



**IEEE Canada**



Draft - Operations Manual

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

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### 1.0 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.

#### 1.4 About this Document

This document is the Operational Manual that accompanies IEEE Canada Bylaws. In all cases the IEEE Canada Bylaws take precedence over this document.



## 2.0 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 ex-officio voting member of all committees of the Board.
- The President shall represent the affairs of IEEE Canada to the IEEE MGA Board.
- 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. The President may cast a ballot to change the outcome of the vote.
- 2.1.2 *Reporting Hierarchy:* 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 *Communication and Reporting Requirements:* The President shall communicate out and/or provide the following reports:
- In January communicate the IEEE Canada annual plan of activities and actions. If plan is already developed, ensure it is up to date.
  - IEEE, MGA Board, and IEEE Canada upcoming activities, accomplishments to date and opportunities report to the IEEE Canada Board at the Spring Meeting. Reports for IEEE Canada meetings are required as per communicated deadlines.
  - Budget request for IEEE Treasurer. Deadline for submission of the request will be determined by IEEE Canada Treasurer. The report should include the following: individual actions, timeline for actions and related expenditures, success criteria and return on investment.
  - For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
  - Year end report on accomplishments, ideas for future, incomplete actions, or activities, and what worked and did not work. This report should be provided to the IEEE Canada Administrator and if the Chairs tenure is complete, to the incoming Chair as a transition report.
  - Report to and from EIC
- 2.1.4 *IEEE Canada Meeting Attendance:* 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.



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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 will attend IEEE MGA and IEEE Board meeting and may in addition, be requested by the IEEE 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 Hierarchy:* 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).

2.2.3 *Communication and Reporting Requirements:* The President Elect shall communicate out and/or provide the following reports:

- President Elect upcoming activities, accomplishments to date and opportunities report to the IEEE Canada Board at the Spring Meeting. Reports for IEEE Canada Board meetings are required as per IEEE Canada Administrator notifications.
- Budget request for IEEE Treasurer. Deadline for submission of the request will be determined by IEEE Canada Treasurer. The report should include the following: individual actions, timeline for actions and related expenditures, success criteria and return on investment.
- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report. Reports for IEEE Canada Board meetings are required as per IEEE Canada Administrator notifications.
- Year end report on accomplishments, ideas for future, incomplete actions, or activities, and what worked and did not work. This report should be provided to the IEEE Canada Administrator.

2.2.1 *IEEE Canada Meeting Attendance:* 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 initiate the performance and the compensation review for the IEEE Canada Administrator on an annual basis with the IEEE Canada Steering Committee (SteerCom).

In addition, the Past President shall represent the Awards and Recognition Committee (ARC, see Sec. 3.9.1) on the SteerCom and 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.



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- 2.3.2 *Reporting Hierarchy:* 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 *Communication and Reporting Requirements:* The Past President shall communicate out and/or provide the following reports:
- Past President shall report on upcoming activities, accomplishments to date and opportunities report to the IEEE Canada Board at the Spring Meeting. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
  - Budget request for IEEE Treasurer. Deadline for submission of the request will be determined by IEEE Canada Treasurer. The report should include the following: individual actions, timeline for actions and related expenditures, success criteria and return on investment.
  - For the Fall Board meeting, provide upcoming activities, accomplishments to date and opportunities report. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
  - Year end report on accomplishments, ideas for future, incomplete actions, or activities, and what worked and did not work. This report should be provided to the IEEE Canada Administrator.
- 2.3.4 *IEEE Canada Meeting Attendance:* 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 Month activities.
- The Secretary shall be responsible for organizing and coordinating Section Chairs training at the IEEE Canada Board Spring meeting or identify other virtual training opportunities, such as Center for Leadership Excellence. The Area Chairs and Group Chairs shall assist in identifying their training needs.
- In coordination with IEEE Canada President and Administrator, determine and distribute all meeting dates, and determine and distribute and reporting deadlines for all meetings.
- 2.4.2 *Reporting Hierarchy:* The Secretary reports to the Steering and Executive Committees, and to the IEEE Canada Board at their scheduled meetings.
- 2.4.3 *Communication and Reporting Requirements:* The Secretary communicate out and/or provide the following reports:
- In January develop (if not already developed by current or previous Secretary if it is a transition year) an annual plan of activities and actions. If plan is already developed, ensure it is up to date.
  - Secretaries upcoming activities, accomplishments to date and opportunities report to the IEEE Canada Board at the Spring Meeting. Reports for IEEE



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Canada meetings are required as per IEEE Canada Administrator notifications.

- Budget request for IEEE Treasurer. Deadline for submission of the request will be determined by IEEE Canada Treasurer. The report should include the following: individual actions, timeline for actions and related expenditures, success criteria and return on investment.
- For the Fall Board meeting, provide upcoming activities, accomplishments to date and opportunities report. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
- Year end report on accomplishments, ideas for future, incomplete actions, or activities, and what worked and did not work. This report should be provided to the IEEE Canada Administrator and if the Secretary's tenure is complete, to the incoming Secretary as a transition report.

2.4.4 *Requirements and Structure:* The Secretary 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 three consecutive years.

2.4.5 *IEEE Canada Meeting Attendance:* 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 is responsible for all monthly accounting processes required to maintain IEEE Canada finances. This includes preparing annual budget, paying invoices, and expenses and keeping 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. This would include budgeting for Sections Congress in years that it takes place.

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.

In preparation for the budget for the next calendar year, the Treasurer will issue a budget request form to all IEEE ExCom members, IEEE Canada Committee Charis and Area Chairs in late May or early June.

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.





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

- 2.5.2 *Reporting Hierarchy:* The Treasurer reports to the Steering Committee, Executive Committee, and the Board of IEEE Canada at their scheduled meetings.
- 2.5.3 *Communication and Reporting Requirements:* The Treasurer shall communicate out and/or provide the following reports:
- Present financial updates for all ExCom, and IEEE Canada Board meetings.
  - Distribute requests for budget information from the Board and all Committee Chairs to develop the budget.
  - Present the draft budget at the Fall ExCom meeting.
  - In January develop (if not already developed by current or previous Treasurer if it is a transition year) an annual plan of activities and actions. If plan is already developed, ensure it is up to date.
  - Treasurer upcoming activities, accomplishments to date and opportunities report to the IEEE Canada Board at the Spring Meeting. This includes a review of the IEEE Canada Travel and Expense Guidelines. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
  - Budget request for IEEE Treasurer. Deadline for submission of the request will be determined by IEEE Canada Treasurer. The report should include the following: individual actions, timeline for actions and related expenditures, success criteria and return on investment.
  - For the Fall Board meeting, present the following years proposed budget from Fall ExCom meeting, progress on IEEE Canada Audit Report recommendations, provide upcoming activities, accomplishments to date and opportunities report. This includes a review of the IEEE Canada Travel and Expense Guidelines. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
  - Year end report on accomplishments, ideas for future, incomplete actions, or activities, and what worked and did not work. This report should be provided to the IEEE Canada Administrator and if the Treasurers tenure is complete, to the incoming Treasurer as a transition report.
- 2.5.4 *Requirements and 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 *IEEE Canada Meeting Attendance:* The Treasurer will attend all meetings of the IEEE Canada Board, the Executive Committee, and the Steering Committee.

## 3.0 IEEE Canada Board of Directors (IEEE Canada Board)

### 3.1 Duties:

In all instances, the IEEE Canada Board has the ultimate approval authority over all matters pertaining to the activities of IEEE Canada.

### 3.2 Structure:

The members of the IEEE Canada Board are defined in the IEEE Canada Bylaws and are 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



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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.

### 3.3 IEEE Canada Meeting Attendance:

The IEEE Canada Board shall hold at least two meetings a year, at least one of which will be Face-to-Face. Consistent with the by-laws, the location of any face-to-face in person meeting will be recommended to the President by the steering committee, whose job it will be to balance cost and the needs of the Region in selecting the location, but the location and timing of all Face-to-Face meetings shall be at the call of the President.

The two meetings normally take place in the late winter / early spring and mid fall and may be held in conjunction with one of the IEEE Canada Conferences or other event (for example, the IEEE Canada Student Congress or IEEE Section Congress) held within in Region 7 as deemed appropriate given IEEE Canada timeliness and budget considerations.

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

This position reports to the IEEE Canada Board. For position description, see [Section 6.5.6](#) in this document.

### 3.5 Directors Emeriti

- 3.5.1 *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.
- 2.9.1 *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.
- 2.9.2 *IEEE Canada Meeting Attendance:* 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.

### 3.6 Parliamentarian

- 3.6.1 *Duties:* 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.
- 3.6.2 *Structure:* The parliamentarian has none of the rights of the members of the IEEE Canada Board of Directors, Executive Committee and Steering Committee.
- 3.6.3 *IEEE Canada Meeting Attendance:* The Parliamentarian will attend all meetings of the IEEE Canada Board, the Executive Committee, and the Steering Committee.



### 4.0 Steering Committee

#### 4.1 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 in the IEEE Canada Bylaws for specific positions.

The Steering Committee, on recommendations from the Nominations and Appointments Committee, shall be responsible for nominating the candidates for IEEE Canada President-Elect (Region 7 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.

#### 4.2 Reporting Hierarchy:

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).

#### 4.3 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 ex-officio non-voting members of the Steering Committee.

#### 4.4 IEEE Canada Meeting Attendance:

The Steering Committee shall meet via conference call or online virtual meetings, or Face-to-Face in conjunction with Region Meetings at the discretion of the President

### 5.0 Executive Committee

#### 5.1 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.

#### 5.2 Reporting Hierarchy:

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).



### 5.3 Structure:

The ExCom shall consist of the three Presidents, Secretary, Treasurer, Group Committee Chairs, Area Chairs, and Directors Emeriti. CONAC shall have a non-voting representative on the ExCom. The Parliamentarian and the IEEE Canada Administrator shall be ex-officio non-voting members of the ExCom.

### 5.4 Communications:

The ExCom shall hold one face-to-face planning meeting annually. The ExCom shall normally meet at least bimonthly through conference calls or online virtual meeting tools. The President may call additional meetings, if required.

## 6.0 IEEE Canada Functional Entities

### 6.1 IEEE Canada Committees

IEEE Canada has standing committees organized into five groups: i) External Relations, ii) Member Services, iii) Publications and Communications, iv) Education, and v) Operational Support. These are summarized 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 of these groups has standing committees and/or regional coordinators, where a regional coordinator may have a committee appointed by Region 7, a committee appointed by the Area Chairs, or a de-facto committee consisting of officers in each section with the appropriate roles.

The groups have been defined to organize the regional committees and coordinators around five logical functions:

The External Relations Group is designed to build and support our relationships with industry, (other) professional organizations, standards, and legislative bodies and organizes the activities around these functions.

The Member Services Group is designed to build and support our relationships with our members and organizes the committees and coordinators that support our different member grades and groups as well as member development.

The Publications and Communications Group is designed to manage our official Region publications and communications and organizes the committees and editors in charge of these publications and communications.

The Educational Services Group is designed to unify and manage our Educational Activities throughout the Region and organizes the major committees and coordinators that oversee this activity.

The Operational Support Group is designed to unify and manage the administrative and operational activities we need to undertake to support our volunteers and regional activities and organizes the committees and coordinators who manage the internal operational aspects of the Region activities.

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



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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.

### 6.2 Common Requirements for Group and Committee Chairs

The section outlines the common reporting, planning and communication requirements for all Group Committee Chairs and Committee Chairs.

- In January develop (if not already developed by current or previous Committee Chair if it is a transition year) an annual plan of activities and actions. If plan is already developed, ensure it is up to date.
- Committees upcoming activities, accomplishments to date and opportunities report to the IEEE Canada Board at the Spring Meeting. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
- Budget request for IEEE Treasurer. Deadline for submission of the request will be determined by IEEE Canada Treasurer. The report should include the following: individual actions, timeline for actions and related expenditures, success criteria and return on investment.
- For the Fall Board meeting, provide the committees upcoming activities, accomplishments to date and opportunities report. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
- Year-end report on accomplishments, ideas for future, incomplete actions, or activities, and what worked and did not work. This report should be provided to the IEEE Canada Administrator and if the Secretaries tenure is complete, to the incoming Secretary as a transition report.

Additional reporting for each Group Committee or Committee Chair can be found in the individual role descriptions.

### 6.3 IEEE Canada Group Chairs

- 6.3.1 *Duties:* The Group Committee Chairs will be responsible for maintaining communication with their respective Committee Chairs, Coordinators, and Liaisons.

The Group Committee Chairs shall represent the interests of all Committee Chairs, Coordinators, and Liaisons 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.

- 6.3.2 *Reporting Hierarchy:* The Group Committee Chairs shall participate in and be members of the ExCom. The Group Committee Chairs report to the IEEE Canada Board.

- 6.3.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in [Section 6.2](#) of this document, the Group Committee Chairs shall be responsible to communicate and/or provide written reports as per the following:
- Report to the ExCom on the progress the Committee Chairs on their actions and activities during the regularly scheduled ExCom meetings.



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- For the Fall Board meeting, When the individual Committee Chairs are not in attendance at IEEE Canada Board meetings, present each of the Committee Reports for all committees in the Group. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

- 6.3.4 *Structure:* The Group Committee Chairs, except the Publications and Communications Group Chair, shall be elected from among the respective Committee Chairs, or past Chairs upon approval by the Board. The IEEE Canada Board shall approve 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 Nominations and Appointments and shall be approved by IEEE Canada Board with a one-year appointment starting on January 1, with possible reappointment for a maximum tenure of three consecutive years. The appointment process will be executed as per the IEEE Canada Bylaws.
- 6.3.5 *IEEE Canada Meeting Attendance:* The Group Committees shall conduct their business by teleconference or online virtual meetings. The Group Chairs shall attend all IEEE Canada Board and Executive Committee meetings during the year.

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### 6.4 External Relations Group (ERG)

*Structure:* Following the ERG Chair election within the Group, and on recommendation by the Nominations and Appointments Committee, the Steering Committee shall appoint the ERG Chair.

The ERG shall consist of the ERG Chair, the ERG Vice Chair, the Industry Relations Chair, the Outreach and Partnership Chair, the Humanitarian Initiatives Chair, the Standards Association Liaison, the PAGES Representative, the chair of any ad-hoc or standing committee assigned to the External Relations Group by the IEEE Canada Board in the future, and other members appointed by the ERG Chair or President, as required.

#### **6.4.1 Industry Relations Committee (IRC)**

**6.4.1.1 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 assisting with industry workshops at Region 7 conferences and helping areas and sections with industry days and industry activities. This will include assisting the Standards Association Liaison in the implementation of IEEE Standards Association's globalization initiative in Canada and promoting IEEE Standards Association activities and opportunities with Canadian and international standards organizations when the opportunities arise.

**6.4.1.2 Reporting Hierarchy:** The IRC will report to the IEEE Canada Board through the External Relations Group Chair.

**6.4.1.3 Communication and Reporting Requirements:** In addition to the reporting requirements outlined in [Section 6.2](#) of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:

- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report to the ERG Group Committee Chair. The ERG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

**6.4.1.4 Structure:** The Committee shall consist of the Chair, the Vice-Chair and at least one member of each Area, as appointed by the Industry Chair on the advice of the Area Chair.

**6.4.1.5 IEEE Canada Meeting Attendance:** The IRC Chair shall attend the IEEE Canada Board Spring meeting.

#### **6.4.2 Outreach and Partnership Committee (OPC)**

**6.4.2.1 Duties:** The OPC Chair is responsible for:

- (i) strategically developing and maintaining relationships with other technical and professional associations in Canada,
- (ii) working with provincial licensing bodies in Canada to expose IEEE and its products to these groups, and
- (iii) extending IEEE Canada's reach to the public.



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- 6.4.2.2 *Reporting Hierarchy:* The OPC will report to the IEEE Canada Board through the External Relations Group Chair.
- 6.4.2.1 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in [Section 6.2](#) of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:
- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report to the ERG Group Committee Chair. The ERG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
- 6.4.2.2 *Structure:* The Committee shall consist of the OPC Chair, the OPC Vice-Chair, up to one member from each province who is appointed by the OPC Chair to liaise with the provincial engineering association on behalf of the OPC Chair, and representatives assigned to other societies, as determined by the Steering Committee.
- 6.4.2.3 *IEEE Canada Meeting Attendance:* The OPC Chair shall attend the IEEE Canada Board Spring meeting.
- 6.4.3 Humanitarian Initiatives Committee (HIC)**
- 6.4.3.1 *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).
- 6.4.3.2 *Reporting Hierarchy:* The HIC will report to the IEEE Canada Board through the External Relations Group Chair.
- 6.4.3.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:
- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report to the ERG Group Committee Chair. The ERG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.





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- 6.4.3.4 *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.
- 6.4.3.5 *IEEE Canada Meeting Attendance:* 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.
- 6.4.4 Standards Association Liaison (SAL)**
- 6.4.4.1 *Duties:* The primary purpose of the Standards Association Liaison (SAL) is to interface with the IEEE Standards Association and assist with the implementation 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.
- 6.4.4.2 *Reporting Hierarchy:* The SAL will report to the IEEE Canada Board through the External Relations Group Chair.
- 6.4.4.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:
- For the Fall Board meeting, provide upcoming activities, accomplishments to date and opportunities report to the ERG Group Committee Chair. The ERG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
- 6.4.4.4 *Structure:* The SAL may choose to appoint a committee of one member per Area and industry advisers, as approved by the Steering committee should there be enough interest among potential committee members and enough activity to warrant a committee.
- 6.4.4.5 *IEEE Canada Meeting Attendance:* The SAL shall attend the IEEE Canada Board Spring meeting.
- 6.4.5 PAGSE Committee Representative (PCR)**
- 6.4.5.1 *Duties:* The primary purpose of the PAGSE Committee Representative (PCR) is to interface with the PAGSE and assist with The Partnership Group for Science and Engineering (PAGSE) and representing the views of IEEE Canada and the IEEE to this group and do our best to insure that the right messages about science and engineering as a whole reach our government.
- 6.4.5.2 *Reporting Mechanism:* The PCR will report to the IEEE Canada Board through the External Relations Group Chair.



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- 6.4.5.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:
- For the Fall Board meeting, provide upcoming activities, accomplishments to date and opportunities report to the ERG Group Committee Chair. The ERG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
- 6.4.5.4 *Structure:* The PCR may choose to appoint a committee of one member per Area and industry advisers, as approved by the Steering committee, should there be enough interest among potential committee members and enough activity to warrant a committee.
- 6.4.5.5 *IEEE Canada Meeting Attendance:* The PCR shall attend the IEEE Canada Board Spring meeting.

## 6.5 Member Services Group (MSG)

*Structure:* Following the MSG Chair election within the Group, and on recommendation by the Nominations and Appointments 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, and the RSR.

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

6.5.1.1 *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:

- (i) Development and oversight of programs to increase IEEE membership by recruiting new members, retaining current members and the recovery of members in arrears,
- (ii) Improvement in IEEE membership quality including promoting elevations in grade and increasing Society memberships,
- (iii) Increasing awareness of the values of IEEE membership to members,
- (iv) Providing efficient and timely communications on membership trends, changes, and problems, and
- (v) Implementation and support of membership development programs initiated by the IEEE Membership Development Committee.

6.5.1.2 *Reporting Mechanism:* The MDC will report to the IEEE Canada Board through the Member Services Group Chair.

6.5.1.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:



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- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report to the MSG Group Committee Chair. The MSG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

6.5.1.4 *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.

6.5.1.5 *IEEE Canada Meeting Attendance:* The MDC Chair shall attend the IEEE Canada Board Spring meeting.

### **6.5.2 Young Professionals Committee**

6.5.2.1 *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:

- (i) Offer and promote programs of interest to recent graduates,
- (ii) Promote the establishment and support of Young Professionals entity committees within IEEE Canada Sections, and Section Chapters,
- (iii) 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),
- (iv) Encourage recognition of Young Professionals type activities performed by individuals or entities and promote Young Professionals Awards,
- (v) Establish communications opportunities within IEEE Canada for the Young Professionals affinity groups and members,
- (vi) Promote strategies to bridge the transition from Student to Member grade,
- (vii) Promote strategies to retain and recruit graduating students and recent graduates, and to develop volunteer leadership from within this affinity group,
- (viii) Hold YP Committee bi-monthly teleconferences or online meetings.
- (ix) Work with Area Chairs, Section Executives and SAC to ensure that YP materials are included in Section Leadership Training and Student Branch Training Sessions. As this material is updated, the YP Chair should be make it available to all sections in a timely fashion,
- (x) Work with Area Chairs to include Young Professionals functions and representation in Area structure/mandate,
- (xi) Organize and host a Young Professionals Leadership Conference for Section Young Professionals Chairs to be in conjunction with Student Leadership Training Congress or Fall IEEE Canada Board meeting or Area-level Training Workshops,
- (xii) Promote Young Professionals goals at conferences, symposia and similar events in IEEE Canada,
- (xiii) Advocate Young Professionals affinity group representation on the IEEE Canada governing Board and Committees,
- (xiv) Represent and provide leadership to recent graduate and young professional activities in other IEEE entities, and



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- (xv) Measure, track, and report on Young Professionals program effectiveness in IEEE Canada.

6.5.2.2 *Reporting Hierarchy:* 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.

6.5.2.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:

- Write and provide YP articles for the IEEE Canada Newsletter to promote YP activities to Section Chairs and IEEE Canada Membership.
- In conjunction with YP Newsletter Editor, produce and distribute the YP Newsletter to promote YP membership and activities to young professional IEEE Members. Newsletter should be produced quarterly (Issue 1: February, Issue 2: June, Issue 3: August, and Issue 4: November), but could be more frequent. Deadlines for submissions would be adjusted, as necessary.
- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report to the MSG Group Committee Chair. The MSG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

6.5.2.4 *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, YP Newsletter Editor, the Membership Development Committee Chair, the Professional Relations Committee (PRC) Chair, the Student Activities Committee (SAC) Chair, and the Regional Student Representative (RSR).

6.5.2.5 *IEEE Canada Meeting Attendance:* The Young Professionals Committee Chair shall attend the IEEE Canada Board Spring meeting.

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

6.5.3.1 *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 about women in engineering,
- (ii) Recognize Canadian women's outstanding achievements in electrical and electronics engineering through IEEE Awards nominations and other national/international award nominations,
- (iii) Organize receptions workshops and forums at major technical conferences within Canada to enhance networking and to promote membership in WIE.
- (iv) Advocate women in leadership roles in IEEE governance and career advancement for women in the profession,



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- (v) Administer the IEEE Student-Teacher and Research Engineer/Scientist (STAR) Program to mentor young women in junior high school and high school,
- (vi) Promote member grade advancement for women to the grades of Senior Member and Fellow,
- (vii) Facilitate the development of programs and activities that promote the entry into and retention of women in engineering programs,
- (viii) assist IEEE Canada entities in the creation of Women in Engineering Affinity groups, and
- (ix) liaise and participate on IEEE Women in Engineering Committees. When necessary, carry out activities of the IEEE Committees.

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

6.5.3.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:

- Write and provide WIE articles for the IEEE Canada Newsletter to promote WIE activities to Section Chairs and IEEE Canada Membership.
- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report to the MSG Group Committee Chair. The MSG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

6.5.3.4 *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.

6.5.3.5 *IEEE Canada Meeting Attendance:* The WIE Chair shall attend the IEEE Canada Board Spring meeting.

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

6.5.4.1 *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:

- (i) Promoting the activities of Life Members and supporting their interest to remain active members of IEEE in Canada,
- (ii) Facilitating the activities of each of the Life Members Affinity Groups formed in IEEE Canada Sections,
- (iii) 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,
- (iv) 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),



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- (v) Encouraging Life Members to support the IEEE Canada Foundation (ICF) financially,
- (vi) 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,
- (vii) Encourage Life Members within Canada to submit articles of interest to the MGA Life Members Newsletter as a means of keeping Life members informed of news of interest to them, and
- (viii) Hold at least one Life Members Committee teleconference call or online meeting per year. Timing should be prior to the IEEE Canada Spring Board meeting, but can be adjusted if necessary.

**6.5.4.2** *Reporting Hierarchy:* The LMC Chair will report to the IEEE Canada Board through the Member Services Group Chair.

**6.5.4.3** *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:

- Write or collect and provide Life Member Committee articles for the IEEE Canada Newsletter to promote LMC activities to Section Chairs and IEEE Canada Membership.
- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report to the MSG Group Committee Chair. The MSG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

**6.5.4.4** *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.

**6.5.4.5** *IEEE Canada Meeting Attendance:* The LMC Chair shall attend the IEEE Canada Board Spring meeting.

### **6.5.5 Student Activities Committee (SAC)**

**6.5.5.1** *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:

- (i) Maintaining regular communications with student branches,
- (ii) Representing the interests of student members on the IEEE Canada Board,
- (iii) Representing the interests of IEEE Canada student members on the IEEE Student Activities Committee,
- (iv) Helping student branches as required,





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- (v) Organizing and administrating the annual Student Congress (Training Workshops). These activities will be coordinated effort between SAC Chair, RSR and IEEE Canada Administrator:
  - a. Identify speakers for Student Congress. Selection of speakers must be complete one month to event.
- (vi) Organizing and administrating the annual Student Paper Competition,
- (vii) Organize and administer the annual Web Page Competition:
  - a. Identify and select competition judges by mid March,
  - b. Submission of qualified entries for worldwide competition to IEEE required before the end of April, and

NOTE: RSR must check IEEE student concourse contest announcement to determine IEEE final submission for that year.
- (viii) Organizing and administrating the annual TELUS competition, and
- (ix) 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.

**6.5.5.2 Reporting Hierarchy:** The SAC will report to the IEEE Canada Board through the Member Services Group Chair.

**6.5.5.3 Communication and Reporting Requirements:** In addition to the reporting requirements outlined in Section 6.2 of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:

- Announcements for Student Web Contest (Coordinator RSR):
  - (i) 1st announcement should be out at the beginning of February,
  - (ii) 2nd announcement should be out at the beginning of April,
  - (iii) Announcement of Submission Deadline to IEEE Canada RSR (March 15), and
  - (iv) Announce IEEE results by end of April early May.
- Announcements for Student Congress:
  - (i) 1st announcement should be out mid March. This includes the intent to attend form and the IEEE Canada Expense Guidelines,
  - (ii) 2nd announcement should be out at the beginning of April with the deadline for intent to attend form at end of April,
  - (iii) Travel guideline reminder should go out mid July and again 1st week of August. This reminder should include cut off for travel bookings which is 1 month prior to event, and
  - (iv) Provide Agenda to participants 1st week of September.
- Write or collect and provide Student Committee articles for the IEEE Canada Newsletter to promote SAC activities to Section Chairs and IEEE Canada Membership.
- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report to the MSG Group Committee Chair. The MSG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.



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- SAC Chair to review of SAC year end financial report with IEEE Canada Treasurer completed by mid February.

6.5.5.4 *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.

6.5.5.5 *IEEE Canada Meeting Attendance:* The SAC Chair shall attend the IEEE Canada Board Spring meeting.

### **6.5.6 Regional Student Representative (RSR)**

6.5.6.1 *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. Specifically, this includes the following:

- (i) The RSR helps student branches, as required,
- (ii) The RSR assists the IEEE Canada Student Activities Committee (SAC see [Section 6.5.5.1](#)) in the organization and administration of the annual Student Training Workshops at the IEEE Canada Student Congress,
- (iii) 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,
- (iv) The RSR assists in the maintenance of the IEEE Canada Student Activities Web Site, and
- (v) The Vice-RSR(s) will work with the RSR and support the RSR to carry out all the RSR's duties.

6.5.6.2 *Reporting Hierarchy:* The RSR will report to the IEEE Canada Board. The RSR is a voting member of the IEEE Canada Board.

6.5.6.3 *Communication and Reporting Requirements:* See the Student Activities Committee (see [Section 6.5.5.3](#)).

6.5.6.4 *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.

6.5.6.5 *IEEE Canada Meeting Attendance:* The RSR will attend all IEEE Canada Board meetings as well as the annual IEEE Canada Student Congress.





### 6.6 Publications and Communications Group (PCG)

*Structure:* The Steering Committee, upon recommendation by the Nominations and Appointment Committee, shall appoint the PCG Chair. The PCG Committee shall consist of the Chair; the Vice Chair; the Editors of magazines, journals, newsletters and other professional publications sponsored by IEEE Canada for industry professionals; the Web Master; the Translation Coordinator; the Advertising Coordinator; and other members appointed by the PCG Chair or IEEE Canada President, as required.

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

**6.6.1.1 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.

**6.6.1.2 Reporting Hierarchy:** The Editor (or Co-Editors) will report to the IEEE Canada Board through the Publications and Communications Group Chair.

**6.6.1.3 Communication and Reporting Requirements:** In addition to the reporting requirements outlined in Section 6.2 of this document, the Editor shall be responsible to communicate and/or provide written reports as per the following:

- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report to the PCG Group Committee Chair. The PCG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

**6.6.1.4 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).

**6.6.1.5 IEEE Canada Meeting Attendance:** The CJECE editor (or Co-Editors) shall attend the IEEE Canada Board Spring meeting.

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

**6.6.2.1 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



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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, 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.

Specific duties of the ICR Committee include:

- (i) Ensure ICR is published a minimum of three times year with the following recommended schedule:
  - a. Winter (to appear in March),
  - b. Spring/Summer (to appear in July), and
  - c. Fall (to appear in November).
- (ii) Identify potential articles, advertisers, and other content for ICR.
- (iii) Work with Advertising Coordinator and Translation Committee when necessary,
- (iv) Work with third party publication companies who are responsible for layout and production of ICR, and,
- (v) Identify and make recommendation to Nomination and Appointments Committee for Associate Editors of the ICR.

**6.6.2.2** *Reporting Hierarchy:* The ICR Editor-in-Chief (or Co-Editors-in-Chief) will report to the IEEE Canada Board through the Publications and Communications Group Chair.

**6.6.2.3** *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Editor shall be responsible to communicate and/or provide written reports as per the following:

- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report to the PCG Group Committee Chair. The PCG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

**6.6.2.4** *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.

**6.6.2.5** *IEEE Canada Meeting Attendance:* The ICR Editor-in-Chief (or Co-Editor-in-Chief) shall attend the IEEE Canada Board Spring meeting.

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

**6.6.3.1** *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



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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:

- (i) Publishing the IEEE Canada Electronic Newsletter monthly and ensuring it is uploaded at the beginning of the month,
- (ii) Requesting and collecting the content by the 21<sup>st</sup> of every month,
- (iii) Ensuring the accuracy of the published newsletter and will have the right to accept/reject items submitted,
- (iv) Work with Translation Committee and Advertising Coordinator when necessary, and,
- (v) ensuring the structure of the newsletter conforms to the look and feel of the IEEE Canada Web site.

**6.6.3.2** *Reporting Hierarchy:* The ICEN Editor (or Co-Editor) will report to the IEEE Canada Board through the Publications and Communications Group Chair.

**6.6.3.3** *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Editor shall be responsible to communicate and/or provide written reports as per the following:

- Send out monthly notification requesting articles for the newsletters.
- Emailing to IEEE Canada Members the monthly Electronic newsletter and posting to IEEE Canada web page
- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report to the MSG Group Committee Chair. The PCG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

**6.6.3.4** *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.

**6.6.3.5** *IEEE Canada Meeting Attendance:* The ICEN Editor (or Co-Editor) shall attend the IEEE Canada Board Spring meeting.

### **6.6.4** *Web Master*

**6.6.4.1** *Duties:* The Web Master is responsible for overseeing technical aspects of IEEE Canada's overall online presence. This consists of two major activities: updating and maintaining the IEEE Canada website, and administering IEEE Canada online services such as domain registrations and web hosting. The Web Master will be responsible for activities of the Web Committee which may be formed to execute these functions.

The [www.ieee.ca](http://www.ieee.ca) website is updated and maintained directly by the Web Master. Content for the IEEE Canada website is provided by the various groups and committees within IEEE Canada, and the Web Master updates this material upon request. The Web Master also maintains the IEEE Canada Wordpress Theme in compliance with IEEE and/or IEEE Canada branding policies. Other IEEE Canada related websites (such as those of the IEEE Canadian Review, the



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CJECE, the IEEE Canada Conferences, most <group>.ieee.ca sites, etc.) are updated and maintained by their respective committees with support, when needed, from the Web Master.

System administration of the ieee.ca domain and the associated email addresses is also performed by the Web Master. This includes technical support for IEEE entities inside Canada (ex: Sections, Chapters, Student Branches, etc.), where the Web Committee also plays a coordination role with the IEEE vTools Committee when those groups use the web hosting provided by vTools. The Web Master shall be responsible for:

- (i) Work with three Presidents, Nominations & Appointments, Awards Committee, other Committee Chairs, and IEEE Canada Administrator to ensure web content is updated and uploaded as necessary for:
  - a. Announcements and Calls for Award Nominations
  - b. Announcements and Calls for Committee Chairs and Committee members
  - c. IEEE Canada Board Meeting announcements.
  - d. Updates to Bylaws and Operations Manuals as necessary
- (ii) Work with Translation Committee and Advertising Coordinator when necessary,
- (iii) Ensuring all content is approved at appropriate levels before posting content, and,
- (iv) ensuring the structure of the web page conforms to all IEEE web policies.

**6.6.4.2** *Reporting Hierarchy:* The Web will report to the IEEE Canada Board through the Publications and Communications Group Chair.

**6.6.4.3** *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Web Master shall be responsible to communicate and/or provide written reports as per the following:

- (i) Communicate with three Presidents, Nominations & Appointments, Awards Committee, other Committee Chairs, Translation Committee, and IEEE Canada Administrator, as necessary.

**6.6.4.4** *Structure:* Through the NAC, appointments made to the Web Master (including the Co-Web Master and/or Web Committee Members) shall be for one year, starting January 1, with reappointment possible for a maximum tenure of six consecutive years.

**6.6.4.5** *IEEE Canada Meeting Attendance:* The Web Master (or Co-Web Master) shall attend all IEEE Canada Board meetings.

### **6.6.5 Advertising Coordinator (AC)**

**6.6.5.1** *Duties:* The purpose of the Advertising Coordinator shall be to determine advertising strategies for IEEE Canada's various publications, approach possible advertisers on behalf of IEEE Canada, and deal with advertising, or advertising partnership, requests made to IEEE Canada.

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



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- 6.6.5.3 *Reporting Hierarchy:* The AC Coordinator will report to the IEEE Canada Board through the Publications and Communications Group Chair.
- 6.6.5.4 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Coordinator shall be responsible to communicate and/or provide written reports as per the following:
- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report to the PCG Group Committee Chair. The PCG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
- 6.6.5.5 *Structure:* Through the NAC, the AC, and Vice AC, appointments shall be for one year, starting January 1, with reappointments possible for a maximum tenure of five consecutive years.
- 6.6.5.6 *IEEE Canada Meeting Attendance:* The AC shall attend the IEEE Canada Board Spring meeting.
- 6.6.6 Translation Committee (TC)**
- 6.6.6.1 *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 regarding its Translation Policy.
- 6.6.6.2 *Reporting Hierarchy:* The TC Chair will report to the IEEE Canada Board through the Publications and Communications Group Chair.
- 6.6.6.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:
- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report to the PCG Group Committee Chair. The PCG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
- 6.6.6.4 *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.
- 6.6.6.5 *IEEE Canada Meeting Attendance:* The TC Chair shall attend the IEEE Canada Board Spring meeting.

## 6.7 Educational Services Group (ESG)

*Structure:* Following the ESG Chair election within the Group, and on recommendation by the Nominations and Appointment Committee, the Steering Committee shall appoint the ESG



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Chair. The ESG shall consist of the ESG Chair, EA Coordinator, TISP Chair, Training Coordinator, and other members appointed by the ESG Chair, as needed.

### **6.7.1 Educational Activities Coordinator (EAC)**

**6.7.1.1 Duties:** The Educational Activities Coordinator (EAC) shall provide guidance and assistance to Region entities in organizing, pre-college education programs, teacher-in-service program (TISP), IEEE STEM, and other EAC related activities, and publicizing educational opportunities and resources available from the Institute. This includes the following:

- (i) Promote educational activities at the member level and communicate to the Educational Activities Board (EAB) the concerns of the members,
- (ii) The EAC shall make every effort to identify deserving region 7 members for educational activity awards,
- (iii) The EAC shall submit pertinent and timely committee information to the region 7 Newsletter Editor,
- (iv) The EAC shall implement supports to sections and affinity groups that organize education related activities, and
- (v) The EAC shall develop and utilize an infrastructure for effective communications between the membership and the region 7 Educational Activities Committee.

**6.7.1.2 Reporting Hierarchy:** The Education Activities Coordinator will report to the IEEE Canada Board through the Educational Services Group Chair.

**6.7.1.3 Communication and Reporting Requirements:** In addition to the reporting requirements outlined in Section 6.2 of this document, the Coordinator shall be responsible to communicate and/or provide written reports as per the following:

- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report to the ESG Group Committee Chair. The ESG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

**6.7.1.4 Structure:** The EAC may choose to appoint a committee of up to one member per section and educational advisors, as approved by the Steering committee should there be enough interest among potential committee members and enough activity to warrant a committee.

**6.7.1.5 IEEE Canada Meeting Attendance:** The EAC shall attend the IEEE Canada Board Spring meeting.

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

**6.7.2.1 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 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.

Activities of the TISP Committee include:





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- (i) Review the Teacher in Service Program activities offered by other organizations within Canada and around the world,
- (ii) liaison with the IEEE Educational Activities Board,
- (iii) liaison with engineering and science institutions and Professional Engineers Associations within the jurisdiction of IEEE Canada about the Teachers in Service Program,
- (iv) Compile TISP activity information from Sections within Canada, and,
- (v) Update TISP activities on IEEE Canada web page to keep members up to date on all national and local level TISP activities.

**6.7.2.2** *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:

- For the Fall Board meeting, provide the committee upcoming activities, accomplishments to date and opportunities report to the ESG Group Committee Chair. The ESG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

**6.7.2.3** *Reporting Hierarchy:* The Chair shall report to the IEEE Canada Board through the Educational Services Group Chair. The Chair shall serve as a corresponding member of the IEEE Educational Activities Board.

**6.7.2.4** *Structure:* The Committee shall consist of the TISP Chair, the TISP Vice-Chair, a representative from each section, and other members appointed by the TISP Chair, as needed.

**6.7.2.5** *IEEE Canada Meeting Attendance:* The TISP Chair shall attend the IEEE Canada Board Spring meeting.

### **6.7.3 Training Coordinator**

**6.7.3.1** *Duties:* The Training Coordinator will develop and maintain the overarching training framework to support IEEE Canada. The Coordinator will ensure the appropriate content is identified and will provide educational tools to the volunteers and staff who will be supporting IEEE Canada and Sections within Canada. The Committee will deliver training solutions in the following areas: essential, orientation, leadership, role specific, governance, and professional development.

Activities include:

- (i) Coordinate with the Secretary and Treasurer to insure there is new section chair and treasurer web-based training ready to go and initially broadcasted (with recording on for those who cannot attend) at least two weeks before the IEEE reporting deadlines in February,
- (ii) For the annual training day which takes place at a Region Board meeting, coordinate in conjunction with the Secretary the following:
  - a. Prepare agenda,
  - b. identify speakers/trainers,
  - c. Prepare training which are to be distributed to attendees in advance, and



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- d. Ensure training facilities are set up.
- (iii) Coordinate any additional volunteer training identified as necessary by MGA or the Region,
  - (iv) Coordinate with Educational Activities to coordinate R7 training activities for members at large,
  - (v) Coordinate with Educational Activities to coordinate any training sessions offered to the public on behalf of R7, and
  - (vi) Monitor changes and trends occurring in MGA and other organizational units and technology that may impact the training framework.
- 6.7.3.2 *Reporting Hierarchy:* The Training Coordinator will report to the IEEE Canada Board through the Education Service Group Chair.
- 6.7.3.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Coordinator shall be responsible to communicate and/or provide written reports as per the following:
- For the Fall Board meeting, provide the upcoming activities, accomplishments to date and opportunities report to the ESG Group Committee Chair. The ESG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
- 6.7.3.4 *Structure:* The Coordinator may choose to appoint a committee, which will consist of the Region Treasurer, Secretary, Administrator, and other members as deemed necessary by the Coordinator or the Steering Committee.
- 6.7.3.5 *IEEE Canada Meeting Attendance:* The Training Coordinator shall attend the IEEE Canada Board Spring meeting.





### 6.8 Operational Support Group (OSG)

*Structure:* Following the OSG Chair election within the Group, and on recommendation by the Nominations and Appointment Committee, the Steering Committee shall appoint the OSG Chair. The OSG shall consist of the OSG Chair, Meeting Coordinator, Publicity Coordinator, Historian, vTools Coordinator, Region Vitality Coordinator, Chapter & Student Branch Chapter Coordinator, and other members appointed by the OSG Chair, as needed.

#### **6.8.1 Meeting Coordinator**

**6.8.1.1** *Duties:* The Meeting Coordinator provides support to volunteers and staff for IEEE Canada meetings.

These are the activities of the Meeting Coordinator:

- (i) To assist the Secretary and Region Administrator in planning and organizing Region Meetings by coordinating their activities with the activities of the local section and, if held in conjunction with a sections congress, the Sections Congress Committee,
- (ii) To assist the Region Congresses in their organization, and when they are being held in conjunction with a board meeting or region conference, ensure joint activities are properly coordinated, and
- (iii) To assist special events, like the WIE ILS or TISP Workshops, sponsored by the regions with their organization.

To support this mandate, the Meeting Coordinator will be responsible for developing and maintaining meeting organization guides that encapsulate the policies and procedures of IEEE and R7 in the organization and execution of such events.

**6.8.1.2** *Reporting Hierarchy:* The MDC will report to the IEEE Canada Board through the Member Services Group Chair.

**6.8.1.3** *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Coordinator shall be responsible to communicate and/or provide written reports as per the following:

- For the Fall Board meeting, provide the upcoming activities, accomplishments to date and opportunities report to the OSG Group Committee Chair. The OSG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

**6.8.1.4** *Structure:* The Meeting Coordinator may choose to appoint a committee that will consist of the Region Secretary, the Region Administrator, and other members deemed necessary by the Meeting Coordinator or the Steering Coordinator.

**6.8.1.5** *IEEE Canada Meeting Attendance:* The Meeting Coordinator shall attend the IEEE Canada Board Spring meeting.

#### **6.8.2 Publicity Coordinator**

**6.8.2.1** *Duties:* The purpose of Publicity Coordinator shall be to help promote the various IEEE Canada activities both through channels maintained by IEEE, the Region



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and other Channels that will be at our disposal from time to time. Actions of the Coordinator vary from year to year as, needed

6.8.2.2 *Reporting Hierarchy:* The Publicity Coordinator will report to the IEEE Canada Board through the Operational Support Group Chair.

6.8.2.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Coordinator shall be responsible to communicate and/or provide written reports as per the following:

- For the Fall Board meeting, provide the upcoming activities, accomplishments to date and opportunities report to the OSG Group Committee Chair. The OSG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

6.8.2.4 *Structure:* The Publicity Coordinator may choose to appoint a committee that will consist of a Vice Coordinator, the Advertising Coordinator, the (Co-) Web Masters, the Social Media Manager, and other members as required.

6.8.2.5 *IEEE Canada Meeting Attendance:* The Publicity Coordinator shall attend the IEEE Canada Board Spring meeting.

### **6.8.3 History Committee (HC)**

6.8.3.1 *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,
- (ix) fostering and supporting Section History Committees, and
- (x) hold at least one teleconference or online meeting annually, preferably prior to the IEEE Canada Spring Board meeting.

6.8.3.2 *Reporting Hierarchy:* The HC will report through the Operational Support Group Chair.

6.8.3.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:

- For the Fall Board meeting, provide the upcoming activities, accomplishments to date and opportunities report to the OSG Group Committee Chair. The OSG Group Chair will present report to IEEE Canada



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Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

6.8.3.4 *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.

6.8.3.5 *IEEE Canada Meeting Attendance:* The HC Chair shall attend the IEEE Canada Board Spring meeting.

### **6.8.4 vTools Coordinator**

6.8.4.1 *Duties:* The vTools Coordinator supports the system and software needs of our volunteers' by:

- (i) keeping up to date on our system and software support for volunteers by participating in the MGA vTools Committee calls, attending MGA vTools Committee meetings when possible, take the training and train-the-trainer courses offered by MGA, tools to the volunteers and staff who support our members,
- (ii) organizing beginner, refresh, and update training as needed for new and experienced volunteers via web-session and/or hands-on training at the training day,
- (iii) provide help and support to our section volunteers as needed in their usage of vTools,
- (iv) collecting and synthesizing the needs of our volunteers,
- (v) taking those needs to MGA vTools and ensuring our priority needs are heard and discussed, and
- (vi) follow up on IEEE Canada unresolved priority issues with the MGA vTools Committee on a regular basis.

6.8.4.2 *Reporting Hierarchy:* The vTools Coordinator will report to the IEEE Canada Board through the Operational Support Group Chair.

6.8.4.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Coordinator shall be responsible to communicate and/or provide written reports as per the following:

- For the Fall Board meeting, provide the upcoming activities, accomplishments to date and opportunities report to the OSG Group Committee Chair. The OSG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

6.8.4.4 *IEEE Canada Meeting Attendance:* The vTools Coordinator shall attend the IEEE Canada Board Spring meeting.

### **6.8.5 Region Vitality Coordinator**

6.8.5.1 *Duties:* The Region Vitality Coordinator (RVC) shall be responsible for:

- (i) monitoring the progress of the geographic units in the region in achieving a positive member engagement experience,



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- (ii) recommending programs, activities, and best practices for sections to consider providing their members,
- (iii) monitoring the vitality index of the Sections,
- (iv) represent the needs of Section members by providing feedback to Region ExCom and the MGA Geographic Unit Operations Support Committee (GUOS),
- (v) attending the MGA Vitality calls, participate in vitality face-to-face meetings when the opportunity arises,
- (vi) helping to administer surveys,
- (vii) assist sections and areas in the identification and implementation of new initiatives to increase vitality, and
- (viii) prepare a report on our region vitality for each Region Board Meeting.

**6.8.5.2** *Reporting Mechanism:* The Region Vitality Coordinator will report to the IEEE Canada Board through the Operational Support Group Chair.

**6.8.5.3** *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Coordinator shall be responsible to communicate and/or provide written reports as per the following:

- For the Fall Board meeting, provide the upcoming activities, accomplishments to date and opportunities report to the OSG Group Committee Chair. The OSG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.

**6.8.5.4** *Structure:* The RVC may choose to appoint a committee of up to one member per section to assist in the identification and implementation of new activities to increase section vitality.

**6.8.5.5** *IEEE Canada Meeting Attendance:* Region Vitality Coordinator shall attend the IEEE Canada Board Spring meeting.

### **6.8.6 Chapter & Student Branch Chapter Coordinator (CSCC)**

**6.8.6.1** *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:

- (i) assisting in accessing society and other resources to enhance Chapter activities,
- (ii) being responsible for developing strategies and plans, and
- (iii) 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.

**6.8.6.2** *Reporting Hierarchy:* The CSCC will report to the IEEE Canada Board through the Operational Support Group Chair.



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- 6.8.6.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Coordinator shall be responsible to communicate and/or provide written reports as per the following:
- For the Fall Board meeting, provide the upcoming activities, accomplishments to date and opportunities report to the OSG Group Committee Chair. The OSG Group Chair will present report to IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
- 6.8.6.4 *IEEE Canada Meeting Attendance:* The CSCC shall attend the IEEE Canada Board Spring meeting.

### 6.9 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:

#### 6.9.1 **Canada East Area**

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

#### 6.9.2 **Canada Central Area**

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

#### 6.9.3 **Canada West Area**

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

### 6.10 Committees Reporting Directly to the Board

#### 6.10.1 **Audit Committee (AC)**

- 6.10.1.1 *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.

The Audit Committee activities should be focused on the question: "Is IEEE Canada providing value to its members, and are expenditures appropriate?" and shall include the following:

- (i) Prior to meeting:
  - a. Identify records and other materials needed to carry out audit as outlined under Section 3.8.1.3, and
  - b. Work with Treasurer and other IEEE Canada Board members to ensure materials are physically available at Audit Committee meeting.
- (ii) At the Audit Committee meeting, which is held immediately prior Spring Region meeting, carry out the following:



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- a. An interview the treasurer regarding polices and processes followed, and to identify any areas of concerns,
  - b. A Review all financial records to ensure Generally Accepted Accounting Principles are followed,
  - c. A review Ensure Accounts are reconciled to Banking Statements,
  - d. A review of expense reports submitted to Treasurer IEEE Canada Board Operations,
  - e. A review of the IEEE Canada Travel and Expense Guidelines, and
  - f. A review of the IEEE Canada Financial Operations Manual (formerly called the Treasurers Handbook)
- 6.10.1.2 *Reporting Hierarchy:* The Audit Committee reports to the IEEE Canada Board and as such, any written reports will be submitted to the IEEE Canada Board recommending any changes because of their activities.
- 6.10.1.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in Section 6.2 of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:
- In January and if new Audit Committee Chair, review the previous Audit Committees Report and create the audit plan.
  - Report on audit results to the IEEE Canada Board at the Spring Meeting.
  - For the Fall Board meeting, remind the IEEE Canada President and/or Board via email of the recommendations made by Audit Committee and the action items to be addressed.
- 6.10.1.4 *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 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.
- 6.10.1.5 *IEEE Canada Meeting Attendance:* Audit Committee members shall attend the IEEE Canada Board Spring meeting.
- 6.10.1.6 *Restrictions:* Audit Committee members must not be involved with the day-to-day financial management of IEEE Canada.

## 6.11 Standing Committees

### 6.11.1 Awards and Recognition Committee (ARC)

- 6.11.1.1 *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.





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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:

- (i) the A.G.L. McNaughton Award,
- (ii) the R.A. Fessenden Award,
- (iii) the P.D. Ziogas Electric Power Award,
- (iv) the C.C. Gotlieb Computer Award,
- (v) the Outstanding Engineer Award,
- (vi) the J.H. Ham Outstanding Engineering Educator Award,
- (vii) the W.S. Read Outstanding Service Award,
- (viii) the J.J. Archambault Eastern Canada Merit Award,
- (ix) the M.B. Broughton Central Canada Merit Award,
- (x) the E.F. Glass Western Canada Merit Award, and
- (xi) the R. H. Tanner Industry Leadership Award.

In addition, the Committee shall administer the following IEEE Canada Awards:

- The IEEE Canada Presidents' MAKE-A-DIFFERENCE Award
- 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.

Administer and/or support the following IEEE Awards and nomination processes:

- Administer the Friends of IEEE Awards.
- Support the identification and nomination of IEEE Canada Members who meet the criteria for elevation to IEEE Fellows.
- Support the elevation of IEEE Canada Members who meet the criteria for elevation to IEEE Senior Members.

ARC will collect all nominations for IEEE Canada Medals and Awards by mid-November.

ARC will committee review of all nominations by start of December.



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ARC will ensure that the ExCom has approved their recommendations by mid-December so that the Award Recipients can be informed by IEEE Canada President by telephone.

In January, ARC will ensure that the IEEE Canada Administrator orders the Medals and plaques. ARC will also collect all materials from Award Recipients for the Awards Booklet.

ARC will ensure the Awards Booklet is complete by end of March so that hard copy version can be distributed at Spring Meeting.

In March, confirm which recipients will be attending the Awards Banquet.

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.

ARC will be responsible for maintaining the IEEE Canada Awards Manual.

- 6.11.1.2 Reporting Hierarchy:** ARC will report to the IEEE Canada Board through the Past-President.
- 6.11.1.3 Communication and Reporting Requirements:** In addition to the reporting requirements outlined in Section 6.2 of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:
- Send Call for Awards Nominations for IEEE Canada Awards out to all members of IEEE Canada in June.
  - Send Call for Nominations for EIC Awards and a reminder Call for Nominations for IEEE Canada Awards in September.
- 6.11.1.4 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, members at large, and the President (ex-officio).
- 6.11.1.5 IEEE Canada Meeting Attendance:** The ARC Chair shall attend the IEEE Canada Board Spring meeting. The ARC Chair shall also attend the Awards presentations at the annual CCECE and the annual meeting of the EIC HAF Committee.
- 6.11.1.6 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 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 to be nominated for all awards except for the IEEE Tanner Award which is open to public.





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### **6.11.2 Nominations and Appointments Committee (NAC)**

**6.11.2.1 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.

The NAC Committee is responsible for the following:

- (i) Managing the President-Elect Nominations (at the IEEE Canada Board Fall Meeting in even numbered years) by:
  - a. Issue a Call for Nominations for the office of President-Elect to all Sections by email that clearly outlines process and submission deadlines,
  - b. Receive the names and qualifications of the nominee(s) by January 15th in the year of the election, and
  - c. Confirm qualifications of the nominee(s) and their acceptance of the nomination, and after screening is complete, forward the names to the Steering Committee.
- (ii) Managing the selection of the following IEEE Canada Appointed positions:
  - a. identify qualified candidates for IEEE Canada appointed positions by the Fall Executive Committee meeting, and
  - b. send letters to possible candidates by the end of September and all incoming Chairs to overlap existing Chairs for the remainder of the calendar year.
- (iii) Informing the Sections of MGA Board and other IEEE positions:
  - a. Receiving requests for nominations from other IEEE Organization Units and Committees, and
  - b. Distribute requests out to Section Chairs and encourage nominations for these IEEE Positions.

**6.11.2.2 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.

**6.11.2.3 Communication and Reporting Requirements:** In addition to the reporting requirements outlined in Section 6.2 of this document, the Committee Chair shall be responsible to communicate and/or provide written reports as per the following:

- Reports to the Steering Committee through the Past President during the regularly scheduled SteerCom meetings.
- Reports to the IEEE Canada Board through the Past President during the scheduled Board Meetings.

**6.11.2.4 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



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members for a term when they are no longer past president) All Committee members must be of Senior Member or Fellow grade.

6.11.2.5 *Restrictions:* All Committee members must be of Senior Member or Fellow grade.

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

### 6.11.3 **Conference Advisory Committee (CONAC)**

6.11.3.1 *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 following as per the CONAC Manual:

- the Canadian Conference on Electrical and Computer Engineering (CCECE)
- the Canadian Electric Power and Energy Conference (EPEC), and
- the International Humanitarian Technology Conference (IHTC).

6.11.3.2 *Reporting Mechanism:* CONAC will report to the IEEE Canada Board.

6.11.3.3 *Timelines for Activities and Actions:* As per the CONAC manual.

6.11.3.4 *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.

6.11.3.5 *IEEE Canada Meeting Attendance:* The CONAC Chair shall attend the IEEE Canada Board meetings and ExCom meeting in the fall.

## 7.0 IEEE Canada Area Chairs

### 7.1 Duties:

The Area Chairs are the President's representatives to their Section Chairs.

The Area Chairs may support the Sections in multi-sectional activities, for example virtual meeting or conference or lecture tour which would involve a minimum of two Sections

It is the responsibility of Area Chairs to work with the Secretary and identify the training needs based on their Sections' requirements. These needs will be meant by the Annual Training Day held in conjunction with one of the IEEE Canada Board Meetings or virtually online. The timing and focus of the training session will be adjusted as needed.



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It is the responsibility of Area Chairs to work with the Section/Chapter Vitality Coordinator to encourage OUs to complete OU vitality reports and to provide feedback on completed reports.

The Area Chairs will be a resource to the Sections for coordinating virtual training like Center Leadership Excellence.

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.

### 7.2 Reporting Hierarchy:

The Area Chairs shall represent their Sections on the ExCom, and report to the IEEE Canada Board.

### 7.3 Communication and Reporting Requirements:

In addition to the reporting requirements outlined in Section 6.2 of this document, the Area Chair shall be responsible to communicate and/or provide written reports as per the following:

- During the scheduled ExCom meetings, report to the ExCom on the progress the Sections are having meeting in meeting IEEE Canada's goals and objectives.

### 7.4 Structure:

Each year (prior to the IEEE Canada Board Meeting where the Area Chairs will be elected), 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 designated IEEE Canada Board 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.

### 7.5 IEEE Canada Meeting Attendance:

The Area Chairs will attend all IEEE Canada Board Meetings, and Executive Committee meetings.



### 8.0 Associations

#### 8.1 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.

#### 8.2 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.

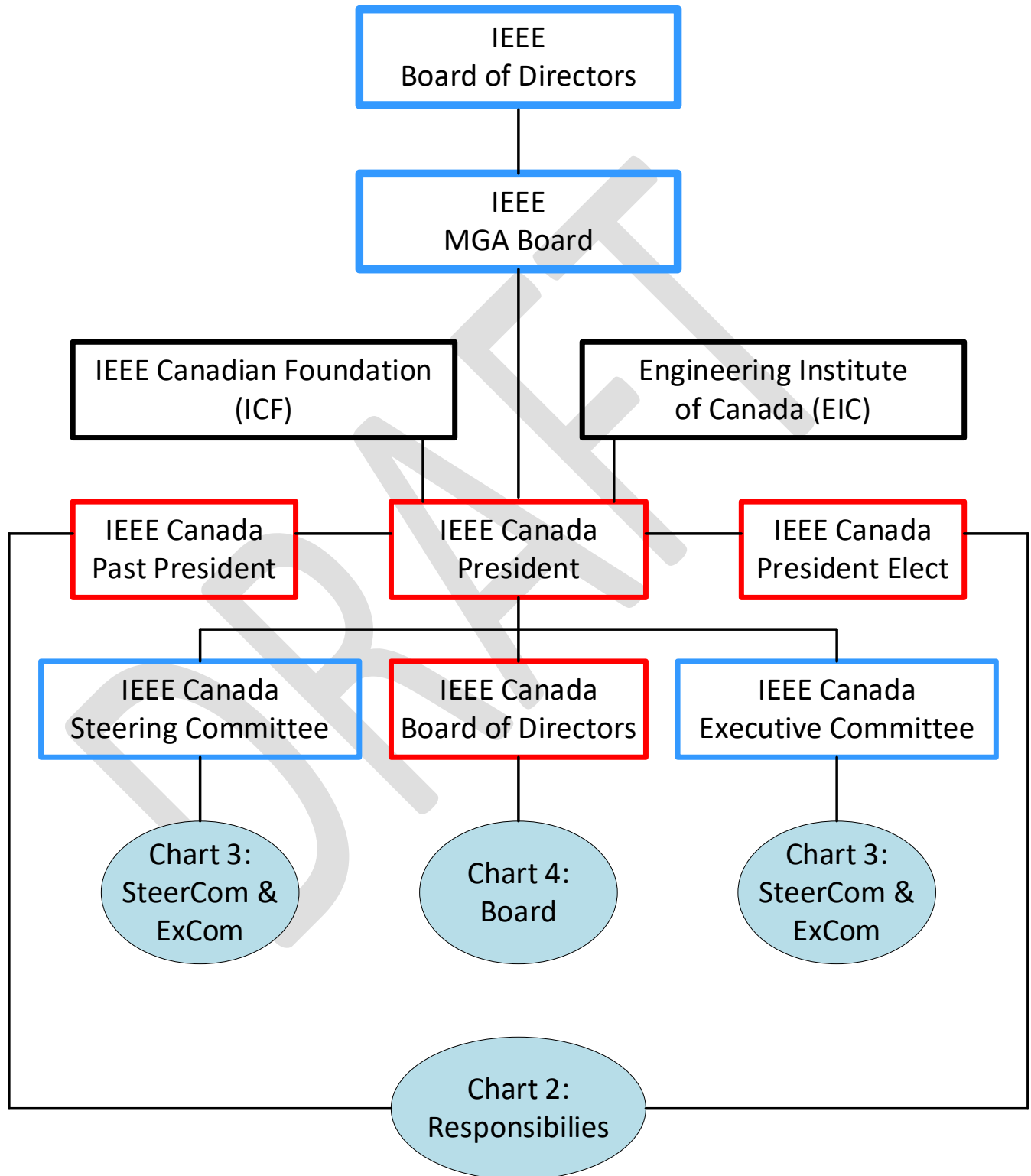
### 9.0 Amendments to Operations Manual

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.



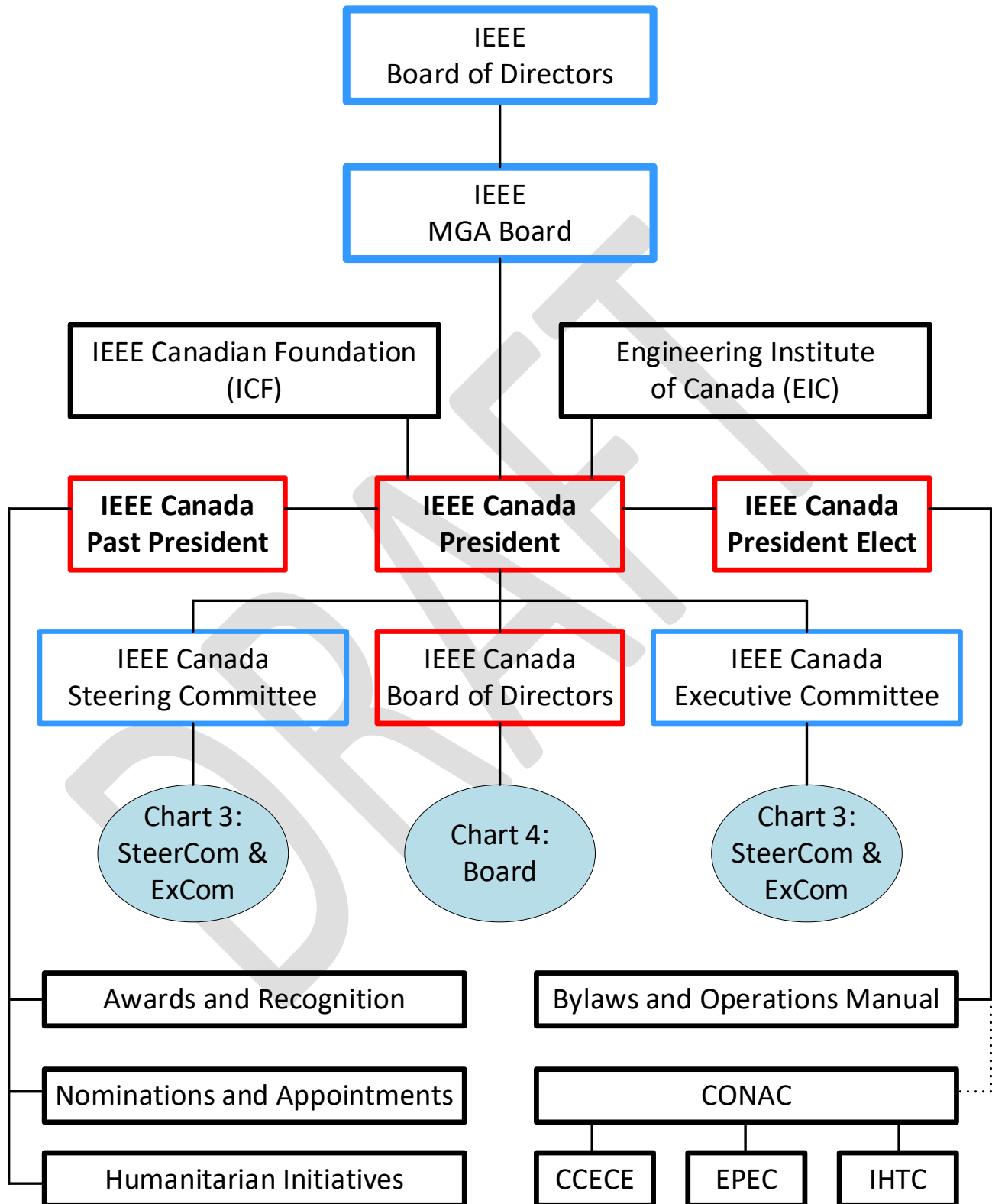
### 10.0 Appendix A: IEEE Canada Organizational Charts

#### 10.1 Chart 1: IEEE and IEEE Canada (Region 7)





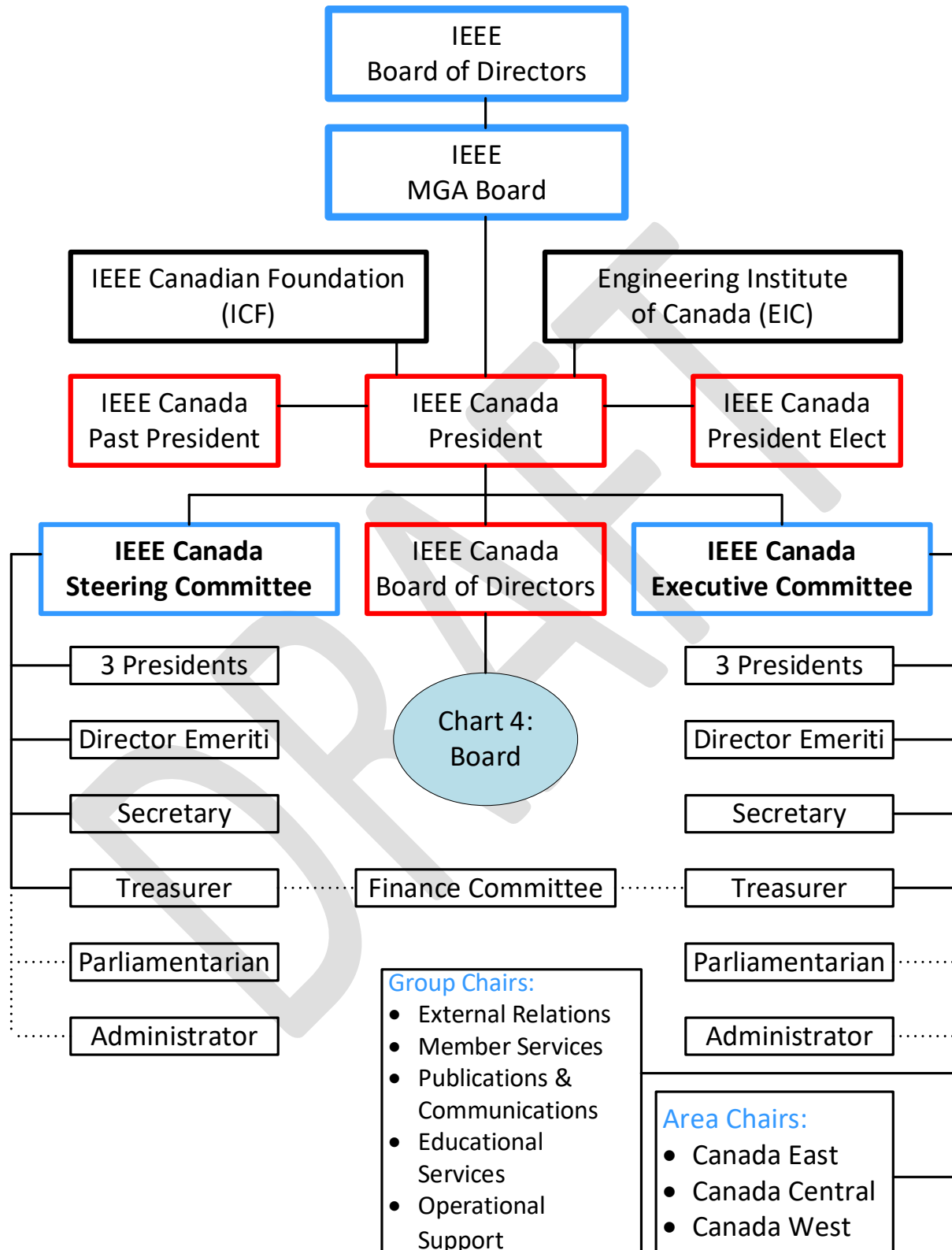
### 10.2 Chart 2: Presidents' Responsibilities







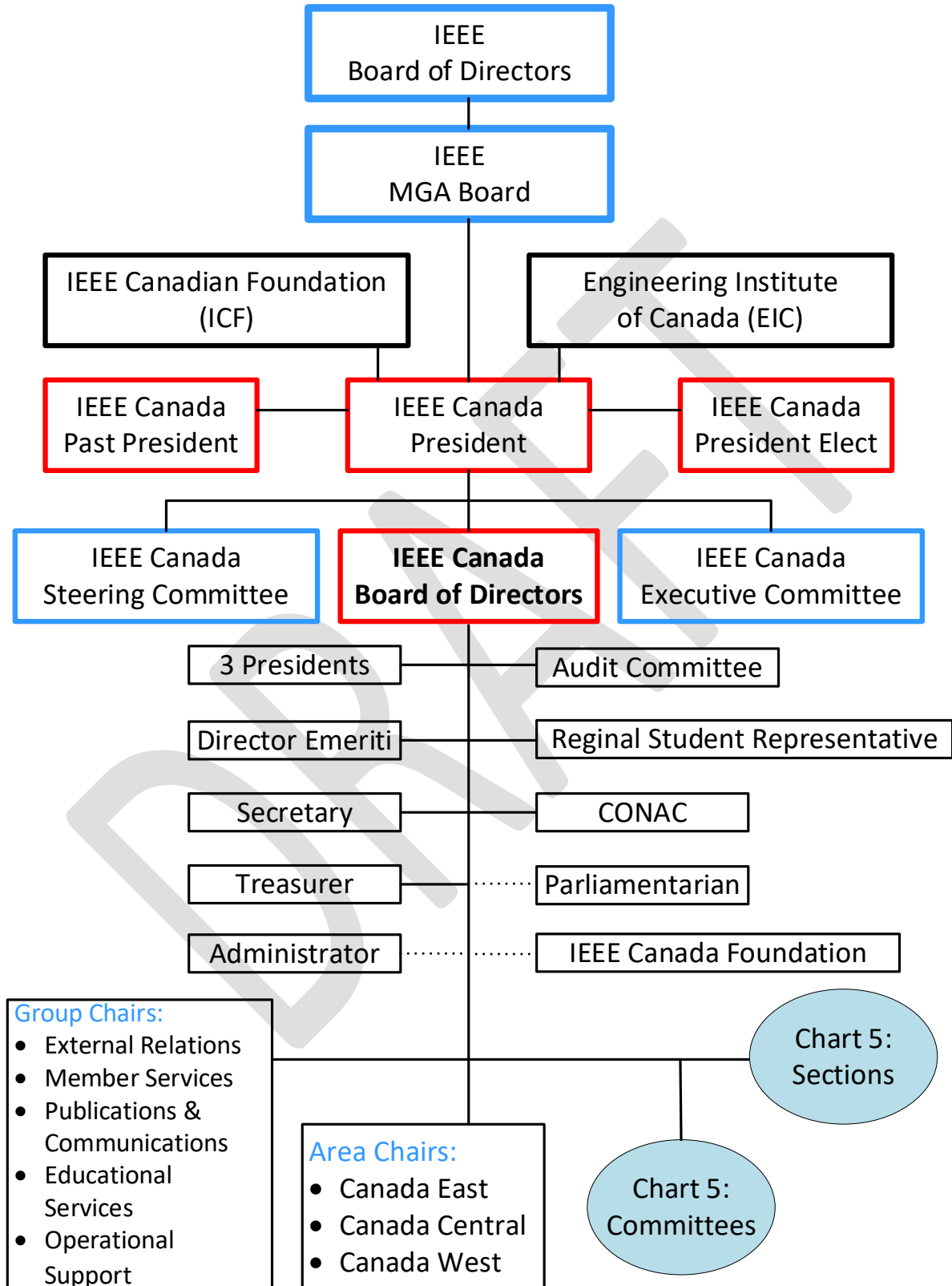
### 10.3 Chart 3: Steering Committee and Executive Committees





## Operations Manual

### 10.4 Chart 4: IEEE Canada (Region 7) Board of Directors





### 10.5 Chart 5: IEEE Canada (Region 7) Board of Directors

