educational Activities Committee (EAC) shall provide leadership to and coordination of continuing education programs, liaison with other technical and professional organizations in Canada on the subject of continuing education, and assist IEEE Canada entities in the creation and diffusion of continuing education material. Specifically, this includes liaison with the IEEE Educational Activities Board, liaison with engineering institutions and Professional Engineers Associations within the Region on the subject of continuing education.
- 3.4.1.2 *Reporting Mechanism:* The EAC Chair shall report to the IEEE Canada Board through the External Relations Group Chair. The Chair shall serve as a corresponding member of the IEEE Educational Activities Board.
- 3.4.1.3 *Timelines for Activities and Actions:* Beginning of the year: review continuing education activities offered by the provincial associations, EIC, etc. Provide updated information to the web page to keep members up to date on courses offered and to keep links up to date with provincial associations. Report to region on updates to provincial requirements with regards to Continuing Education Units (CEUs).
- 3.4.1.4 *Structure:* The Committee shall consist of the EAC Chair, the EAC Vice-Chair, a representative from each of the three Areas (as selected by each Area Chair), and other members appointed by the EAC Chair, as needed.



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- 3.4.1.5 *Communications:* The EAC Chair shall attend the IEEE Canada Board Spring meeting.

### 3.4.2 Industry Committee (IRC)

- 3.4.2.1 *Duties:* Promote IEEE to industry as an information provider to enhance their employees' technical expertise. Work with industry to establish an understanding of their needs and to demonstrate how IEEE Canada can help. Strengthen partnerships between IEEE and industry. Survey local industries to determine the extent of IEEE membership and involvement of employees. This will include implementing the IEEE Standards Association's globalization initiative in Canada, promote IEEE Standards Association activities and opportunities with Canadian and international standards organizations, and serve as a source of information on the IEEE Standards Association.
- 3.4.2.2 *Reporting Mechanism:* The IRC will report to the IEEE Canada Board through the External Relations Group Chair.
- 3.4.2.3 *Timelines for Activities and Actions:* The IRC Chair shall present the IRC annual plan of activities to the IEEE Canada Fall Board meeting. The IRC Chair will report to the Spring and Fall meeting of the IEEE Canada Board.
- 3.4.2.4 *Structure:* The Committee shall consist of the Chair, the Vice-Chair and other members appointed by the IRC Chair, as needed.
- 3.4.2.5 *Communications:* The IRC Chair shall attend the IEEE Canada Board Spring meeting.

### 3.4.3 Other Societies Committee (OSC)

- 3.4.3.1 *Duties:* The OSC Chair is responsible for (i) developing relations with other technical societies, and (ii) provincial licensing bodies to expose IEEE and its products to these groups. (Clarify responsibilities!)
- 3.4.3.2 *Reporting Mechanism:* The OSC will report to the IEEE Canada Board through the External Relations Group Chair.
- 3.4.3.3 *Timelines for Activities and Actions:* The OSC shall report quarterly on its activities to the External Relations Group Chair.
- 3.4.3.4 *Structure:* The Committee shall consist of the OSC Chair, the OSC Vice-Chair and representatives assigned to other societies, as determined by the Steering Committee.
- 3.4.3.5 *Communications:* The OSC Chair shall attend the IEEE Canada Board Spring meeting.

### 3.4.4 Professional Relations Committee (PRC)

- 3.4.4.1 *Duties:* The Professional Relations Committee (PRC) shall provide leadership in enhancing the public image and status of the electrical,



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electronics, and computer industry in Canada, and liaise with other technical and professional organizations in Canada on the subject of professional development (in conjunction with the Educational Activities Committee). The committee shall respond to the needs of the prevailing work environment obtained through the members' suggestions and surveys, through participation in dialogue with their colleagues in the members' technical areas of expertise, and through liaison with other technical and professional organizations.

- 3.4.4.2 *Reporting Mechanism:* The PRC will report to the IEEE Canada Board through the External Relations Group Chair.
- 3.4.4.3 *Timelines for Activities and Actions:* The PRC shall present its plan of activities to the Spring IEEE Canada Board meeting, with updates at the Fall meeting.
- 3.4.4.4 *Structure:* The Committee shall consist of the PRC Chair, the PRC Vice-Chair, a representative from each of the three Areas (as selected by each Area Chair), and other members appointed by the PRC Chair, as needed.
- 3.4.4.5 *Communications:* The PRC Chair shall attend the IEEE Canada Board Spring meeting.

### **3.4.5 Section/Chapter Vitality Committee (SCV)**

- 3.4.5.1 *Duties:* The Section/Chapters Support Committee shall be responsible for developing and implementing strategies pertaining to the coordination of technical and affinity chapters in IEEE Canada. This shall include assistance in accessing society and other resources to enhance Chapter activities. The committee shall be responsible for developing strategies and plans, and implementing specific programs for coordinating activities with Sections, Chapters and Affinity Groups to make best use of all available IEEE Canada and IEEE programs and resources to enhance the Society offerings.
- 3.4.5.2 *Reporting Mechanism:* The SCV will report to the IEEE Canada Board through the External Relations Group Chair.
- 3.4.5.3 *Timelines for Activities and Actions:* The SCV Committee shall present its plan of activities to the Spring Board meeting, with updates at the Fall meeting.
- 3.4.5.4 *Structure:* The Committee shall consist of the SCV Chair, the SCV Vice-Chair, a representative from each of the three Areas (as selected by each Area Chair), and other members appointed by the SCV Chair, as needed.
- 3.4.5.5 *Communications:* The SCV Chair shall attend the IEEE Canada Board Spring meeting.

### **3.4.6 Teacher in Service Program (TISP) Committee**

- 3.4.6.1 *Duties:* The Teacher in Service Program (TISP) Committee shall provide leadership to and coordination with pre-university/pre-institute/pre-college teachers and students, liaison with other technical and professional organizations within Canada on the subject of promoting engineering and



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science fields to university, institute, college, high school, and elementary-school teachers and their students, as well as assist IEEE Canada entities in the creation and diffusion of continuing education material. Specifically, this includes liaison with the IEEE Educational Activities Board, liaison with engineering and science institutions and Professional Engineers Associations within the jurisdiction of IEEE Canada on the subject of the Teachers in Service Program.

- 3.4.6.2 *Reporting Mechanism:* The Chair shall report to the IEEE Canada Board through the External Relations Group Chair. The Chair shall serve as a corresponding member of the IEEE Educational Activities Board.
- 3.4.6.3 *Timelines for Activities and Actions:*
- Beginning of the year: Review the Teachers in Service Program activities offered across Canada (IEEE Canada), EIC, and elsewhere.
  - Provide updated information to the web page to keep members up to date on all national level and local (Section) TISP activities that are offered and to keep links up to date.
  - Report to IEEE Canada on all updates compiled from all Sections within Canada.
- 3.4.6.4 *Structure:* The Committee shall consist of the TISP Chair, the TISP Vice-Chair, a representative from each of the three Areas (as selected by each Area Chair), and other members appointed by the TISP Chair, as needed.
- 3.4.6.5 *Communications:* The TISP Chair shall attend the IEEE Canada Board Spring meeting.





### 3.6 Member Services Group (MSG)

*Structure:* Following the MSG Chair election within the Group, and on recommendation by the Nominations and Appointment Committee, the Steering Committee shall appoint the MSG Chair. The MSG shall consist of the MSG Chair, Young Professionals Committee Chair, Life Members Committee (LMC) Chair, the Membership Development Committee (MDC) Chair, Student Activities Committee (SAC) Chair, Women in Engineering (WIE) Committee Chair, History Committee Chair, and other members appointed by the MSG Chair, as needed.

#### 3.5.1 Young Professionals Committee (formerly GOLD)

- 3.5.1.1 *Duties:* The Young Professionals Committee (YPC) serves the interests of the IEEE affinity group characterized by members in their first fifteen (15) years (approximately) after receiving a relevant undergraduate degree in IEEE Canada. The specific functions of the Young Professionals Committee are to:
- 3.5.1.1.1 Offer and promote programs of interest to recent graduates;
  - 3.5.1.1.2 Promote the establishment and support of Young Professionals entity committees within IEEE Canada Sections, and Section Chapters;
  - 3.5.1.1.3 Advocate IEEE Young Professionals-appropriate benefits and services to the appropriate IEEE entities (i.e., publication of Young Professionals promotional material in IEEE Canadian Review);
  - 3.5.1.1.4 Encourage recognition of Young Professionals type activities performed by individuals or entities and promote Young Professionals Awards;
  - 3.5.1.1.5 Establish communications opportunities within IEEE Canada for the Young Professionals affinity groups and members;
  - 3.5.1.1.6 Promote strategies to bridge the transition from Student to Member grade;
  - 3.5.1.1.7 Promote strategies to retain and recruit graduating students and recent graduates, and to develop volunteer leadership from within this affinity group;
  - 3.5.1.1.8 Promote Young Professionals goals at conferences, symposia and similar events in IEEE Canada;
  - 3.5.1.1.9 Advocate Young Professionals affinity group representation on the IEEE Canada governing Board and Committees;
  - 3.5.1.1.10 Represent and provide leadership to recent graduate and young professional activities in other IEEE entities;
  - 3.5.1.1.11 Measure, track, and report on Young Professionals program effectiveness in IEEE Canada.



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- 3.5.1.2 *Reporting Mechanism:* The Young Professionals Chair will report to the IEEE Canada Board through the Member Services Group Chair. The Section Young Professionals Chairs will report to the Young Professionals Chair in addition to their own Sections.
- 3.5.1.3 *Timelines for Activities and Actions:*
  - 3.5.1.3.1 Interact with Areas and Section Executives and the SAC Chair: by including Young Professionals material in Section Executive/Leadership Training and Student Branch Training, to be available for Section Chairs (new releases/updated information to be made available to Section Chairs at each Regional meeting, where appropriate).
  - 3.5.1.3.2 Regular correspondence to Section Chairs and General IEEE Canada membership via regular article in IEEE Canada Electronic Newsletter.
  - 3.5.1.3.3 Work with Area Chairs to include Young Professionals functions and representation in Area structure/mandate.
  - 3.5.1.3.4 Interacting with Young Professionals Committee members through teleconference calls and/or online meetings to be held regularly with members, four or five times per year.
  - 3.5.1.3.5 Young Professionals Leadership Conference for Section Young Professionals Chairs (proposed 50-50 funding split between Region and Section) in conjunction with Student Leadership Training Congress/Fall IEEE Canada Board meeting or Area-level Training Workshops.
  - 3.5.1.3.6 Interacting with general Young Professionals members through the Young Professionals Newsletter, a quarterly newsletter. Deadlines for submission will vary from year to year, but will generally follow the schedule below: Issue 1: February, Issue 2: June, Issue 3: August, and Issue 4: November.
- 3.5.1.4 *Structure:* The Committee shall consist of the YPC Chair, the YPC Vice-Chair, a representative from each of the three Areas (as selected by each Area Chair), and other members appointed by the TISP Chair, as needed.  
Other members might include the YP Vice-Chair, the Membership Development Committee Chair, the Professional Relations Committee (PRC) Chair, the Student Activities Committee (SAC) Chair, and the Regional Student Representative (RSR).
- 3.5.1.5 *Communications:* The Young Professionals Committee Chair shall attend the IEEE Canada Board Spring meeting.

### **3.5.1.5.1 Young Professionals Newsletter**

- 3.5.1.5.1.1 *Duties:* The Young Professionals Newsletter Editor is responsible for producing an electronic newsletter for IEEE Canada Young Professionals members. This newsletter is to be posted on the IEEE.ca Web site. The YP committee shall respond to the needs of the prevailing work environment



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obtained through the members' suggestions and surveys, and through participation in dialogue with colleagues in the members' technical areas of expertise and through liaison with other technical and professional organizations. The Newsletter Editor (or Co-Editors) is responsible for the content and accuracy of the published newsletter, and has the right to accept/reject items submitted. The structure of the newsletter will conform to the general look and feel of the IEEE Canada Web site.

- 3.5.1.5.1.2 *Reporting Mechanism:* The Young Professionals Newsletter Editor (or Co-Editors) will report to the IEEE Canada Board through the Young Professionals Committee Chair.
- 3.5.1.5.1.3 *Timelines for Activities and Actions:* The Young Professionals Newsletter Editor (or Co-Editors) will publish the Newsletter on a monthly basis; the upload period will be the beginning of every month. All items for publication must be submitted to the Editors by the 21st day of the month.
- 3.5.1.5.1.4 *Structure:* The Steering Committee, with recommendations from the Nominations Committee, will appoint the Young Professionals Newsletter editor or co-editors. Appointments made to the Young Professionals Newsletter (including the Editor) shall be for one year, starting January 1, with reappointment possible for a maximum tenure of six consecutive years.

### **3.5.2 Life Members Committee (LMC)**

- 3.5.2.1 *Duties:* The Life Members Committee (LMC) shall act on behalf of the best interests of Life Members in IEEE Canada. The LMC shall be responsible for:
  - 3.5.2.1.1 Promoting the activities of Life Members and supporting their interest to remain active members of IEEE in Canada.
  - 3.5.2.1.2 Facilitating the activities of each of the Life Members Affinity Groups formed in IEEE Canada Sections.
  - 3.5.2.1.3 Taking an active role in ensuring that Life Members in Sections where LM Affinity Groups do not exist, or where the members are remote from the Group activities, maintain an active role in IEEE activities. This will include maintaining contact with the Volunteer Representatives of the Life Members in Sections that do not have their own LM Affinity Groups.
  - 3.5.2.1.4 Ensuring that each Life Members Affinity Group adheres to the Operating Guidelines of the IEEE LM Affinity Group Information Package of the IEEE Life Members Committee (normally posted on the IEEE Canada web site).
  - 3.5.2.1.5 Encouraging Life Members to support the IEEE Canada Foundation (ICF) financially.



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- 3.5.2.1.6 Encouraging Life Members, through their respective Affinity Groups, to submit articles of interest to either the IEEE Canadian Review (ICF), or the IEEE Canada Newsletter, or both in either official language of Canada.
- 3.5.2.2 *Reporting Mechanism:* The LMC Chair will report to the IEEE Canada Board through the Member Services Group Chair.
- 3.5.2.3 *Timelines for Activities and Actions:* The Life Members Committee shall meet at least annually via conference call, preferably prior to the IEEE Canada Board Spring meeting in the spring.
- 3.5.2.4 *Structure:* The LMC shall have a Chair and a Vice-Chair. Members of the LMC shall be of the IEEE Life Member status. Membership of the committee shall include, but is not limited to, a representative from each of the three Areas. Recommendations for representatives will be sought from each of the Areas and others as needed. Appointments made to the Life Members Committee Chair shall be for one year, starting January 1, with re-election possible for a maximum tenure of five consecutive years.
- 3.5.2.5 *Communications:* The LMC Chair shall attend the IEEE Canada Board Spring meeting.

### **3.5.3 Membership Development Committee (MDC)**

- 3.5.3.1 *Duties:* The Membership Development Committee (MDC) shall provide leadership to and coordination of membership growth programs with the Areas, Sections, and Chapters. The Committee shall also coordinate "member grade advancement" programs with Sections, and Chapters. Specifically, this includes the following:
- Development and oversight of programs to increase IEEE membership by recruiting new members, retaining current members and the recovery of members in arrears;
  - Improvement in IEEE membership quality including promoting elevations in grade and increasing Society memberships;
  - Increasing awareness of the values of IEEE membership to members;
  - Providing efficient and timely communications on membership trends, changes and problems; and
  - Implementation and support of membership development programs initiated by the IEEE Membership Development Committee.
- 3.5.3.2 *Reporting Mechanism:* The MDC will report to the IEEE Canada Board through the Member Services Group Chair.
- 3.5.3.3 *Timelines for Activities and Actions:* The MDC Chair will produce bimonthly membership statistics reports for IEEE Canada and IEEE Global membership and, with the aid of the Area Chairs, focus on what needs to be done to meet Region goals. The MDC Chair will report to the Board through the Member Services Group Chair at the IEEE Canada Board Spring and Fall meetings.



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- 3.5.3.4 *Structure:* The Committee shall consist of the MDC Chair, the MDC Vice-Chair, a representative from each of the three Areas (as selected by each Area Chair), and other members appointed by the MDC Chair, as needed.
- 3.5.3.5 *Communications:* The MDC Chair shall attend the IEEE Canada Board Spring meeting.

### 3.5.4 Student Activities Committee (SAC)

- 3.5.4.1 *Duties:* The Student Activities Committee (SAC) shall provide undergraduate and graduate students studying in the fields of interest to the IEEE with opportunities for educational and technical development in preparation for entry into such fields. Specifically, this includes the following:
- Maintaining regular communications with student branches;
  - Representing the interests of student members on the IEEE Canada Board;
  - Representing the interests of IEEE Canada student members on the IEEE Student Activities Committee;
  - Providing assistance to student branches as required;
  - Organizing and administrating the annual Student Training Workshops;
  - Organizing and administrating the annual Student Paper Competition;
  - Organizing and administrating the annual web page competition;
  - Organizing and administrating the annual TELUS competition; and
  - Maintaining a Student Activities Web Site.
- In addition, the IEEE Canada SAC and RSR will represent IEEE Canada and its Student Members on the IEEE Student Activities Committee, and participate in program development, execution and adaptation within IEEE SAC. Specifically, Regional SACs are expected to contribute to Phase 2 judging of the annual President's Change the World Competition.
- 3.5.4.2 *Reporting Mechanism:* The SAC will report to the IEEE Canada Board through the Member Services Group Chair.
- 3.5.4.3 *Timelines for Activities and Actions:* SAC together with the RSR are involved in many student-oriented activities, including:
- IEEE Canada Student Web Contest (Coordinator RSR): 1<sup>st</sup> announcement should be out at the beginning of February, 2<sup>nd</sup> announcement should be out at the beginning of March. Deadline for submissions to IEEE Canada RSR March 15. Judge selection complete by mid March. Region Results Announced by mid April. Submission of qualified entries for worldwide competition to IEEE required before the end of April. NOTE: RSR must check IEEE student concourse contest announcement to determine IEEE final submission for that year. IEEE results announced end of April early May.
  - Student Congress (Coordinators RSR, RSAC, and Administrator): 1st announcement should be sent by mid March (including intent to attend



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form and IEEE Canada Expense Guidelines). 2<sup>nd</sup> announcement should be sent at the beginning of April. Deadline for intent to attend end of April. Travel guideline reminder should go out mid July and again 1<sup>st</sup> week of August. Cut off for travel bookings 1 month prior to event. Guest speaker selection complete by early August. Agenda should be sent out to participants 1<sup>st</sup> week of September.

- Reports (SAC and RSR): Spring report to IEEE SAC Admin and copied to IEEE Canada President, Members Services Chair, and IEEE Canada Administrator due end of March. IEEE MGA/SAC Spring meeting in March (SAC and RSR invited to attend). Spring and Fall SAC reports for IEEE Canada Board meetings required as per IEEE Canada Admin notifications.
- IEEE MGA/SAC Fall meeting (as announced) including verbal IEEE Canada report of activities (SAC and RSR invited to attend).
- Financial Accountability (SAC): SAC review of SAC year end financial report with IEEE Canada Treasurer completed by mid February.
- SAC budget proposal sent to IEEE Canada Treasurer and copied to Member Services Chair and IEEE Canada Admin due by end of June.

3.5.4.4 *Structure:* The Committee shall consist of the SAC Chair, SAC Vice-Chair, Regional Student Representative (RSR), Vice- Regional Student Representatives (Vice- RSRs), a representative from each of the three Areas (as selected/recommended by each Area Chair), and other members appointed by the SAC Chair, as needed. All IEEE Canada Student Branch Counselors and Student Branch Chairs shall be corresponding members of this SA committee. Members of the Committee shall be IEEE members of Student or higher grade.

3.5.4.5 *Communications:* The SAC Chair shall attend the IEEE Canada Board Spring meeting.

### **3.5.5 Women in Engineering (WIE) Committee**

3.5.5.1 *Duties:* The Women in Engineering (WIE) Committee shall (i) provide leadership to and coordination of women in engineering programs and liaise with other technical and professional organizations in Canada on the subject of women in engineering, (ii) assist IEEE Canada entities in the creation of Women in Engineering Affinity groups, and (iii) liaise with the IEEE Women in Engineering Committee.

3.5.5.2 *Reporting Mechanism:* The WIE Committee Chair will report to the IEEE Canada Board through the Member Services Group Chair.

3.5.5.3 *Structure:* The Committee shall consist of the WIE Committee Chair, the WIE Committee Vice-Chair, a representative from each of the three Areas (as selected by each Area Chair), and other members appointed by the WIE Committee Chair, as needed.



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3.5.5.4 *Communications:* The WIE Chair shall attend the IEEE Canada Board Spring meeting.

### **3.5.6 History Committee (HC)**

3.5.6.1 *Duties:* The History Committee (HC) is responsible for promoting history and archival activities including but not limited to: (i) recording and publishing Section and other IEEE Canada organizational unit histories, (ii) advocating IEEE Canadian Milestones, (iii) promoting Canadian achievements of a nature consistent with the scope of IEEE, (iv) contributing to the IEEE Global History Network (GHN), (v) promoting the publishing of individual member life stories, (vi) interfacing with the IEEE History Committee and outside organizations, (vii) providing archival guidance to IEEE Canada units, (viii) assisting volunteer members and units with their history and archive activities, and (ix) fostering and supporting Section History Committees.

3.5.6.2 *Reporting Mechanism:* The HC will report through the Member Services Group Chair.

3.5.6.3 *Timelines for Activities and Actions:* The HC shall meet at least annually, preferably prior to the IEEE Canada Board Spring meeting, by a teleconference. Other meetings to take place as necessary electronically.

3.5.6.4 *Structure:* The Committee shall consist of the available IEEE Canada Past Presidents, one of them appointed as the committee Vice-Chair, as well as a representative from the IEEE Canada Life Member Committee appointed by the Chair of that Committee. The HC Chair may add additional members as appropriate to accomplish the HC duties.

3.5.6.5 *Communications:* The HC Chair shall attend the IEEE Canada Board Spring meeting.



### 3.7 Publications and Communications Group (PCG)

*Structure:* Following the PCG Chair election within the Group, on recommendation by the N&A Committee, the Steering Committee shall appoint the PCG Chair. The PCG Committee shall consist of the Chair, the Vice-Chair, the Editors of magazines, journals and newsletters supported by IEEE Canada, the Translation Activities Chair, the Webmaster, Publicity and Advertising Chair and other members appointed by the Chair as needed. All Section Newsletter Editors shall be corresponding members of this Committee.

#### 3.6.1 **IEEE Canadian Journal of Electrical and Computer Engineering (CJECE) Committee**

- 3.6.1.1 *Duties:* The CJECE Editor (or Co-Editors) shall oversee the editing and publication of the *IEEE Canadian Journal of Electrical and Computer Engineering (CJECE)*, and are responsible for publishing the *CJECE* on a regular basis (4 times per year). The Editor (or Co-Editors) shall respond to the needs of the prevailing work environment obtained through the members' suggestions and surveys and through participation in dialogue with colleagues in the members' technical areas of expertise and through liaison with other technical and professional organizations
- 3.6.1.2 *Reporting Mechanism:* The Editor (or Co-Editors) will report to the IEEE Canada Board through the Publications and Communications Group Chair.
- 3.6.1.3 *Structure:* Appointments made to the CJECE (including the Editor or Co-Editors) shall be for one year, starting January 1, with reappointment possible for a maximum tenure of six consecutive years. Selection of the candidates is done through the Nominations and Appointments Committee (NAC).
- 3.6.1.4 *Communications:* The CJECE editor (or Co-Editors) shall attend the IEEE Canada Board Spring meeting.

#### 3.6.2 **IEEE Canadian Review (ICR) Committee**

- 3.6.2.1 *Duties:* The principal objective of the *Canadian Review* is to project an image of the Canadian electrical, electronics, communications and computer engineering/science professions and their associated academic and business communities to Canadian members of IEEE; members of the profession and community who are not members of IEEE; and the associated Canadian academic (i.e. universities, colleges, secondary schools), government and business communities. A copy of the *Canadian Review* is also to be prepared and posted by the Editor-in-Chief on the [www.ieee.ca](http://www.ieee.ca) website operated by the IEEE Canada Webmaster.

To ensure that the *Canadian Review* has the desired breadth and depth, the Editor-in-Chief/Co-Editor-in-Chief are responsible for screening articles submitted according to the following general themes: National Affairs,





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International Affairs, Industry, Education, Power, Communications, and Computers, as well as other themes of importance to the Public and IEEE. The committee shall respond to the needs of the prevailing work environment obtained through the members' suggestions and surveys and through participation in dialogue with colleagues in the members' technical areas of expertise and through liaison with other technical and professional organizations.

- 3.6.2.2 *Reporting Mechanism:* The ICR Editor-in-Chief (or Co-Editors-in-Chief) will report to the IEEE Canada Board through the Publications and Communications Group Chair.
- 3.6.2.3 *Timelines for Activities and Actions:* The *IEEE Canadian Review* is published 3 times per year as follows:
  - Winter (to appear in March);
  - Spring/Summer (to appear in July);
  - Fall (to appear in November).
- 3.6.2.4 *Structure:* Appointments made to the ICR (including the Editor-in-Chief and others such as a Vice-Editor) shall be for one year, starting January 1, with reappointment possible for a maximum tenure of six consecutive years.
- 3.6.2.5 *Communications:* The ICR Editor-in-Chief (or Co-Editor-in-Chief) shall attend the IEEE Canada Board Spring meeting.

### **3.6.3 IEEE Canada Electronic Newsletter (ICEN) Committee**

- 3.6.3.1 *Duties:* The IEEE Canada Electronic Newsletter (ICEN) Committee is responsible for producing an electronic newsletter for IEEE Canada members. This newsletter is to be posted on the IEEE Canada Web site. The committee shall respond to the needs of the prevailing work environment obtained through the members' suggestions and surveys and through participation in dialogue with colleagues in the members' technical areas of expertise and through liaison with other technical and professional organizations. The ICEN Editor (or Co-Editor) shall be responsible for the content and accuracy of the published newsletter, and will have the right to accept/reject items submitted. The structure of the newsletter will conform to the general look and feel of the IEEE Canada Web site.
- 3.6.3.2 *Reporting Mechanism:* The ICEN Editor (or Co-Editor) will report to the IEEE Canada Board through the Publications and Communications Group Chair.
- 3.6.3.3 *Timelines for Activities and Actions:* The ICEN Editor (or Co-Editor) will publish the Electronic Newsletter on a monthly basis, with the upload period the beginning of every month. All items for publication must be submitted to the Editor by the 21st day of the month.
- 3.6.3.4 *Structure:* Through the NAC, appointments made to the ICEN (including the Editor or Co-Editor) shall be for one year, starting January 1, with reappointment possible for a maximum tenure of six consecutive years.



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3.6.3.5 *Communications:* The ICEN Editor (or Co-Editor) shall attend the IEEE Canada Board Spring meeting.

### 3.6.4 **Publicity and Advertising Committee (PAC)**

3.6.4.1 *Duties:* The purpose of Publicity and Advertising Committee (PAC) shall be to approach possible advertisers on behalf of IEEE Canada, as well as to promote various IEEE Canada activities.

3.6.4.2 *Reporting Mechanism:* The PAC Chair will report to the IEEE Canada Board through the Publications and Communications Group Chair.

3.6.4.3 *Timelines for Activities and Actions:* The PAC provides a service to IEEE Canada, and its actions vary from year to year, as needed.

3.6.4.4 *Structure:* The Committee shall consist of the PAC Chair, a PAC Vice-Chair, a representative from each of the three Areas (as selected by each Area Chair), and other members appointed by the PAC Chair, as needed.

3.6.4.5 *Communications:* The PAC Chair shall attend the IEEE Canada Board Spring meeting.

### 3.6.5 **Translation Committee (TC)**

3.6.5.1 *Duties:* The Translation Committee shall be responsible for developing and coordinating strategy pertaining to information dissemination in both official languages to members of IEEE Canada. This shall include: (i) the coordination of translation of various documents of IEEE Canada, (ii) providing the expertise in translation to the various committees of IEEE Canada, (iii) coordinating the work of volunteer translators, and (iv) advising IEEE Canada in regard to its Translation Policy.

3.6.5.2 *Reporting Mechanism:* The TC Chair will report to the IEEE Canada Board through the Publications and Communications Group Chair.

3.6.5.3 *Timelines for Activities and Actions:* The TC provides an as needed service to IEEE Canada and its actions vary from year to year.

3.6.5.4 *Structure:* Through the NAC, the TC Chair and the TC Vice-Chair appointments shall be for one year, starting January 1, with reappointments possible for a maximum tenure of five consecutive years.

3.6.5.5 *Communications:* The TC Chair shall attend the IEEE Canada Board Spring meeting.

### 3.6.6 **IEEE Canada Webmaster Committee**

3.6.6.1 *Duties:* The IEEE Canada Webmaster Committee (ICWC) is responsible for the IEEE Canada Web site and the following related activities:

- (i) Maintain the "ieee.ca" domain name and associated service aliases in conjunction with the IEEE Canada Administrator;
- (ii) Work with IEEE staff to maintain the Web site on the IEEE EWH server;



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- (iii) Work with IEEE Canada volunteers and staff to ensure that the content of the web site is correct and current;
  - (iv) Seek input from IEEE Canada members, volunteers, and staff in order to develop new or improved web-based information and services;
  - (v) Constantly strive to improve the presentation and navigation aspects of the web site;
  - (vi) Keep current about developing IEEE and EIC Web-based services and implement appropriately on the IEEE Canada Web site; and
  - (vii) Ensure continuity of Web-based services when volunteer and staff personnel or other circumstances change.
- 3.6.6.2 *Reporting Mechanism:* The ICWC will report to the IEEE Canada Board through the Publications and Communications Group Chair.
- 3.6.6.3 *Timelines for Activities and Actions:* The ICWC with its Webmaster maintains IEEE Canada's Web site on a continuous basis.
- 3.6.6.4 *Structure:* Members of the ICWC shall be IEEE members of Student, Member or higher grade. Through the NAC, appointments made to the Web Site Committee (including the Chair and Vice-Chair) shall be for one year, starting January 1, with reappointment possible for a maximum tenure of six consecutive years. Some webmasters may be bilingual to ensure correctness of the web pages written in both official languages.
- 3.6.6.5 *Communications:* The Webmaster shall attend the IEEE Canada Board Spring meeting.



### 3.8 IEEE Canada Areas

A hybrid IEEE Canada Area model consisting of a blend of Region-directed and Section-directed activities has been implemented. There shall be the following three Areas for IEEE Canada:

#### 3.7.1 Canada East Area

Canadian Atlantic, Montréal, New Brunswick, Newfoundland and Labrador, Ottawa, Québec, and Saint Maurice Sections.

#### 3.7.2 Canada Central Area

Hamilton, Kingston, Kitchener/Waterloo, London, Peterborough, Toronto, and Windsor Sections.

#### 3.7.3 Canada West Area

Northern Canada, North Saskatchewan, Southern Alberta, South Saskatchewan, Vancouver, Victoria, Winnipeg Sections.

### 3.9 Committees Reporting Directly to the Board

#### 3.8.1 Audit Committee (AC)

- 3.8.1.1 *Duties:* The Audit Committee (AC) shall conduct, on an annual basis, an audit of the Treasurer's activities to include, but not be limited to, all financial accounting, policies, and procedures.
- 3.8.1.2 *Timelines for Activities and Actions:* The Audit Committee shall meet immediately prior to the IEEE Canada Board Spring meeting. Sufficient records to allow the Audit Committee to fulfill its requirements under Section 3.8.1.3 shall be provided to the committee at that time. The Audit Committee shall review records to ensure that bookkeeping principles are followed, accounts reconciled to bank statements, and operational documents answer the question: "Is IEEE Canada providing value to its members, and are expenditures appropriate?"
- 3.8.1.3 *Reporting Mechanism:* Written reports will be submitted to the IEEE Canada Board recommending any changes as a result of their activities.
- 3.8.1.4 *Structure:* The Audit Committee shall have three (3) members, one from each IEEE Canada Area. The AC Chair shall serve one three-year term, with no eligibility for reappointment. Audit Committee members will serve for a three-year term, with no eligibility for reappointment. On a rotating



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basis, one member of the Audit Committee from the three Areas will be replaced. This ensures that a minimum of two members have experience on the Audit Committee in the years when the Chair of the Audit Committee changes.

- 3.8.1.5 *Communications:* Audit Committee members shall have no involvement with the day-to-day financial management of IEEE Canada.



### 3.10 Standing Committees

#### 3.9.1 Awards and Recognition Committee (ARC)

3.9.1.1 *Duties:* The Awards and Recognition Committee (ARC) shall promote, recognize, and reward excellence demonstrated by IEEE Canada members and IEEE Canada Organizational Units (OUs), as well as others who contribute significantly to IEEE Canada's success.

ARC will serve as an IEEE Canada advocate for all levels of awards, recognition, and advancement.

The ARC shall seek nominations for awards, judge and recommend recipients to the Board; ensure that all awards are in conformance with IEEE Canada standards; provide guidance for the Sections in their awards programs; and act as an IEEE Canada advocate for awards at all levels.

ARC shall ensure timely display of award winners on the IEEE Canada Awards Web site, and submit timely announcements about future nomination deadlines and about recent award presentations to the newsletter and the IEEE Canadian Review.

ARC shall promote nominations for all IEEE, IEEE Canada, and Engineering Institute of Canada awards.

It shall also receive and evaluate nominations of IEEE Canada members for Engineering Institute of Canada awards and nominations for all IEEE Canada awards including:

- the A.G.L. McNaughton Award,
- the R.A. Fessenden Award,
- the Power Engineering Award,
- the Computer Award,
- the Outstanding Engineer Award,
- the Outstanding Engineering Educator Award,
- the W.S. Read Outstanding Service Award,
- the J.J. Archambault Eastern Canada Merit Award,
- the M.B. Broughton Central Canada Merit Award,
- the E.F. Glass Western Canada Merit Award, and
- the Robert H. Tanner Industry Leadership Award.
- IEEE Canada Presidents' MAKE-A-DIFFERENCE Award

Each of the above award consists of a medal, a plaque and a travel allowance (if required) to the awards ceremony. All medals are solid Sterling Silver and the A.G.L. McNaughton and W.S. Read medals are gold plated.



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In addition, the Committee shall administer the Exemplary Section Awards for the Large Section (with more than 1,500 members), Medium Section (501-1,500 members) and Small Section (500 or fewer members). ARC will select three deserving nominations (one Large, one Medium, and one Small Section), and encourages the sections to submit their nominations to IEEE MGA as the Region 7 entries for the worldwide MGA Outstanding Large, Medium and Small Section awards.

Furthermore, the Committee shall administer the Friends of IEEE Awards.

ARC will coordinate award presentations at the Canadian Conference on Electrical and Computer Engineering (CCECE).

ARC will undertake periodical reviews of the awards program and ensure that it meets the needs of the IEEE Canada. If required, ARC will recommend to the IEEE Canada Steering Committee removal of awards, as well as creation of new awards.

The Chair of ARC will serve on the EIC Honours Committee as IEEE Canada's representative.

3.9.1.2 *Reporting Mechanism:* ARC will report to the IEEE Canada Board through the Past-President.

3.9.1.3 *Timelines for Activities and Actions:*

- June: send out call for nominations of awards.
- September: send out reminder of IEEE Canada and EIC awards deadlines. Prepare report for Fall Board meeting.
- November: receive award nominations.
- Early December: review nominations for IEEE Canada Awards, and select recipients.
- Mid-December: obtain IEEE Canada ExCom approval of award recipients then the President notifies the recipients by telephone,
- January: order the medals and plaques (done by the Administrator), and obtain all information required for the awards booklet, which is to be distributed widely.
- February to March: create the awards booklet and verify which recipients will attend the awards banquet. Prepare report for the IEEE Canada Board Spring meeting and distribute awards booklet with the report.

3.9.1.4 *Structure:* The ARC shall consist of the Chair, the Vice-Chair, the Past-Chair, the Past President, a representative from each of the three Areas, a past recipient of each of the A.G.L. McNaughton, R.A. Fessenden, Power, and Gotlieb awards, and the President (ex-officio).

3.9.1.5 *Communications:* the ARC Chair shall attend the IEEE Canada Board Spring meeting. The ARC Chair shall attend the Awards presentations at the annual CCECE and the annual meeting of the EIC HAF Committee.

3.9.1.6 *Restrictions:* For IEEE Canada awards; anyone (including non-members) can nominate, but only IEEE members (from any Region) can endorse. Members of the IEEE Canada Awards and Recognition Committee, and



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Executive Committees are ineligible to act as either nominators, or endorsers, or to be nominated. Only current or former members of IEEE Canada are eligible for nomination.

### 3.9.2 Nominations and Appointments Committee (NAC)

3.9.2.1 *Duties:* The Nominations and Appointments Committee (NAC) shall be responsible for recommending qualified candidates for the position of President-Elect; assisting the Steering Committee in identifying qualified candidates for IEEE Canada appointed positions and committees; and assisting the Steering Committee in identifying qualified candidates for MGA Board and other IEEE positions.

3.9.2.2 *Reporting Mechanism:* The N&A Committee will report to the IEEE Canada Board through the Past-President. All Committee members must be of Senior Member or Fellow grade.

3.9.2.3 *Timelines for Activities and Actions:*

**.1 President-Elect Nominations** (at the IEEE Canada Board Fall Meeting in even numbered years):

(a) Issue a Call for Nominations for the office of President-Elect to all Sections by email;

(b) Receive the names and qualifications of the nominee(s) by January 15, in the year of the election;

(c) Investigate the qualifications and confirm acceptance by the nominee(s), and after screening, forward the names to the Steering Committee.

**.2 IEEE Canada Appointed positions:**

(a) identify qualified candidates for IEEE Canada appointed positions by the Fall Executive Committee meeting;

(b) Letters to be sent to possible candidates by the end of September and all incoming Chairs to overlap existing Chairs for the remainder of the calendar year.

**.3 MGA Board and other IEEE positions:**

As required and informed by the MGA of requirements and deadlines.

3.9.2.4 *Structure:* The Past President shall be the Chair of the Nominations and Appointment Committee. The Committee shall consist of a representative from each of the three Areas and the President (ex-officio). The Past President, shall be responsible for appointments to members of the NAC, with confirmation by the Steering Committee. All appointments shall be for two years, starting January 1 (preferably of odd years), (this means a past president could appoint committee members for a term when they are no longer past president) All Committee members must be of Senior Member or Fellow grade.

3.9.2.5 *Communications:* The NAC Chair in the capacity of Past President attends all IEEE Canada Board, ExCom and Steering Committee meetings.





### 3.9.3 Conference Advisory Committee (CONAC)

- 3.9.3.1 *Duties:* The Conference Advisory Committee (CONAC) shall provide leadership, encouragement, and support to Sections and Chapters interested in sponsoring conferences, but is solely responsible for determining which proposed conferences in IEEE Canada (Region 7) would receive financial support from IEEE Canada funds. CONAC will oversee, and report to the Board, on
- the Canadian Conference on Electrical and Computer Engineering (CCECE)
  - the Canadian Electric Power and Energy Conference (EPEC), and
  - the International Humanitarian Technology Conference (IHTC).
- 3.9.3.2 *Reporting Mechanism:* CONAC will report to the IEEE Canada Board.
- 3.9.3.3 *Timelines for Activities and Actions:* As per the CONAC manual.
- 3.9.3.4 *Structure:* The Committee shall consist of the Chair, the Vice-Chair, the Chairs of the past, current and next CCECE, the chairs of the past, current and next EPEC, a representative from each IEEE Canada Area, the Treasurer, President-Elect, and the President (ex-officio). Recommendations for representatives will be sought from each of the three Areas and others as needed. The CONAC Chair shall serve as a corresponding member of the Regional Conferences Committee of the IEEE Member Geographic Area Board.
- 3.9.3.5 *Communications:* The CONAC Chair shall attend the IEEE Canada Board meetings and ExCom meeting in the fall.

### 3.9.4 Humanitarian Initiatives Committee (HIC)

- 3.9.4.1 *Duties:* The Humanitarian Initiatives Committee shall
- (i) contribute to promoting IEEE core value of advancing technology for the benefit of humanity;
  - (ii) raise awareness of how IEEE Canada can best use its strengths and relevant technologies to address societal problems;
  - (iii) provide leadership, encouragement, and support to Sections and Chapters interested in humanitarian initiatives;
  - (iv) identify and inventory of humanitarian activities across Canada; and
  - (v) coordinate activities with IEEE worldwide humanitarian committees and initiatives; and
  - (vi) Assist CONAC in planning and preparing for the International Humanitarian Technology Conference (IHTC).
- 3.9.4.2 *Reporting Mechanism:* HIC will report to the IEEE Canada Board through the Past President.
- 3.9.4.3 *Timelines for Activities and Actions:* The HIC Chair shall prepare an Annual Activities Plan (AAP), and submit the AAP to the IEEE Canada Board Spring meeting through the President-Elect, and then report on



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achievements at the Spring IEEE Canada Board Fall meeting. The HIC members shall meet electronically, as required.

- 3.9.4.4 *Structure:* The Committee shall consist of the HIC Chair (nominated and appointed through the standard NAC process), the HIC Vice-Chair, the HIC Past-Chair, the IEEE Canada Past President, a representative from each of the three Areas (as selected by each Area Chair), and an expert Panel of Advisors. The Advisors of the Committee shall be invited to join the Committee upon consensus. The advisors of the Committee are not required to be IEEE members.
- 3.9.4.5 *Communications:* The HIC chair shall attend the IEEE Canada Board Spring meeting. Communications with Sections are conducted through the Area representatives, IEEE Canada publications and the HIC Web page.



## 4 Associations

### 4.1 Engineering Institute of Canada (EIC)

The Engineering Institute of Canada is an umbrella organization for ten Canadian engineering societies governed by a board consisting of an elected executive, President, President-elect, Past President and Treasurer, and ten board members one each from the member societies. IEEE Canada is the largest of the EIC member Societies.

The EIC provides Canadian engineers with the opportunity of: inter society cooperation such as advocacy, interaction with other organizations and the mounting of events when the subject matter is sufficiently broad such as the Canadian Conference on Climate Change Technology; or economies of scale as in group Directors Liability Insurance, a combined Career Site, and administrative services.

At the discretion of the President, and at no financial obligation to IEEE Canada, the Engineering Institute of Canada President or Director may be invited to an IEEE Canada Board meeting.

### 4.2 IEEE Canadian Foundation (ICF)

The IEEE Canadian Foundation is registered in Canada as a charitable organization associated with IEEE Canada, the Canadian entity of the worldwide Institute of Electrical and Electronics Engineers (IEEE) Inc. The mission of this charitable engineering foundation is "to promote within Canada the theory and creative practice of electrical and electronics engineering in all its branches". The Foundation:

- Awards up to ten (10) scholarships annually to exceptional students registered in electrical, electronics, and computer engineering or technology programmes for their final year of undergraduate studies, and
- Supports over 25 IEEE McNaughton learning resource centres in Canadian universities and colleges with grants to establish or upgrade centres,
- Awards special grants in support of education,
- Awards additional scholarships and grants that have been endowed by directed gifts.

The IEEE Canada Foundation President is a non-voting member of the IEEE Canada Board.

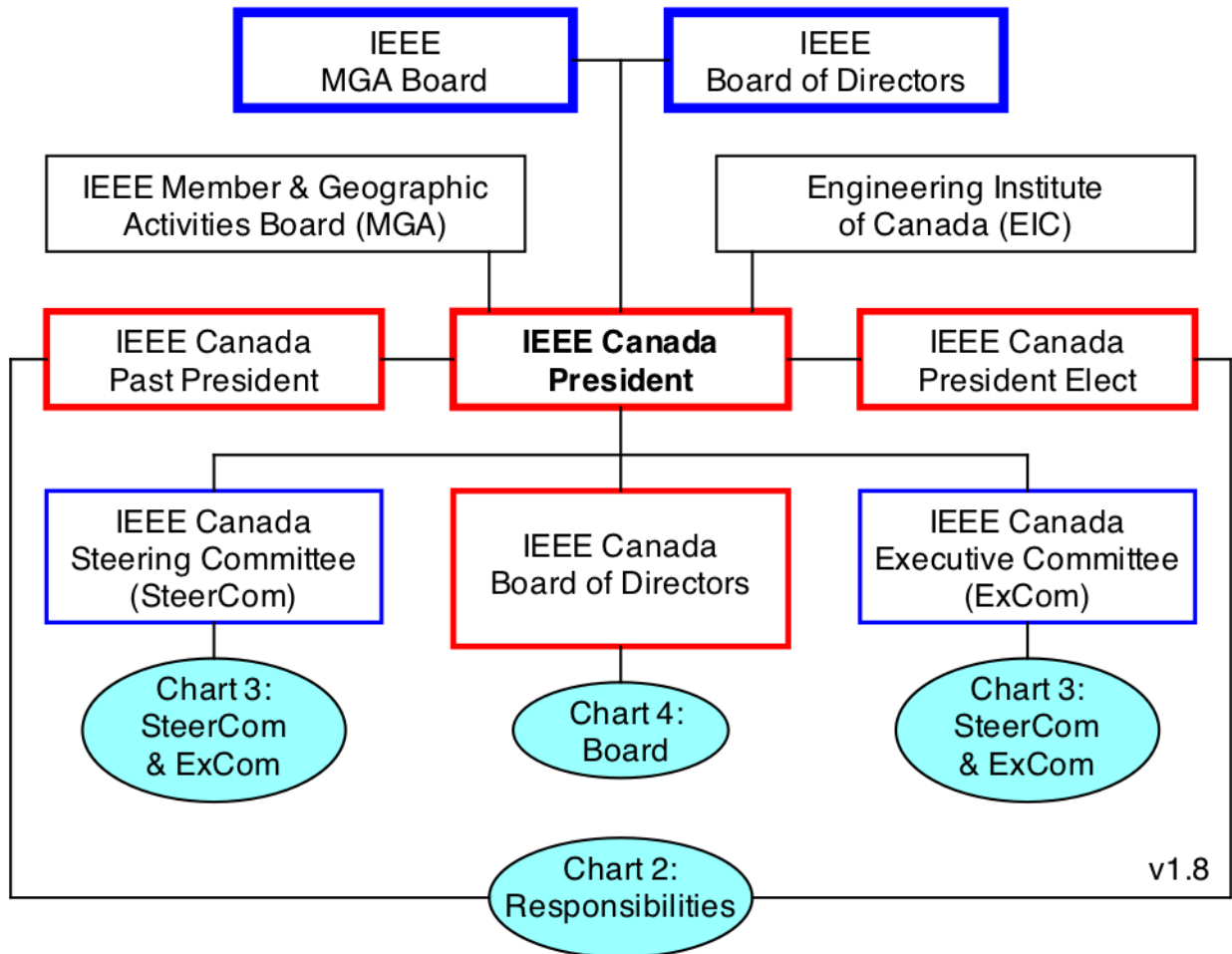
## 5 Amendments to Operations Manual

The IEEE Canada Executive Committee may recommend additions or amendments of the Operations Manual to the IEEE Canada Board for ratification at the next meeting of the Board.



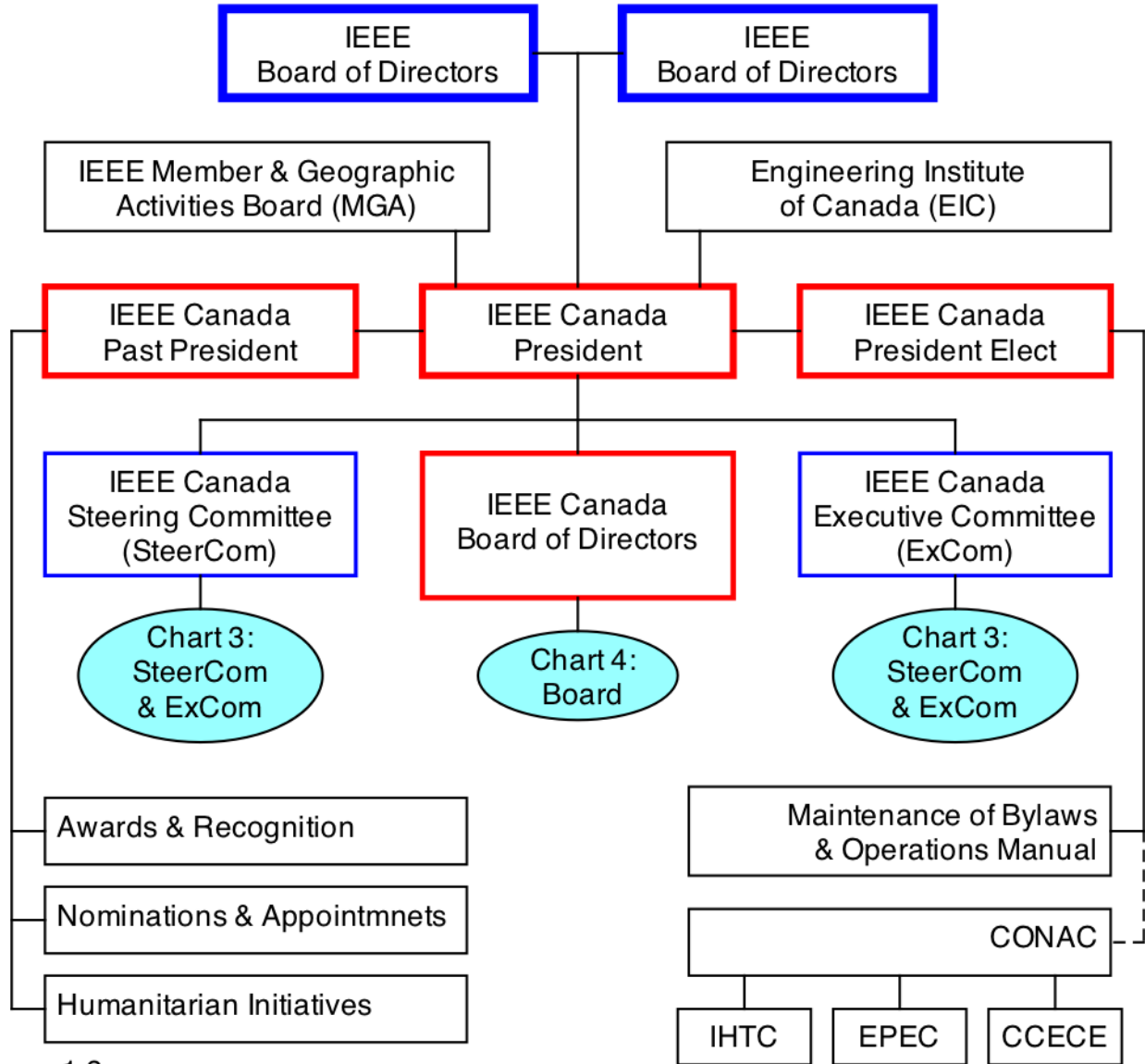
# APPENDIX A: IEEE CANADA ORGANIZATIONAL CHARTS

### IEEE CANADA ORGANIZATIONAL CHART Chart 1: IEEE and IEEE Canada (Region 7)





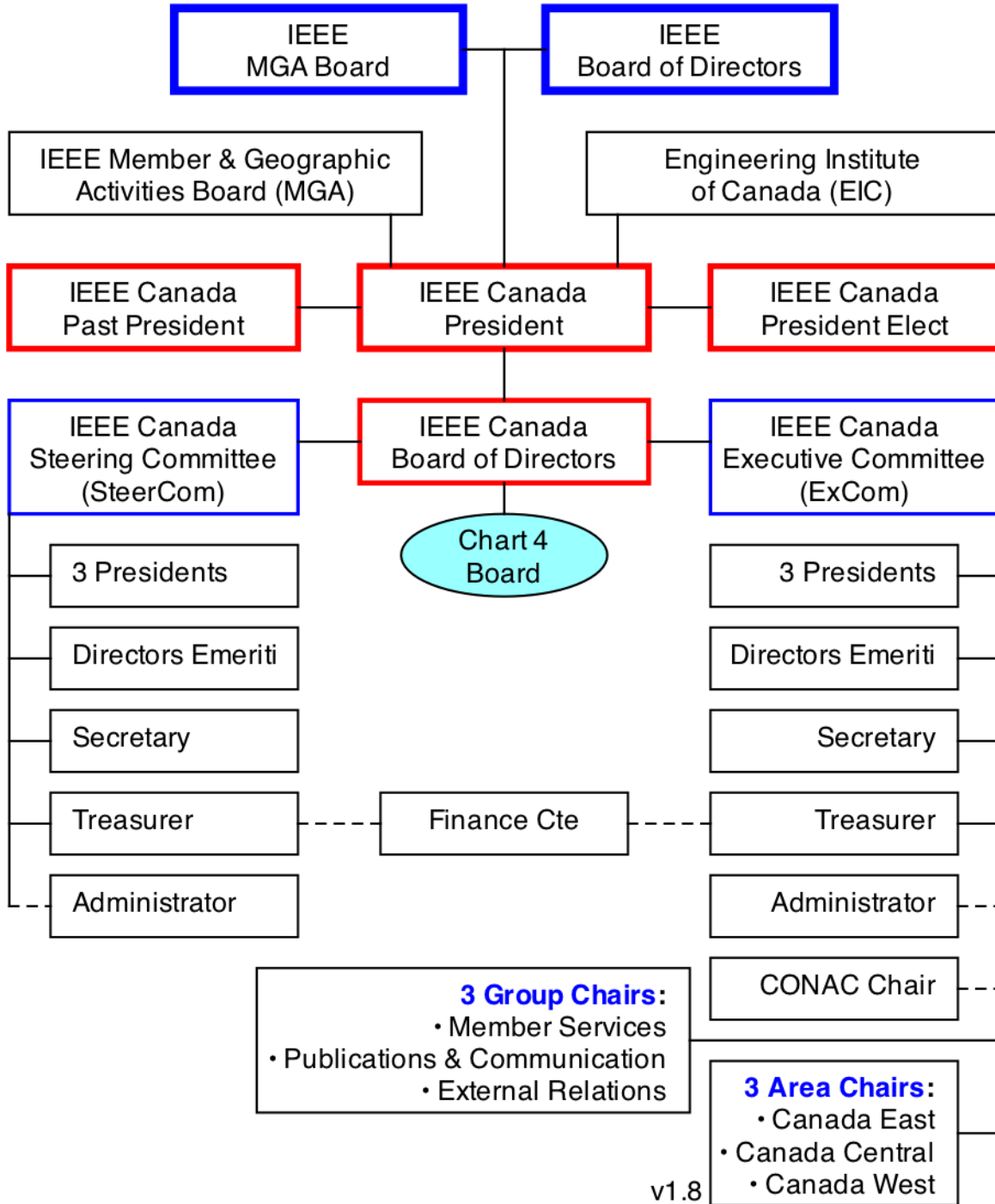
### IEEE CANADA ORGANIZATIONAL CHART **Chart 2: Presidents' Responsibilities**



v1.8



### IEEE CANADA ORGANIZATIONAL CHART Chart 3: Steering and Executive Committees

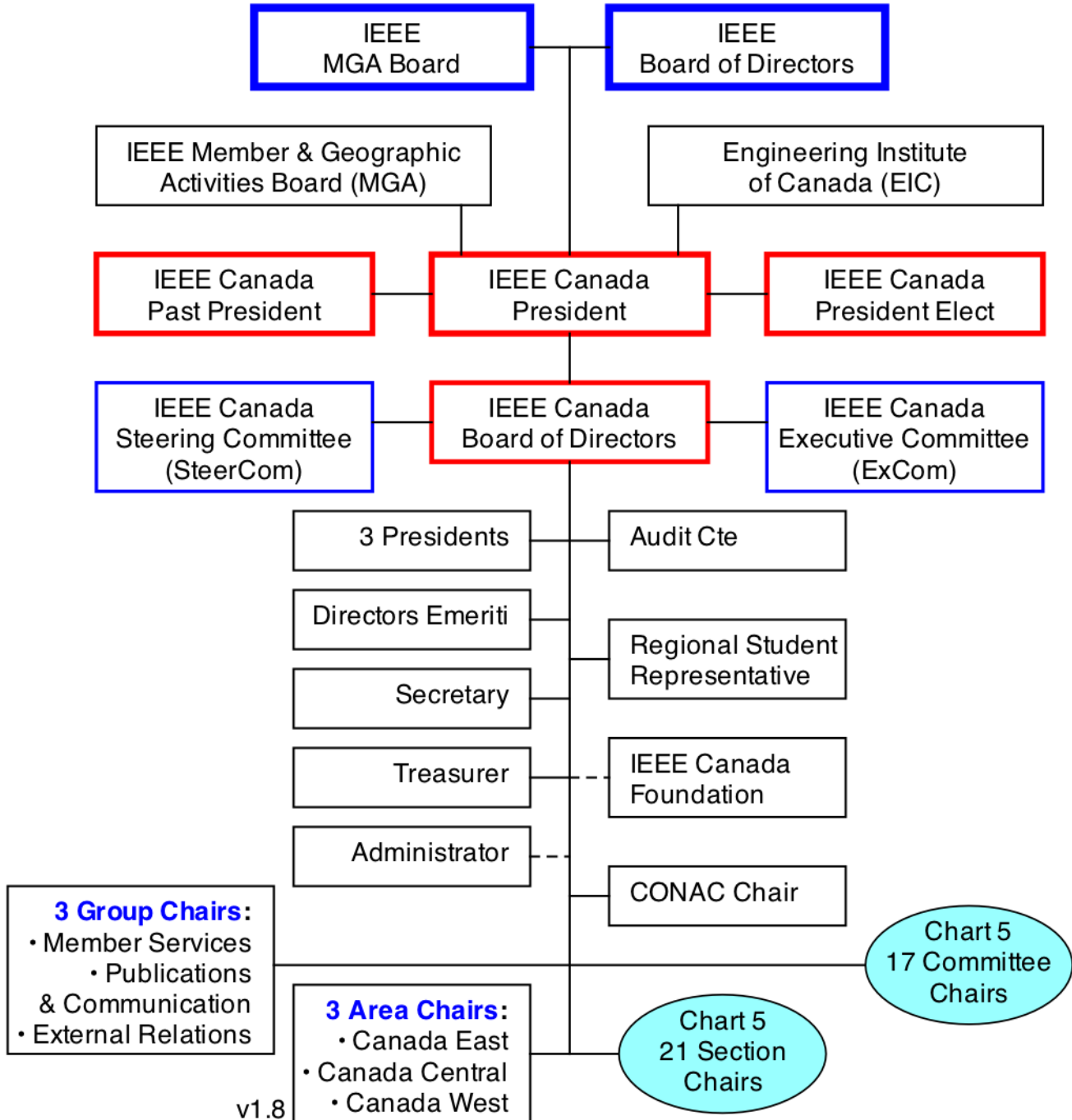


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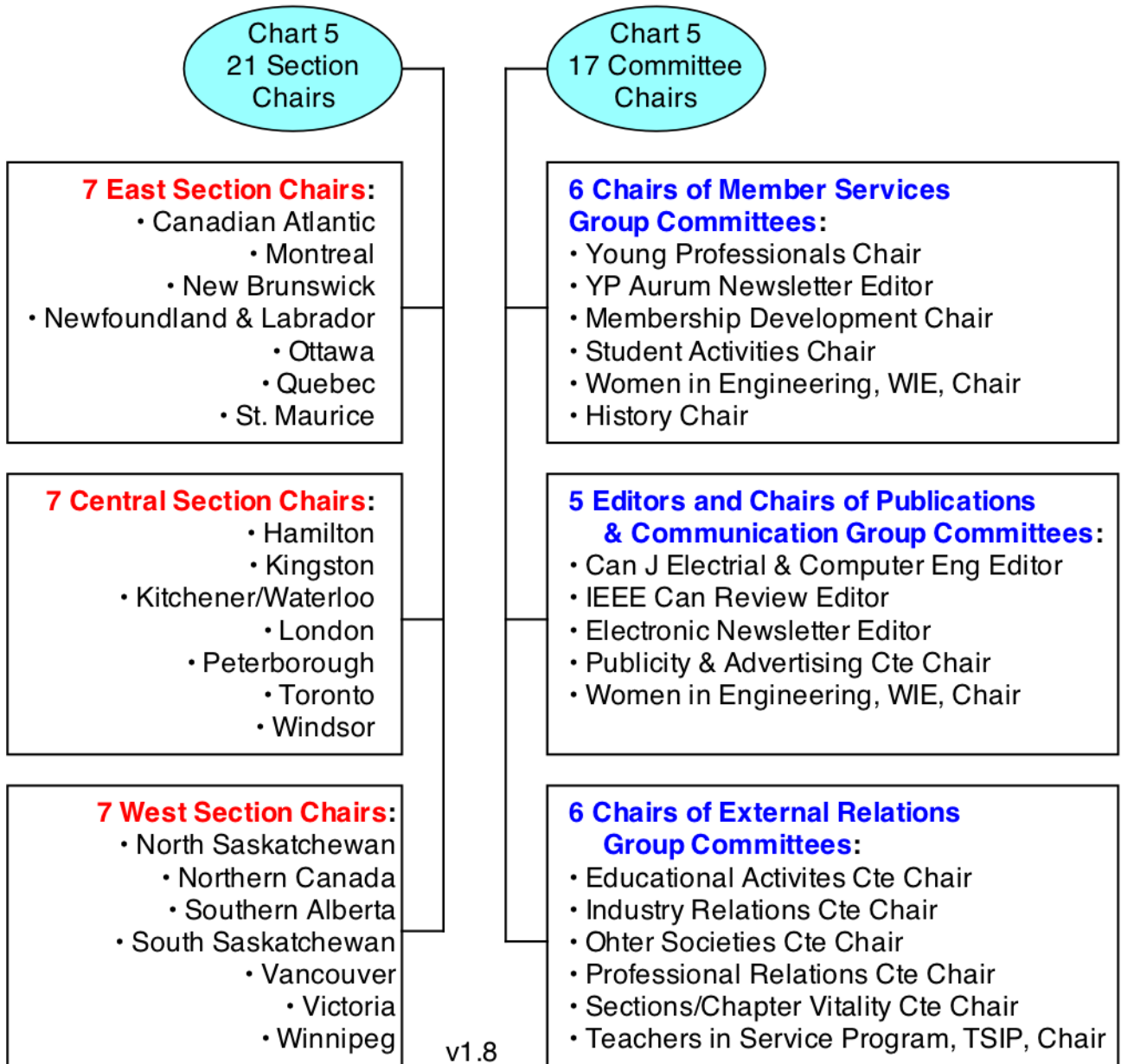
### IEEE CANADA ORGANIZATIONAL CHART

#### Chart 4: IEEE Canada Board of Directors





### IEEE CANADA ORGANIZATIONAL CHART Chart 5: Section and Committee Chairs







# APPENDIX B: REVISION HISTORY OF THE OPERATIONS MANUAL

**October 25, 2011:** (Cathie Lowell; No history available)

*Statistics:*

Page Size: 8.5x11 in; Number of Pages: 25; Word Count: 9,568  
PDF: PDF (PDF Version 1.3, Acrobat 4.x) from MS Word; File Size: 207 KB;  
Modified: November 10, 2011

**March 2015:** (Cathie Lowell; No history available)

*Statistics:*

Page Size: 8.5x11 in; Number of Pages: 27  
MS Word: Word Count: 9,629; Characters with spaces: 64,415; File Size: 188 KB  
PDF: PDF (PDF Version 1.4, Acrobat 5.x) from MS Word; File Size: 213 KB  
Modified: May 1, 2015

**April 1 – 26, 2016 (Witold Kinsner)**

*Statistics:*

Page Size: 8.5x11 in; Number of Pages: 35;  
MS Word: Word Count: 10,800; Characters with spaces: 70,001; File Size: 1.1 MB  
PDF: (PDF Version 1.3, Acrobat 4.x); File Size: 1.4 MB  
Modified: April 26, 2016

1. No changes have been made to the approved contents.
2. Reformatted the entire Operations Manual (OpsMan) document, including:
  - a. Fixed size mismatches of many pages;
  - b. Unified headers and footers and their sizing;
  - c. Added new high-resolution IEEE Canada logo;
  - d. Fixed margins throughout the document;
  - e. Improved capitalization throughout the document;
  - f. Repaginated the document;
  - g. Added IEEE Canada to Electronic Newsletter;
  - h. Added Canada to East Area (same for Central and West); and
  - i. Modified CONAC responsibilities (to reflect Bylaws changes in 2015).
3. Replaced the old IEEE Canada organizational chart with a new chart because of numerous errors, unintended omissions, and obsolete text, including
  - a. Regional Activities Board (RAB) was changed to (→) IEEE Member and Geographic Activities (MGA) Board;
  - b. Board of Directors → IEEE Canada Board of Directors (to eliminate confusions with the IEEE Board of Directors);
  - c. Changed East to Canada East (same for Central and West)
  - d. Canada Central → Canada Central Chairs;
  - e. Professional Development → Professional Relations (was inconsistent with IEEE Canada Bylaws);



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- f. Removed the Investment Committee (Integrated Banking is in place now);
  - g. Publicity → Publicity & Advertising; and
  - h. Section Chair (20) → Section Chair (21).
4. Split the Organizational Chart into a hierarchy of five charts (in order to make them easier to display, as well as to maintain them):
    - a. Chart 1: General Structure (relation between IEEE and IEEE Canada);
    - b. Chart 2: Three Presidents' Responsibilities;
    - c. Chart 3: Steering Committee and Executive Committee;
    - d. Chart 4: IEEE Canada Board of Directors; and
    - e. Chart 5: Sections Chairs by Area and Committee Chairs by Group.
  5. Added missing text for CONAC, as required by the 2015 changes to CONAC, including
    - a. Added CONAC Chair to the IEEE Canada Board of Directors, as required by the 2015 changes to CONAC;
    - b. Change the links between CONAC and the President Elect to non-reporting.
  6. Extended the content maintenance of Bylaws and Operations Manual from the Past President to the President Elect explicitly.

### **April 25 – May 3, 2016 (Maike Luiken)**

#### *Statistics:*

Page Size: 8.5x11 in; Number of Pages: 34;

MS Word: Word Count: 10,115; Characters with spaces: 67,261; File Size: 893 KB

PDF: (PDF Version 1.3, Acrobat 4.x); File Size: 1.7 MB

Modified: May 3, 2016

1. No changes have been made to the approved contents.
2. Reviewed the entire Operations Manual (OpsMan) document, including:
  - a. Improved formatting;
  - b. Improved capitalization, punctuation, and grammar throughout the document; and
  - c. Suggested many changes for future additions.

### **May 3 – May 6, 2016 (Witold Kinsner)**

#### *Statistics:*

Page Size: 8.5x11 in; Number of Pages: 43;

MS Word: Word Count: 11,368; Characters with spaces: 75,502; File Size: 1.1 MB

PDF: (PDF Version 1.3, Acrobat 4.x); File Size: 1.5 MB

Modified: May 6, 2016

1. No changes have been made to the approved contents.
2. Reviewed again the entire Operations Manual (OpsMan) document, including:
  - a. Improved local formatting for better readability (changed long paragraphs into bullet lists);
  - b. Added omissions in the text;
  - c. Unified all the abbreviations used in the text;
  - d. Clarified numerous terms that were ambiguous;
  - e. Clarified responsibilities for nominations and appointments on various Committees, when ambiguous;
  - f. Improved capitalization, punctuation, and grammar throughout the document;



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- g. Reflected all the changes in the Table of Contents; and
- h. Suggested many changes for future additions.

**NOTE:** The above improvements to the 2016 OpsMan required thousands of corrections and hundreds of hours. It is hoped that this effort will help in continuing the development of the future generations of a useful IEEE Canada OpsMan.

### **October 10 – November 4, 2017 (Maïke Luiken, Amir Aghdam)**

- a. Inserted text as it pertains to Committee Vice-Chairs (approved at the 2017 IEEE Canada Spring Board meeting).
- b. Added to Treasurer's duties reporting to IEEE and preparing of documents for audits by the IEEE Canada Audit Committee as well as by IEEE.
- c. Removed the name "Aurum" from the Young Professionals Newsletter.
- d. Added that the IEEE Canada Parliamentarian may be appointed from the Past Region 7 Directors.
- e. Removed the TELUS Competition and Student Paper Competition from the SAC duties.
- f. Industry Relations Committee name changed to Industry Committee
- g. Added IEEE Canada Presidents' MAKE-A-DIFFERENCE Award and the Friend of IEEE Canada awards.

\*\*\* Still need to update the organizational charts for changes/corrections.



### **Suggested Future Modifications of OpsMan**

(Kinsner & Luiken; May 6, 2016)

1. Add Vice Chairs to all the Committees (with the standard committee description: duties, timelines for activities and actions, reporting mechanism, structure, and communication);
2. Add Vice Regional Student Representative (RSR) (with the standard description: duties, timelines for activities and actions, reporting mechanism, structure, and communication), and add this position to the Student Activities Committee (SAC);
3. Move the Aurum Newsletter from the responsibilities of the Member Services Group (Young Professionals) to the Publications and Communications Group (Sec. 3.5.1.5.1);
4. Move the OpsMan content maintenance from the Past President (PP) to President Elect (PE) (because the PP is overloaded, and the responsibility for CONAC has been removed from the PE);
5. Expand the current Webmaster Committee to a Social Media Communications Committee, SMCC (with the standard committee description);
6. When the SMCC is established (or not), investigate the idea of moving the new-channel communication with membership to each committee;
7. Verify that all the terms of positions in the IEEE Canada Ops Man are consistent with the Bylaws;
8. Look at the direct Board Membership of various operational and functional units (e.g., the Regional Student Representative, RSR, and the Student Activities Committee, SAC);
9. Further clarify and unify the appointment timelines to various positions;
10. Amplify the need for training of new volunteers in the positions, and establish training timelines;
11. Separate the detailed descriptions of each position and each committee from the OpsMan into a new document called IEEE Canada Terms of Reference for Positions and Committees. This would keep the OpsMan more steady (i.e., fewer changes requiring the approval by the IEEE Canada Executive Committee and Board), while allowing the agility of the Terms of Reference (that would not require approvals of the Executive Committee and Board).