



IEEE Canada



Operations Manual

IEEE Canada 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.

In the years when the President of IEEE Canada is transitioning, then the Strategic Plan shall be developed by the President Elect.

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 during each IEEE Canada Board Meeting, held in a given calendar year.

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 forward the following reports:
- In January, the IEEE Canada annual plan of activities and actions. If the 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 IEEE Canada Board 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 President tenure is complete, to the incoming President 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 Board, ExCom, and SteerCom.

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 shall 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 outlined in the IEEE Canada Organizational Chart (Appendix A, Chart 1).
- 2.2.3 *Communication and Reporting Requirements:* The President Elect shall forward 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 President Elect Eligibility:* To be considered by IEEE Canada Board to stand for election, the nominee should:
- Meet requirements as defined by IEEE,
 - Meet the requirements for Region Director, as defined by Member Geographic Activities Board,
 - Shall be an IEEE member of Senior Member grade or higher, and,
 - Have a minimum of two years prior experience on IEEE Canada Board as Secretary, Treasurer, Area Chair, Group Committee Chair or Section Chair,
 - Shall reside in the Area designated for that election year.
- 2.2.2 *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).



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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.

Serves a member of the Humanitarian Initiatives Committee.

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 forward 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.
- Determines and reports out to all members of IEEE living within Canada the deadlines for nominations for President Elect, Secretary, Treasurer, Area and Group Chairs, Vice Chairs and Committee Chairs.

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 these tasks to the IEEE Canada Administrator; however, the Secretary shall still be responsible for ensuring a correct and accurate record of all meetings is kept.

The Secretary is responsible for maintaining and updating the Secretary's Handbook. In addition to the Handbook, the Secretary is responsible for the management of all other IEEE Canada Policy and Operation documents which includes ensuring a review is carried on an annual basis.

In addition to monitoring all Policy and Operations documents, the Secretary is responsible for the review and update of the general areas of the IEEE Canada web site. The physical updating of the IEEE Canada web site may be delegated by the Secretary to the Web Committee or the IEEE Canada Administrator.



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The Secretary shall coordinate with the Training Committee Chair with respect to any Section Officer Training at IEEE Canada Board Meetings and the annual January New Volunteer Orientation and Training sessions.

The Secretary, in coordination with IEEE Canada President, Administrator, and, if appointed/applicable, the Meeting Coordinator, shall determine and distribute all meeting dates, and determine and distribute and reporting deadlines for all IEEE Canada Board members, for all meetings.

The Secretary will also be the second reviewer and approver of all Ex-Com expenses that are non-Secretarial in nature.

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 shall forward the following reports:

- Each January, develop (if not already developed by the current or previous Secretary, if it is a transition year) an annual overview of activities and actions, to be known as the "Secretary's Plan". If the "Secretary's Plan", is already developed, ensure it is up to date, by January 31st, each calendar year.
- The Secretaries upcoming activities, accomplishments to date and opportunities report to the IEEE Canada Board at the Spring Meeting. The Secretary shall also provide the deadline dates to IEEE Canada Administrator for submission of reports from Section, Committee, Group Committee Chairs and the ExCom for all IEEE Canada Meetings.
- Budget request for the IEEE Treasurer. The deadline for the 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 Senior Member grade or higher. The Secretary appointment shall be for one year, starting January 1, with reappointment possible for a maximum tenure of five consecutive years.

2.4.5 *IEEE Canada Meeting Attendance:* The Secretary shall 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.



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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, of 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 the 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.

The Treasurer shall ensure all IEEE Canada Conferences, Summits, Workshops, and other Events of significant expenditure, (which require IEEE approval for one or more expenses), have their own conference, summit, workshop, or event concentrated banking account under Region 7, that seed funding is properly transferred, any surplus properly distributed, associated reporting properly made to the Region 7 Board, and audits properly completed for events over IEEE thresholds.

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

The Treasurer shall be responsible for updating 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 the IEEE using the IEEE prescribed tools and processes.

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

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

2.5.2 *Reporting 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 forward 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.
- Each January, in a given calendar year, develop (if not already developed by the current or previous Treasurer, if it is a transition year) an annual plan of activities and actions, to be known as the "Treasurer's Plan". If the "Treasurer's Plan", is already developed, ensure it is up to date, by January 31st, each calendar year.
- 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



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Canada meetings are required, as per IEEE Canada Administrator notifications.

- For the Fall Board meeting, present the following year's proposed budget, from the Fall ExCom meeting, progress on the 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 Treasurer's 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 Senior Member grade or higher. The Treasurer's appointment shall be for one year, starting January 1st, of each calendar year, with reappointment possible for a maximum tenure of five consecutive years.

2.5.5 *IEEE Canada Meeting Attendance:* The Treasurer shall 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 Emeriti (if any) and the Parliamentarian shall be ex-officio, non-voting members of the IEEE Canada Board. Although not required by the IEEE MGA, the IEEE Canada Board shall aim for a two to one representation of elected to non-elected officials.

3.3 IEEE Canada Meeting Schedule:

The IEEE Canada Board shall hold at least two meetings a year, at least one of which will be Face-to-Face/In Person. 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.

IEEE Canada also holds an interim virtual meeting during the summer (mid May to end of June time frame) to approve Committee Chairs, other key IEEE Canada Board Positions for the following year and any urgent interim business items. All IEEE Canada Board members, specifically invited, are expected to attend this virtual meeting.

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 events, (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.



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When one of the two major/mandatory IEEE Canada Board meeting are moved to coincide with another major event, IEEE Canada will hold another virtual meeting in late fall to approve the following year's budget and interim business items. All IEEE Canada Board members, specifically invited, are expected to attend this virtual meeting.

3.4 IEEE Canada Meeting Attendance:

The IEEE Canada Board meetings are normally held in open session. This means that any member of IEEE who is good standing can attend the meeting.

In some instances, the IEEE Canada Board may schedule part or all its meeting in Executive Session. In Executive Session, only the voting members of the Board, the Parliamentarian, IEEE Canada Administrator and other IEEE Board members are allowed to participate in the meeting. An Executive session would be called if:

- 1) there is an item on the agenda that discusses the rights of a member or members,
- 2) the IEEE Canada Board is approving the appointments or Committee Chairs/Vice Chairs, and
- 3) the IEEE Canada Board is approving award recipients.

On rare occasions, the IEEE Canada Board may go into Deep Executive Session. In this instance, only elected members of the Board shall attend the meeting. This includes the three Presidents, Treasurer, Secretary, and Section Chairs.

The IEEE Canada President may alter at any time who can participate in Executive or Deep Executive session.

There are no meeting minutes taken during any type of Executive Session, therefore only actions taken, or motions accepted are reported out.

3.5 Regional Student Representative (RSR) and Vice-RSR(s)

This position reports to the IEEE Canada Board. For this position description, see [Section 6.6.6](#) in this document.

3.6 Directors Emeriti

- 3.6.1 *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 the Director Emeritus to serve as voting members of other IEEE Canada Committees.
- 3.6.2 *Structure:* All past IEEE Presidents (of IEEE Inc., not IEEE Canada) residing within the jurisdiction of IEEE Canada shall be appointed Directors Emeriti of IEEE Canada and shall serve until they elect to retire.
- 3.6.3 *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 be invited to attend all IEEE Canada Board, Executive Committee, and Steering Committee meetings. Attendance at these meetings is at the discretion of the Director Emeriti.



3.7 Parliamentarian

- 3.7.1 *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.
- 3.7.2 *Structure:* The parliamentarian has none of the rights of the members of the IEEE Canada Board of Directors, Executive Committee and Steering Committee.
- 3.7.3 *IEEE Canada Meeting Attendance:* The Parliamentarian shall 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 endorsing to the IEEE Canada Board all recommendations 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 1st, of a given calendar year, 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 shall be ex-officio, non-voting member of the Steering Committee.

The IEEE Canada Administrator may be asked to attend, take and distribute the meeting minutes.



4.4 IEEE Canada Steering Committee Meeting Schedule:

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

4.5 IEEE Canada Steering Committee Meeting Attendance:

The IEEE Canada Steering Committee meetings are normally attended by the SteerCom members.

By default, SteerCom meetings are held in Executive Session. In some instances, a SteerCom meeting may be held in Deep Executive Session, and only the voting members of the SteerCom will be allowed to participate in the meeting.

The IEEE Canada President may alter at any time who can participate in a SteerCom Executive session.

There are no meeting minutes taken during any type of Executive Session, therefore only the results of actions taken, or motions accepted are reported out.

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 IEEE Canada Executive Committee Meeting Schedule:

The Executive Committee shall meet via conference call or online virtual meetings at least once a month, or Face-to-Face, in conjunction with Region Meetings, at the discretion of the President.

In Addition, the ExCom shall hold one Face-to-Face planning meeting, annually. This meeting is normally held in the month of September, in a given calendar year.

The President may call additional meetings, if required.



5.5 IEEE Canada Executive Committee Meeting Attendance:

The IEEE Canada Executive Committee meetings are normally attended by the ExCom members.

In some instances, the ExCom may schedule part or all its meeting in Executive Session. In Executive Session, only the voting members of the ExCom and Parliamentarian are allowed to participate in the meeting.

The IEEE Canada President may alter at any time who can participate in an ExCom Executive session.

There are no meeting minutes taken during any type of Executive Session, therefore only the results of actions taken, or motions accepted are reported out.

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 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

This section outlines the common reporting, planning and communication requirements for all Group Committee Chairs and Committee Chairs, as follows:

- Each January, in a given calendar year, develop (if not already developed by the current Group Committee Chair(s) and Committee Chair(s), in a transition year), an annual plan of activities and actions, to be known as the "Group Committee Chair and Committee Chair Plan", for each respective group. If each respective "Group Committee Chair and Committee Chair Plan", is already developed, ensure it is up to date, by January 31st, of each calendar year.
- Report, respective Committee upcoming activities, accomplishments to date and provide 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 the 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 Secretary's tenure is complete, to the incoming Secretary as a transition report.
- Each Chair should serve on Committee for at least one year after leaving the Chair role as the immediate Past Chair.
- If a Coordinator/Liaison role is assigned to a committee, then the Coordinator/Liaison should serve on the Committee for at least one year after leaving the Coordinator/Liaison role, as the immediate Past Coordinator/Liaison. If the role is not assigned a committee, they will be expected to make themselves available for at least one year to answer questions and provide guidance to the new Coordinator/Liaison.
- In January, of a given calendar year, each Chair is responsible of reviewing and if need be, updating their portion of the IEEE Canada web site.
- In late November/early December, of a given calendar year, each Chair is responsible for updating their portion of the IEEE Canada web site, with relevant details of the Committee annual activities. An example here would be recognition of an award winner.
- Also, in late November/early December time frame, of a given calendar year, each Chair shall review and update their section of the IEEE Canada Operations Manual to ensure it remains current.
- Each Group Committee Chair is responsible for holding at least six (6) Group meetings a year.

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 shall be responsible for maintaining communication with their respective Committee Chairs, Coordinators, and Liaisons.

In addition to the Duties outlined above in [Section 6.2](#), for their Committee Chair Role, 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.
- Represent the interests and action items of the IEEE Canada Executive Committee to all Committee Chairs, Coordinators and Liaisons in their respective Group.
- Ensure each Committee Chair within their respective Group creates an activity plan and budget in advance of the Fall Executive Committee planning meeting.
- Ensure each Committee Chair or Coordinator reviews their portion of the IEEE Canada budget and updates the budget, if necessary.
- Present the group budget and activity plan to the ExCom at the Fall Executive Committee planning meeting.

Group Chairs should hold a minimum of six (6) meetings a year with their committees.

- 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.
 - 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 immediate past Chairs upon approval by the Board. The IEEE Canada Board shall ratify the Group Committee Chairs for a one-year appointment, starting on January 1st, of a given calendar year, 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 shall be recommended by the IEEE Canada Nominations and Appointments Committee, shall be then approved by Steercom, and shall, lastly, be ratified by IEEE Canada Board, with a one-year appointment, starting on January 1st, of a given calendar year, with possible reappointment, for a maximum tenure of three consecutive years. The appointment process shall be executed, as per the IEEE Canada Bylaws.



Similarly, the Vice Chairs shall be elected from among the respective Committee Chairs by the group.

- 6.3.5 *IEEE Canada Meeting Attendance:* The Group Committees shall conduct their business by teleconference or via an online/virtual meeting. The Group Chairs shall attend all IEEE Canada Board and Executive Committee meetings during a given calendar the year.

6.4 Committee Vacancy

If committee vacancies occur, they shall be filled using the methodology originally used to fill that position. This applies to Group Chairs, Committee Chairs and Committee members.

In the event of absence or incapacity of the Group Chair or a Committee Chair, the Vice Chair shall serve as Acting Chair until such time as a successor has been identified. If there is no Vice Chair, the Immediate Past Chair shall serve as Acting Chair.

If there is no Vice Chair, and the immediate Past Chair is not available, and in the absence of the Chair, the voting members of the committee present, from amongst their own, shall select someone to so serve, as Chair or Acting Chair.



6.5 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 ERG Past Chair, the Industry Committee 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 IEEE Region 7 members appointed by the ERG Chair or President, as required.

6.5.1 Industry Committee (IC)

6.5.1.1 *Primary Duties:* The Industry Committee (IC) Chair is responsible for:

- (i) Promoting IEEE to industry as an information provider to enhance their employees' technical expertise.
- (ii) Working with industry to establish an understanding of their needs and to demonstrate how IEEE Canada can help.
- (iii) Strengthening 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.
- (iv) 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.

Secondary Duties of the Industry Committee shall include:

- (i) Reviewing and updating, if necessary, the content for the IEEE Canada web page(s) for IC. Provide the updated content to the Web Committee so that the web page(s) can be updated. All content must be reviewed by the External Relations Group Chair.
- (ii) Ensuring activities or events that may be relevant to all members of IEEE Canada are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter.
- (iii) Ensuring items, above, are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.

6.5.1.2 *Reporting Hierarchy:* The IC will report to the IEEE Canada Board through the External Relations 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 Industry Committee Chair shall be responsible for Industry Committee communication in general and providing 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 the report or reports to IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.



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- 6.5.1.4 *Structure:* The Committee shall consist of the IC Chair, the IC Vice-Chair, IC Past Chair, and where Sections within IEEE Canada have their own Industrial Liaison position or a Committee with a Chair, this individual shall be a member of the IEEE Canada Committee.

If the all the Sections in any of the Areas do not have an Industry Committee Chair, the Region Industry Committee Chair, in consultation with Area Chair, can appointment a committee member from that Area.

In the years when IEEE Canada Board is appointing a new Industry Committee Chair for the Industry Committee, this volunteer becomes a member of the Industry Committee upon approval of the IEEE Canada Board of that individual to the Industry Chair role.

Also, in the years when IEEE Canada Board has appointed a new Industry Committee Chair, at the end of the Calendar year, the current Industry Committee Chair becomes the Past Chair of the Committee.

- 6.5.1.5 *IEEE Canada Meeting Attendance:* The IRC Chair shall attend the designated IEEE Canada Face-to-Face meeting.

6.5.2 Outreach and Partnership Committee (OPC)

- 6.5.2.1 *Duties:* The Outreach and Partnership Committee (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,
 - (iii) Extending IEEE Canada's reach to the public, reviewing and updating, if necessary, the content for the appropriate IEEE Canada web page(s) for OPC. Provide the updated content to the Web Committee so that the web page(s) can be updated. All content must be reviewed by the External Relations Group Chair, prior to publication/posting.
 - (iv) Ensuring activities or events that may be relevant to all members of IEEE Canada are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter.
 - (v) Ensuring items, above, are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.

- 6.5.2.2 *Reporting Hierarchy:* The OPC shall report to the IEEE Canada Board through the External Relations Group Chair.

- 6.5.2.1 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in [Section 6.2](#) of this document, the OP Committee Chair shall be responsible for OP Committee communication in general and providing 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 the report or reports to IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.

- 6.5.2.2 *Structure:* The Committee shall consist of the OPC Chair, the OPC Vice-Chair, the OPC Past 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



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OPC Chair, and representatives assigned to other societies, as determined by the Steering Committee.

- 6.5.2.3 *IEEE Canada Meeting Attendance:* The OPC Chair shall attend the designated IEEE Canada Face-to-Face meeting.

6.5.3 Humanitarian Initiatives Committee (HIC)

- 6.5.3.1 *Duties:* The Humanitarian Initiatives Committee (HIC) Chair 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, including SIGHT and SIGHT initiatives, and
 - (v) Coordinate activities with IEEE worldwide humanitarian committees and initiatives,
 - (vi) Assist CONAC in planning and preparing for the International Humanitarian Technology Conference (IHTC),
 - (vii) Reviewing and updating, if necessary, the content for the IEEE Canada web page(s) for HIC. Provide the updated content to the Web Committee so that the web page(s) can be updated. All content must be reviewed by the External Relations Group Chair,
 - (viii) Ensure activities or events that may be relevant to all members of IEEE Canada are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter, and
 - (ix) Ensure items, above, are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.
- 6.5.3.2 *Reporting Hierarchy:* The HIC shall report to the IEEE Canada Board through the External Relations 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 HI Committee Chair shall be responsible for HI Committee communication in general and providing 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 the report or reports 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 HIC Chair, 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 a consensus being reached within the HIC Committee. The Advisors of the Committee are not required to be IEEE members.
- 6.5.3.5 *IEEE Canada Meeting Attendance:* The HIC Chair shall attend the designated IEEE Canada Face-to-Face meeting. Communications with Sections are conducted



through the Area representatives, IEEE Canada publications and the HIC Web site.

6.5.4 Standards Association Liaison (SAL)

- 6.5.4.1 *Duties:* The primary purpose of the Standards Association Liaison (SAL) is to:
- (i) Interface with the IEEE Standards Association,
 - (ii) Assist the IEEE Standards office in Canada within the implementation of the IEEE Standards Association's globalization initiative in Canada,
 - (iii) Promote IEEE Standards Association activities and opportunities with Canadian and international standards organizations, and
 - (iv) Serve as a source of information on the IEEE Standards Association.

Secondary duties for SAL shall include:

- (i) Reviewing and updating, if necessary, the content for the IEEE Canada web page(s) for Standards. Then provide the updated content to the Web Committee so that the appropriate web page(s) can be updated. All content must be reviewed by the External Relations Group Chair, prior to publication/posting.
 - (ii) Ensuring activities or events that may be relevant to all members of IEEE Canada are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter.
 - (iii) Ensuring items, above, are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.
- 6.5.4.2 *Reporting Hierarchy:* The SAL shall report to the IEEE Canada Board through the External Relations 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 SAL shall be responsible for SAL communication in general and providing 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 the report or reports to IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.
- 6.5.4.4 *Structure:* The SAL structure is created via a recommendation or endorsement by the Standards Association Board or President. 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 such a committee.
- 6.5.4.5 *IEEE Canada Meeting Attendance:* The SAL shall attend the designated IEEE Canada Face-to-Face meeting.

6.5.5 PAGSE Council Representative (PCR)

- 6.5.5.1 *Duties:* The primary purpose of the PAGSE Council Representative (PCR) is to:
- (i) Interface with the PAGSE, and assist with The Partnership Group for Science and Engineering (PAGSE) and Represent views of IEEE Canada and the IEEE to the PAGSE group, and



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- (ii) Do our best within the IEEE to ensure that the right messages about science and engineering as a whole reach various levels of government in Canada.

Secondary duties for PCR shall include:

- (i) Reviewing and updating, if necessary, the content for the IEEE Canada web page(s) for PCR. Provide the updated content to the Web Committee so that the appropriate web page(s) can be updated. All content must be reviewed by the External Relations Group Chair, prior to publication/posting.
- (ii) Ensuring activities or events that may be relevant to all members of IEEE Canada are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter.
- (iii) Ensuring items, above, are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.

- 6.5.5.2 *Reporting Mechanism:* The PCR shall report to the IEEE Canada Board through the External Relations 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 PAGSE Council Representative (PCR) shall be responsible PAGSE Council communication in general and providing 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 the report or reports to IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.
- 6.5.5.4 *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 such a committee.
- 6.5.5.5 *IEEE Canada Meeting Attendance:* The PCR shall attend the designated IEEE Canada Face-to-Face meeting.



6.6 Member Services Group (MSG)

Structure: Following the Member Services Group (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, the MSG Vice Chair, the MSG Past 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 Regional Student Representative (RSR).

6.6.1 Membership Development Committee (MDC)

6.6.1.1 *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,
- (v) Implementation and support of membership development programs initiated by the IEEE MGA Membership Retention and Recruitment Committee (MRRC),
- (vi) IEEE Canada MDC Chair represents the Region at MRRC and is a member of MRRC as well. In addition, the MDC Chair represents and participates in MRRC monthly webcasts,
- (vii) IEEE Canada MDC Chair represents the Region at MBPAC to discuss IEEE Member benefits,
- (viii) Reviewing and updating, if necessary, the content for the IEEE Canada web page(s) for MDC. Provide the updated content to the Web Committee so that the appropriate web page(s) can be updated. All content must be reviewed by the Member Services Group Chair, prior to publication/posting,
- (ix) Ensuring activities or events that may be relevant to all members of IEEE Canada are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter, and
- (x) Ensuring items, above, are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.

6.6.1.2 *Reporting Mechanism:* The MDC shall report to the IEEE Canada Board through the Member Services 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 MD Committee Chair shall be responsible for Committee communication in general and providing written reports, as per the following:



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

6.6.1.4 *Structure:* The Committee shall consist of the MDC Chair, the MDC Vice-Chair, MDC Past Chair, and where Sections within IEEE Canada have their own Membership Development position or a Committee with a Chair, this individual shall be a member of the IEEE Canada Committee.

If all the Sections in any of the Areas do not have a Membership Development Chair, the Region MDC Chair, in consultation with Area Chair, can appointment a committee member from that Area.

Additional members beyond those outlined above may be added by the MDC Chair as needed.

In the years when IEEE Canada Board is appointing a new Committee Chair for the MD Committee, this volunteer becomes a member of the MD Committee upon approval of the IEEE Canada Board of that individual to the MDC Chair role.

Also, in the years when IEEE Canada Board has appointed a new Committee Chair, at the end of the Calendar year, the current Committee Chair becomes the Past Chair of the Committee.

6.6.1.5 *IEEE Canada Meeting Attendance:* The MDC Chair shall attend the designated IEEE Canada Face-to-Face meeting.

6.6.2 *Young Professionals Committee (YPC)*

6.6.2.1 *Duties:* The Young Professionals Committee (YPC) serves the interests of the IEEE Affinity Group characterized by IEEE members in their first fifteen (15) years (approximately), after receiving a relevant undergraduate degree and who reside within the boundaries of 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



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- 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,
 - (xv) Measure, track, and report on Young Professionals program effectiveness in IEEE Canada,
 - (xvi) Liaise and participate on IEEE Young Professionals Committee. When necessary, carry out activities of the IEEE Committees
 - (xvii) Review and update, if necessary, the content for the IEEE Canada web page(s) for YP. Provide the updated content to the Web Committee so that the web page(s) can be updated. All content must be reviewed by the Member Services Group Chair,
 - (xviii) Ensure activities or events that may be relevant to all members of IEEE Canada are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter, and
 - (xix) Ensure items above are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.

6.6.2.2 *Reporting Hierarchy:* The Young Professionals Chair shall report to the IEEE Canada Board through the Member Services Group Chair. The Section Young Professionals Chairs shall report to the Young Professionals Chair in addition to their own Sections.

6.6.2.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in [Section 6.2](#) of this document, the Committee Chair shall be responsible for Committee communication in general and providing written reports, as per the following:

- Write and provide YP articles for the IEEE Canada Newsletter to promote YP activities to Section Chairs and the IEEE Canada Membership as a whole.
- 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, but publication could be more frequent, if desired. Deadlines for submissions should be adjusted, as required.
- 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 the report or reports to IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.

6.6.2.4 *Structure:* The YP Committee shall consist of the YPC Chair, the YPC Vice-Chair, YPC Past Chair, and where Sections within IEEE Canada have their own Young



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Professional position or a Committee with a Chair, this individual shall be a member of the IEEE Canada Committee.

If all the Sections in any of the Areas do not have a Young Professional Chair, the Region YPC Chair, in consultation with Area Chair, can appointment a committee member from that Area.

Additional members beyond those outlined above may be added by MDC Chair, as needed. Additional YPC members might include the 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).

In the years when IEEE Canada Board is appointing a new YP Committee Chair for the YP Committee, this volunteer becomes a member of the YP Committee upon approval of the IEEE Canada Board of that individual to the incoming YP Chair role.

Also, in the years when IEEE Canada Board has appointed a new Committee Chair, at the end of the Calendar year, the current Committee Chair becomes the Past Chair of the Committee.

6.6.2.5 *IEEE Canada Meeting Attendance:* The Young Professionals Committee Chair shall attend the designated IEEE Canada Face-to-Face meeting.

6.6.3 Women in Engineering (WIE) Committee

6.6.3.1 *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,
- (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,
- (ix) Liaise and participate on IEEE Women in Engineering Committees. When necessary, carry out activities of the IEEE Committees,
- (x) Review and update, if necessary, the content for the IEEE Canada web page(s) for WIE. Provide the updated content to the Web Committee so that the web page(s) can be updated. All content must be reviewed by the Member Services Group Chair,



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- (xi) Ensure activities or events that may be relevant to all members of IEEE Canada are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter, and
- (xii) Ensure items above are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.

6.6.3.2 *Reporting Hierarchy:* The WIE Committee Chair shall report to the IEEE Canada Board through the Member Services 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 WIE Committee Chair shall be responsible for WIE Committee communication in general and providing 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 the report or reports to the IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.

6.6.3.4 *Structure:* The Committee shall consist of the WIE Committee Chair, the WIE Committee Vice-Chair, WIE Committee Past Chair, and where Sections within IEEE Canada have their own WIE position or a Committee with a Chair, this individual shall be a member of the IEEE Canada Committee.

If all the Sections in any of the Areas do not have a WIE position, the Region WIE Chair, in consultation with Area Chair, can appointment a committee member from that Area.

Additional members beyond those outlined above may be added by WIE Chair as needed.

In the years when IEEE Canada Board is appointing a new Committee Chair for the Committee, this volunteer becomes a member of the Committee upon approval of IEEE Canada Board of that individual to the WIE Committee Chair role.

Also, in the years when IEEE Canada Board has appointed a new Committee Chair, at the end of the calendar year, the current WIE Committee Chair becomes the Past Chair of the Committee.

6.6.3.5 *IEEE Canada Meeting Attendance:* The WIE Committee Chair shall attend the designated IEEE Canada Face-to-Face meeting.

6.6.4 Life Members Committee (LMC)

6.6.4.1 *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



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- 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),
 - (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) Encouraging 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,
 - (viii) Holding at least six Life Members Committee teleconferences call or online meetings per year. Timing should be prior to the IEEE Canada monthly ExCom meetings, but can be adjusted, if necessary,
 - (ix) Reviewing and updating, if necessary, the content for the IEEE Canada web page(s) for LMC. Provide the updated content to the Web Committee so that the web page(s) can be updated. All content must be reviewed by the Member Services Group Chair,
 - (x) Ensuring activities or events that may be relevant to all members of IEEE Canada are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter, and
 - (xi) Ensuring items above are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.

6.6.4.2 *Reporting Hierarchy:* The LMC Chair shall report to the IEEE Canada Board through the Member Services 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 LM Committee Chair shall be responsible for LM Committee communication in general and providing 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 the report or reports to the IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.

6.6.4.4 *Structure:* The Committee shall consist of the LMC Chair, the LMC Vice-Chair, LMC Past Chair, and where Sections within IEEE Canada have their own Life Member position or a Committee with a Chair, this individual shall be a member of the IEEE Canada Committee.

If all the Sections in any of the Areas do not have a Life Member position, the Region LMC Chair, in consultation with Area Chair, can appointment a committee member from that Area. Recommendations for representatives will be sought from each of the Areas as required.



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Additional members, beyond those outlined above, may be added by LMC Chair as required.

Members of the LMC shall have obtained IEEE Life Member status.

Appointments made to the Life Members Committee Chair shall be for one year, starting January 1st, of a given Calendar year, with re-election possible for a maximum tenure of five consecutive years.

In the years when IEEE Canada Board is appointing a new LM Committee Chair for the LM Committee, this volunteer becomes a member of the LM Committee upon approval of IEEE Canada Board of that individual to the LMC Chair role.

Also, in the years when IEEE Canada Board has appointed a new Committee Chair, at the end of the calendar year, the current Committee Chair becomes the Past Chair of the Committee.

6.6.4.5 *IEEE Canada Meeting Attendance:* The LMC Chair shall attend the designated IEEE Canada Face-to-Face meeting.

6.6.5 Student Activities Committee (SAC)

6.6.5.1 *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,
- (v) In conjunction with IEEE Canada RSR and Awards Committee, ensure that all Student Branch Councillors are informed about George Armitage Outstanding Student Branch Award, as outlined below in Section 6.6.5.3,
- (vi) Organizing and administrating the annual Student Congress (Training Workshops). The SAC Chair, RSR and IEEE Canada Administrator shall identify speakers for Student Congress. Selection of speakers must be complete one month to event.
- (vii) Organize and administer the annual Web Page Competition by:
 - a. Identifying and selecting competition judges by mid-March, of a given calendar year,
 - b. Providing submissions of qualified entries for worldwide competition to the IEEE, as required before the end of April, of a given calendar year,

NOTE: RSR must check IEEE student concourse contest announcement to determine IEEE final submission for that year.
- (viii) Reviewing and updating, as required, the content for the IEEE Canada web page(s) for SAC. Provide the updated content to the Web Committee so that the appropriate web page(s) can be updated. All content must be reviewed by the Member Services Group Chair, prior to publishing/posting.



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- (ix) Ensuring activities or events that may be relevant to all members of IEEE Canada are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter, and
- (x) Ensuring items above are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.

In addition, the IEEE Canada SAC and RSR shall represent IEEE Canada and its Student Members on the IEEE Student Activities Committee, and participate in program development, execution, and adaptation within IEEE SAC.

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

6.6.5.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in [Section 6.2](#) of this document, the SA Committee Chair shall be responsible for SA Committee communication in general and providing 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 March,
 - (iii) Announcement of Submission Deadline to IEEE Canada RSR (March 15), and
 - (iv) Announce IEEE results by end of April early May.
- Announcements for George Armitage Outstanding Student Branch Award (Coordinator RSR):
 - (i) 1st announcement should be out at the beginning of February,
 - (ii) 2nd announcement should be out mid March, and
 - (iii) Final announcement of submission deadline (May 15th) should be out the beginning of May,
- Announcements for Student Congress:
 - (i) 1st announcement should be out at least five months in advance of the event. This includes the intent to attend form and the IEEE Canada Expense Guidelines,
 - (ii) 2nd announcement should be out four months in advance of the event with the deadline for intent to attend form at start of month in advance of event,
 - (iii) A travel guideline reminder should go out two months in advance of event and again six (6) weeks in advance of the event. This reminder should include cut off for travel bookings, which is 1 month prior to event, and
 - (iv) Provide Agenda to participants three weeks in advance of the event.
- Write and/or collect and then forward 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 the report or reports to the IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
- The SAC Chair shall review the SAC year-end financial report with IEEE Canada Treasurer, which is a task to be completed by mid-February, for a given calendar year.



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6.6.5.4 *Structure:* The Committee shall consist of the SAC Chair, SAC Vice-Chair, SAC Past Chair, Regional Student Representative (RSR), Vice-Regional Student Representatives (Vice- RSRs), the Past RSR, a representative from each of the three Areas (as selected/recommended by each Area Chair), and other members appointed by the SAC Chair, as required. 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.

6.6.5.5 *IEEE Canada Meeting Attendance:* The SAC Chair shall attend the designated IEEE Canada Face-to-Face meeting.

6.6.6 Regional Student Representative (RSR)

6.6.6.1 *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 the Student Web Page Competition, and others,
- (iv) The RSR assists in the maintenance of the IEEE Canada Student Activities web pages, and
- (v) The Vice-RSR(s) will work with the RSR and support the RSR to carry out all the RSR's duties.

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

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

6.6.6.4 *Structure:* The Regional Student Representative shall be an active IEEE student member. The Steering Committee, on recommendation from the Student Activities Committee Chair shall appoint the RSR.

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



6.7 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 PCG Chair, the PCG Vice Chair; the PCG Past Chair, the Editors of magazines, journals, newsletters, and other professional publications sponsored by IEEE Canada for industry professionals, the Translation Coordinator, the Advertising Coordinator, and other members appointed by the PCG Chair or IEEE Canada President, as required.

6.7.1 IEEE Canadian Journal of Electrical and Computer Engineering (ICJECE) Committee

6.7.1.1 Duties: The ICJECE Editor (or Co-Editors) shall oversee the editing and publication of the IEEE Canadian Journal of Electrical and Computer Engineering (ICJECE) and are responsible for publishing the ICJECE 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.

Other duties ICJECE Committee shall include:

- (i) Reviewing and updating, if necessary, the content for the IEEE Canada web page(s) for ICJECE. Provide the updated content to the Web Committee so that the appropriate web page(s) can be updated. All content must be reviewed by the Publications and Communications Group Chair, prior to publication/posting.
- (ii) Ensuring, that after any issue is published, publication teasers and notification of magazine availability is shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter, and
- (iii) Ensuring items, above, are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.

6.7.1.2 Reporting Hierarchy: The Editor (or Co-Editors) shall report to the IEEE Canada Board through the Publications and Communications 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 ICJECE Editor shall be responsible for ICJECE Committee communication in general and providing 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 the report or reports to IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.

6.7.1.4 Structure: Appointments made to the ICJECE (including the Editor or Co-Editors) shall be for one year, starting January 1st, of a given calendar year, with reappointment possible for a maximum tenure of six consecutive years. Selection of the candidates is done through the Nominations and Appointments Committee (NAC).



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6.7.1.5 *IEEE Canada Meeting Attendance:* The CJECE editor (or Co-Editors) shall attend the designated IEEE Canada Face-to-Face meeting.

6.7.2 IEEE Canadian Review (ICR) Committee

6.7.2.1 *Duties:* The principal objective of the Canadian Review is to project an image of the Canadian electrical, electronics, communications and computer engineering/science professions and their associated academic and business communities to Canadian members of IEEE; members of the profession and community who are not members of IEEE; and the associated Canadian academic (i.e., universities, colleges, secondary schools), government and business communities. A copy of the Canadian Review is also to be prepared and posted by the Editor-in-Chief on the www.ieee.ca 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) Ensuring the ICR is published a minimum of three times a year with the following recommended schedule:
 - i. Winter (to appear in March),
 - ii. Spring/Summer (to appear in July), and
 - iii. Fall (to appear in November).
- (ii) Identify potential articles, advertisers, and other content for ICR.
- (iii) Work with Advertising Coordinator and Translation Committee when required,
- (iv) Work with third party publication companies who are responsible for layout and production of the ICR,
- (v) Identify and make recommendation to Nomination and Appointments Committee for Associate Editors of the ICR, Other duties ICJECE Committee shall include:
- (vi) Reviewing and updating, if necessary, the content for the IEEE Canada web page(s) for ICR. Provide the updated content to the Web Committee so that the appropriate web page(s) can be updated. All content must be reviewed by the Publications and Communications Group Chair, prior to publication/posting,
- (vii) Ensuring, that after any issue is published, publication teasers and notification of magazine availability is shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter, and
- (viii) Ensuring items above are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.



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- 6.7.2.2 *Reporting Hierarchy:* The ICR Editor-in-Chief (or Co-Editors-in-Chief) shall report to the IEEE Canada Board through the Publications and Communications Group Chair.
- 6.7.2.3 *Communication and Reporting Requirements:* In addition to the reporting requirements, outlined in [Section 6.2](#) of this document, the Editor shall be responsible for Committee communication in general and providing 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 the report or reports to the IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.
- 6.7.2.4 *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 1st, of a given calendar year, with reappointment possible for a maximum tenure of six consecutive years.
- 6.7.2.5 *IEEE Canada Meeting Attendance:* The ICR Editor-in-Chief (or Co-Editor-in-Chief) shall attend the designated IEEE Canada Face-to-Face meeting.

6.7.3 IEEE Canada Newsletter (ICN) Committee

- 6.7.3.1 *Duties:* The IEEE Canada Newsletter (ICN) Committee is responsible for producing a newsletter for IEEE Canada members. This newsletter is to be posted on the IEEE Canada Web site. The committee shall respond to the needs of the prevailing work environment obtained through the members' suggestions and surveys and through participation in dialogue with colleagues in the members' technical areas of expertise and through liaison with other technical and professional organizations. The ICN Editor (or Co-Editor) shall be responsible for:
- (i) Publishing the IEEE Canada Newsletter monthly at the end of the month and ensuring it is uploaded to IEEE Canada Web site at the beginning of each month,
 - (ii) Send out monthly Newsletter email at the end of each month to all members of IEEE who receive electronic communications from IEEE.
 - (iii) Requesting and collecting the content by the 21st of every month,
 - (iv) Ensuring the accuracy of the published newsletter and will have the right to accept/reject items submitted,
 - (v) Work with the Translation Committee and Advertising Coordinator, as required,
 - (vi) ensuring the structure of the newsletter conforms to the look and feel of the IEEE Canada Web site,
 - (vii) Reviewing and updating, as required, the content for the IEEE Canada web page(s) for ICN. Provide the updated content to the Web Committee so that the appropriate web page(s) can be updated. All content must be reviewed by the Publications and Communications Group Chair, prior to publication/posting,
 - (viii) Ensuring, that after any newsletter is published, it is uploaded to the IEEE Canada web site-
 - (ix) Ensuring the newsletter link is shared with IEEE Canada Publicity Chair so that it can be potentially shared through all publicity channels utilized by IEEE Canada.



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- 6.7.3.2 *Reporting Hierarchy:* The ICN Editor (or Co-Editor) shall report to the IEEE Canada Board through the Publications and Communications 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 Editor shall be responsible for Committee communication in general and providing 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 the report or reports to IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.
- 6.7.3.4 *Structure:* Through the NAC, appointments made to the ICN (including the Editor or Co-Editor) shall be for one year, starting January 1st, of a given year, with reappointment possible for a maximum tenure of six consecutive years. The ICN Past Editor (and/or Co-Editor) shall also be members of the committee.
- 6.7.3.5 *IEEE Canada Meeting Attendance:* The ICN Editor (or Co-Editor) shall attend the designated IEEE Canada Face-to-Face meeting.
- 6.7.4 Advertising Coordinator (AC)**
- 6.7.4.1 *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.
- 6.7.4.2 *Timelines for Activities and Actions:* The AC provides a service to IEEE Canada, and its actions vary from year to year, as required.
- 6.7.4.3 *Reporting Hierarchy:* The AC Coordinator will present the report or reports to the IEEE Canada Board through the Publications and Communications Group Chair.
- 6.7.4.4 *Communication and Reporting Requirements:* In addition to the reporting requirements, outlined in [Section 6.2](#) of this document, the Advertising Coordinator shall be responsible for Advertising communication in general and providing 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 the report or reports to the IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.
- 6.7.4.5 *Structure:* Through the NAC, the AC, Vice AC, and Past AC, appointments shall be for one year, starting January 1st, of a given calendar year, with reappointments possible for a maximum tenure of five consecutive years.
- 6.7.4.6 *IEEE Canada Meeting Attendance:* The AC shall attend the designated IEEE Canada Face-to-Face meeting.



6.7.5 Translation Committee (TLC)

- 6.7.5.1 Duties:** The Translation Committee Chair 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) Working with IEEE Web Committee and French Web Page Administrator to support web page translation,
 - (iv) Coordinating the work of volunteer translators, and
 - (v) Advising IEEE Canada regarding its Translation Policy.
- 6.7.5.2 Reporting Hierarchy:** The TC Chair shall report to the IEEE Canada Board through the Publications and Communications Group Chair.
- 6.7.5.3 Communication and Reporting Requirements:** In addition to the reporting requirements outlined in [Section 6.2](#) of this document, the Committee Chair shall be responsible for Committee communication in general and providing 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 the report or reports to IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.
- 6.7.5.4 Structure:** Through the NAC, the TC Chair, TC Vice-Chair, and TC Past Chair appointments shall be for one year, starting January 1st, of a given calendar year, with reappointments possible for a maximum tenure of five consecutive years.
- 6.7.5.5 IEEE Canada Meeting Attendance:** The TC Chair shall attend the designated IEEE Canada Face-to-Face meeting.



6.8 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 Chair. The ESG shall consist of the ESG Chair, ESG Vice-Chair, ESG Past Chair, EA Coordinator, STEM Outreach Chair, Training Coordinator, and other members appointed by the ESG Chair, as required.

6.8.1 Educational Activities Coordinator (EAC)

6.8.1.1 *Duties:* The Educational Activities Coordinator (EAC) shall provide guidance and assistance to Region entities in organizing, pre-college education programs, continuing education, university resources and other EAC related activities, and publicizing educational opportunities and resources available from the Institute.

The EAC duties shall include:

- (i) Promoting educational activities at the member level and communicating to the Educational Activities Board (EAB) the concerns of the members,
- (ii) Making every effort to identify deserving IEEE Canada members for educational activity awards,
- (iii) Providing support to sections and affinity groups that organize education related activities,
- (iv) Developing and utilizing an infrastructure for effective communications between the membership and the IEEE Canada Educational Activities Committee,
- (v) Liaising and coordinating with STEM Outreach Committee on publications, activities, and events,
- (vi) Reviewing and updating, as required, the content for the IEEE Canada web page(s) for Educational Activities. Provide the updated content to the Web Committee so that the appropriate web page(s) can be updated. All content must be reviewed by the Educational Services Group Chair, prior to publishing/posting,
- (vii) Ensuring activities or events that may be relevant to all members of IEEE Canada are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter, and
- (viii) Ensuring items, above, are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.

6.8.1.2 *Reporting Hierarchy:* The Education Activities Coordinator shall report to the IEEE Canada Board through the Educational 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 Educational Activities Coordinator shall be responsible for Educational Activities communication in general and providing 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 the report or reports to IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.

6.8.1.4 *Structure:* In addition to the EAC Chair, EAC Vice Chair, and EAC Past Chair, the EAC may choose to appoint a committee of up to one member per section and



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educational advisors, as approved by the Steering committee, should there be enough interest among potential committee members and enough activity to warrant a committee.

- 6.8.1.5 *IEEE Canada Meeting Attendance:* The EAC shall attend the designated IEEE Canada Face-to-Face meeting.

6.8.2 Science, Technology, Engineering and Mathematics (STEM) Outreach Committee

- 6.8.2.1 *Duties:* The STEM Outreach 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 about promoting engineering and science fields to 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 STEM Outreach Committee shall include:

- (i) Reviewing the STEM Outreach Committee activities offered by other organizations within Canada and around the world,
 - (ii) Liaising with the IEEE Educational Activities Board,
 - (iii) Liaising and coordination with IEEE Canada educational Activities Coordinator,
 - (iv) Liaising with engineering and science institutions and Professional Engineers Associations within the jurisdiction of IEEE Canada about the Teachers in Service Program,
 - (v) Compiling STEM Outreach activity information from Sections within Canada,
 - (vi) Update STEM Outreach activities on IEEE Canada web site to keep members up to date on all national and local level STEM Outreach activities,
 - (vii) Reviewing and updating, if required, the content for the IEEE Canada web page(s) for STEM Outreach. Provide the updated content to the Web Committee so that the appropriate web page(s) can be updated. All content must be reviewed by the Educational Services Group Chair, prior to publishing/posting,
 - (viii) Ensuring activities or events that may be relevant to all members of IEEE Canada are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter, and
 - (ix) Ensuring items, above, are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.
- 6.8.2.2 *Communication and Reporting Requirements:* In addition to the reporting requirements, outlined in [Section 6.2](#) of this document, the Committee Chair shall be responsible for STEM Committee communication in general and providing 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 the report or reports to the IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.



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6.8.2.3 *Reporting Hierarchy:* The Chair will present the report or reports 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.

6.8.2.4 *Structure:* The STEM Outreach Committee shall consist of the STEM Outreach Committee Chair, the STEM Outreach Committee Vice-Chair, STEM Outreach Committee Past Chair, and where Sections within IEEE Canada have their own STEM Outreach position or a Committee with a Chair, this individual shall be a member of the IEEE Canada Committee.

If all the Sections in any of the Areas do not have a STEM Outreach position, the Region STEM Outreach Chair, in consultation with Area Chair, can appointment a committee member from that Area. Recommendations for representatives will be sought from each of the Areas, as required.

Additional members beyond those outlined above may be added by STEM Outreach Chair, as required.

In the years when IEEE Canada Board is appointing a new STEM Outreach Committee Chair for the STEM Outreach Committee, this volunteer becomes a member of the STEM Outreach Committee upon approval of IEEE Canada Board of that individual to the STEM Outreach Committee Chair role.

Also, in the years when IEEE Canada Board has appointed a new STEM Outreach Committee Chair, at the end of the Calendar year, the current Committee Chair becomes the Past Chair of the STEM Outreach Committee.

6.8.2.5 *IEEE Canada Meeting Attendance:* The STEM Outreach Chair shall attend the designated IEEE Canada Face-to-Face meeting.

6.8.3 Training Coordinator

6.8.3.1 *Duties:* The Training Coordinator will develop and maintain the overarching training framework to support IEEE Canada. The Coordinator will ensure that 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.

Training Coordinators duties shall include:

- (i) Coordinating with the Secretary and Treasurer to insure there is updated 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 usually takes place at a Region Board meeting but might occur before or virtually when IEEE Canada is not able to meet in person until later in the year, coordinate, in conjunction with the Secretary, the following:
 - a. Prepare agenda,
 - b. identify speakers/trainers,
 - c. Prepare training materials which are to be distributed to attendees in advance, and
 - d. Ensure training facilities are set up.



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- (iii) Coordinating any additional volunteer training identified as necessary by MGA or the Region,
- (iv) Coordinating with Educational Activities to coordinate IEEE Canada training activities for members at large,
- (v) Coordinating with Educational Activities to coordinate any training sessions offered to the public on behalf of IEEE Canada,
- (vi) Monitoring for changes and trends occurring in MGA and other organizational units and technology that may impact the training framework,
- (vii) Reviewing and updating, if necessary, the content for the IEEE Canada web page(s) for Training Activities. Provide the updated content to the Web Committee so that the web page(s) can be updated. All content must be reviewed by the Educational Services Group Chair,
- (viii) Ensuring activities or events that may be relevant to all members of IEEE Canada are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter, and
- (ix) Ensuring items above are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.

6.8.3.2 *Reporting Hierarchy:* The Training Coordinator will report to the IEEE Canada Board through the Education Service 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 Coordinator shall be responsible for IEEE Canada Training communication in general and providing 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 the report or reports to the IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.

6.8.3.4 *Structure:* The Training Coordinator may choose to appoint a committee, which may consist of the Region Treasurer, Secretary, and other members as deemed necessary, by the Coordinator or the Steering Committee.

The Training Committee may request support from the IEEE Canada Administrator.

6.8.3.5 *IEEE Canada Meeting Attendance:* The Training Coordinator shall attend the designated IEEE Canada Face-to-Face meeting.



6.9 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, OSG Vice Chair, OSG Past Chair, Publicity Coordinator, Historian, the IEEE Canada Volunteer Tools Committee Chair, Region Vitality Coordinator, Chapter & Student Branch Chapter Coordinator, Web Master(s), a Meeting Coordinator, if one is appointed for the year, and other members appointed by the OSG Chair, as needed.

6.9.1 Meeting Coordinator

6.9.1.1 *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 STEM Outreach 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.

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

6.9.1.3 *Communication and Reporting Requirements:* In addition to the reporting requirements outlined in [Section 6.2](#) of this document, the Meeting Coordinator shall be responsible for Meeting related communication in general and providing 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 the report or reports to the IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.

6.9.1.4 *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.

This position, which is not specified in the IEEE Canada bylaws, is an optional position and may be appointed at the discretion of the IEEE Canada President upon consultation with the SteerCom. When this position is filled, the final approval of the appointment is made by the IEEE Canada Board.

6.9.1.5 *IEEE Canada Meeting Attendance:* The Meeting Coordinator shall attend the designated IEEE Canada Face-to-Face meeting.



6.9.2 Publicity Coordinator

- 6.9.2.1 *Duties:* The purpose of Publicity Coordinator shall be to help promote the various IEEE Canada activities both through channels maintained by IEEE, the Region and other Channels that will be at our disposal from time to time. The Marketing and Publicity Coordinator is an enthusiastic and highly organized individual. This dynamic position is responsible for:
- (i) Developing and coordinating marketing & publicity plans for the IEEE Canada,
 - (ii) Establishing, and managing production schedules for any IEEE marketing materials and working with suppliers to ensure that materials are produced and delivered on time and on budget,
 - (iii) Taking lead on creating and executing contests and cross-promotions,
 - (iv) When necessary, helping to build an engaged community of journalists, bloggers, and other stakeholders,
 - (v) Working on social media platforms to broadly communicate about IEEE Canada programs, exhibitions, events, membership, and education activities,
 - (vi) Ensuring all written communication is accurate, error-free, and reflects and further develops the IEEE Canada's voice,
 - (vii) Working to expand the IEEE Canada's visibility and build audiences across the nation,
 - (viii) Working with Web Committee and Newsletter Editor to ensure that all events and activities that may be of interest to any IEEE Canada member are publicized efficiently and effectively as possible, and
 - (ix) producing reports on marketing activities.

The Publicity Coordinator is a team player with a positive attitude as they will have to take the initiative collaborating with all other IEEE Board members and external partners on a regular basis.

- 6.9.2.2 *Reporting Hierarchy:* The Publicity Coordinator will report to the IEEE Canada Board through the Operational Support Group Chair.
- 6.9.2.3 *Communication and Reporting Requirements:* In addition to the reporting requirements, outlined in [Section 6.2](#) of this document, the Publicity Coordinator shall be responsible for Publicity related communication in general and will present the report or reports 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 the report or reports to the IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.
- 6.9.2.4 *Structure:* The Publicity Coordinator may choose to appoint a committee that will consist of a Vice Coordinator, the Past Coordinator, the Advertising Coordinator, the (Co-) Web Masters, the Social Media Manager, and other members as required.
- 6.9.2.5 *IEEE Canada Meeting Attendance:* The Publicity Coordinator shall attend the designated IEEE Canada Face-to-Face meeting.



6.9.3 History Committee (HC)

- 6.9.3.1 *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,
 - (x) Holding at least one teleconference or online meeting annually, preferably prior to the IEEE Canada Spring Board meeting,
 - (xi) Reviewing and updating, if necessary, the content for the IEEE Canada web page(s) for IEEE Canada history. Provide the updated content to the Web Committee so that the web page(s) can be updated. All content must be reviewed by the Operational Support Group Chair,
 - (xii) Ensuring activities or events that may be relevant to any members of IEEE Canada are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter, and
 - (xiii) Ensuring items above are also shared with IEEE Canada Publicity Chair so that they can be potentially shared through all publicity channels utilized by IEEE Canada.
- 6.9.3.2 *Reporting Hierarchy:* The HC shall report through the Operational Support Group Chair.
- 6.9.3.3 *Communication and Reporting Requirements:* In addition to the reporting requirements, outlined in [Section 6.2](#) of this document, the History Committee Chair shall be responsible for History Committee communication in general and providing 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 the report or reports to the IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.
- 6.9.3.4 *Structure:* The Committee shall consist of the History Chair, History Vice Chair, History Past Chair, 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.
- 6.9.3.5 *IEEE Canada Meeting Attendance:* The HC Chair shall attend the designated IEEE Canada Face-to-Face meeting.
- 6.9.4 **IEEE Canada Volunteer Tools Committee (ICVTC) Chair**
- 6.9.4.1 The IEEE Canada Volunteer Tools Committee (ICVTC) Chair also serves as the MGA vTools Coordinator (which is a role description also used by MGA-



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Information Management to identify a volunteer who has the vTools systems right access identifier in OU Analytics), and is expected to perform all duties of the role that are expected by the MGA ITCO (Information Technology Coordinator and Oversight) Committee, which generally consists of attending regular online meetings to learn about the new offerings being made available through vTools and providing feedback on existing systems and tools. The individual will also be expected to attend the annual ITCO "F2F" meeting, part or all of which may be held hybrid or virtually for financial and/or safety reasons.

- 6.9.4.2 *Duties:* The IEEE Canada Volunteer Tools Committee supports the system and software needs of IEEE Canada volunteers' by:
- (i) Keeping up to date on IEEE system and software support tools for volunteers,
 - (ii) Participating in the MGA vTools Committee calls, attending MGA vTools Committee meetings, when possible,
 - (iii) Participating on other support tools calls and attending related meetings,
 - (iv) take the training and train-the-trainer courses offered by IEEE and/or MGA staff who support the volunteer tools,
 - (v) organizing beginner, refresh, and update training as needed for new and experienced volunteers via web-session and/or hands-on training at any Region training days,
 - (vi) providing help and support to our section volunteers as needed in their usage of volunteer tools,
 - (vii) collecting and synthesizing the needs of our volunteers,
 - (viii) taking those needs to IEEE and/or MGA to ensure our priority needs are heard and discussed, and
 - (ix) follow up on IEEE Canada unresolved priority issues with the MGA vTools Committee or other IEEE Committees or IEEE staff on a regular basis.

Due the nature of this committee, no formal meeting schedule will be mandated as the needs of the IEEE Canada volunteers will largely dictate when a meeting or assistance or training is required. The committee members should at least hold a meeting once a quarter.

- 6.9.4.3 *Reporting Hierarchy:* The ICVTC shall report to the IEEE Canada Board through the Operational Support Group Chair. The ICVTC Chair, as defined in the IEEE Canada bylaws, shall serve as Chair of the IEEE Canada Volunteer Tool Committee.
- 6.9.4.4 *Communication and Reporting Requirements:* In addition to the reporting requirements, outlined in [Section 6.2](#) of this document, the ICVTC Chair, shall be responsible for ICVTC communication in general and providing written reports, as per the following:
- Respond to volunteer needs on volunteer tools as necessary,
 - Respond to volunteer training requests as necessary, and
 - 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 the report to the IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
- 6.9.4.5 *IEEE Canada Meeting Attendance:* The Volunteer Tools Committee Chair shall attend the designated IEEE Canada Face-to-Face meeting.



6.9.4.6 *Structure:* The Volunteer Tools Committee Chair leads a committee that consists of the Volunteer Tools Committee Chair, the past Volunteer Tools Committee Chair, the Open Waters administrator, and any other individuals required to support the electronic tools required by IEEE Canada as appointed by the Board or President. This committee will expand and contract as volunteer tools come into service and go out of service.

6.9.5 Region Vitality Coordinator (RVC)

- 6.9.5.1 *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,
 - (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.
- 6.9.5.2 *Reporting Mechanism:* The Region Vitality Coordinator shall report to the IEEE Canada Board through the Operational Support Group Chair.
- 6.9.5.3 *Communication and Reporting Requirements:* In addition to the reporting requirements, outlined in [Section 6.2](#) of this document, the Region Vitality Coordinator shall be responsible for RV communication in general and providing 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 the report or reports to the IEEE Canada Board. Reports for IEEE Canada meetings are required as per IEEE Canada Administrator notifications.
- 6.9.5.4 *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.
- 6.9.5.5 *IEEE Canada Meeting Attendance:* Region Vitality Coordinator shall attend the designated IEEE Canada Face-to-Face meeting.

6.9.6 Chapter & Student Branch Chapter Coordinator (CSCC)

6.9.6.1 *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



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- (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.
- 6.9.6.2 *Reporting Hierarchy:* The CSCC shall report to the IEEE Canada Board through the Operational Support Group Chair.
- 6.9.6.3 *Communication and Reporting Requirements:* In addition to the reporting requirements, outlined in [Section 6.2](#) of this document, the CSCC Coordinator shall be responsible for CSC communication in general and providing 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 the report or reports to the IEEE Canada Board. Reports for IEEE Canada meetings are required, as per IEEE Canada Administrator notifications.
- 6.9.6.4 *IEEE Canada Meeting Attendance:* The CSCC shall attend the designated IEEE Canada Face-to-Face meeting.
- 6.9.7 Web Committee Chair**
- 6.9.7.1 *Duties:* The Web Committee Chair 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 Committee Chair shall be responsible for activities of the Web Committee which may be formed to execute these functions.
- 6.9.7.2 The www.ieee.ca website is updated and maintained directly by the Web Committee. Content for the IEEE Canada website is provided by the various groups and committees within IEEE Canada, and the Web Committee Chair updates or causes the update of this material upon request. The Web Committee 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 ICJECE, 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 Committee Chair.
- 6.9.7.3 System administration of the ieee.ca domain and the associated email addresses is also performed by the Web Committee Chair. 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 Canada Volunteer Tools Committee (ICVTC) when those groups use the web hosting provided by vTools. The Web Committee Chair shall be responsible for:
- (i) Working with three Presidents, Nominations & Appointments, Awards Committee, other Committee Chairs, Secretary, 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,



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- (ii) Work with Translation Committee and Advertising Coordinator, when required,
 - (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.
- 6.9.7.4 *Reporting Hierarchy:* The Web Committee shall report to the IEEE Canada Board through the Operational Support Group Chair.
- 6.9.7.5 *Communication and Reporting Requirements:* In addition to the reporting requirements, outlined in [Section 6.2](#) of this document, the Web Committee Chair shall be responsible for Web Committee communication in general and providing written reports, as per the following:
- (i) Communicate with three Presidents, Nominations & Appointments, Awards Committee, other Committee Chairs, Translation Committee, Secretary, and IEEE Canada Administrator, as necessary.
- 6.9.7.6 *Structure:* Through the NAC, appointments made to the Web Committee (including the Web Committee Chair, Vice-Chair(s), Past Chair, French Language Chair and/or Web Committee Members) shall be for one year, starting January 1st, of a given calendar year, with reappointment possible for a maximum tenure of six consecutive years.
- 6.9.7.7 *IEEE Canada Meeting Attendance:* The Web Committee Chair (or Vice-Chair) shall attend all IEEE Canada Board meetings.

6.10 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:

6.10.1 Canada East Area

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

6.10.2 Canada Central Area

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

6.10.3 Canada West Area

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

6.11 Committees Reporting Directly to the Board

6.11.1 Audit Committee (AC)

- 6.11.1.1 *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.



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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,
 - 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:
 - a. An interview of 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 to 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,
 - f. A review of the IEEE Canada Financial Operations Manual (formerly called the Treasurers Handbook), and
 - g. A review operations, processes, and policies beyond those related to finance to ensure the overall health of IEEE Canada.

6.11.1.2 Reporting Hierarchy: The Audit Committee reports to the IEEE Canada Board and as such, any written reports shall be submitted to the IEEE Canada Board recommending any changes because of their activities.

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 for Audit Committee communication in general and providing written reports, as per the following:

- In January, of a given calendar year, and if new, the Audit Committee Chair, shall 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 the Audit Committee and the action items to be addressed.

6.11.1.4 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.

6.11.1.5 IEEE Canada Meeting Attendance: The Chair of the Audit Committee shall attend the designated IEEE Canada Face-to-Face meeting. Audit Committee members shall either attend the designated IEEE Canada Face-to-Face meeting or conduct their activities virtually.



6.11.1.6 *Restrictions:* Audit Committee members shall not be involved with the day-to-day financial management of IEEE Canada.

6.12 Standing Committees

6.12.1 Awards and Recognition Committee (ARC)

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

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

The ARC shall seek nominations for awards, judge and recommend recipients to the Board; ensure that all awards are in conformance with IEEE Canada standards and maintain the following documentation:

- 1) Award descriptions and criteria,
- 2) Nomination requirements,
- 3) Online nomination forms,
- 4) Evaluation criteria and
- 5) Nomination process.

When appropriate, ARC is to 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.

In carrying out the advocating, requesting nominations and recognition of Awards, ARC is responsible for the following:

- i. Reviewing and updating, if necessary, the content for the IEEE Canada web page(s) for ARC. Provide the updated content to the Web Committee so that the web page(s) can be updated. All content must be reviewed by the Awards Committee Chair,
- ii. Ensuring that all calls for nominations, nomination deadlines are conveyed to all members of IEEE Canada who are open to receiving electronic communications from IEEE, via e-notice or email,
- iii. Ensuring that all calls for nominations, nomination deadlines, award winners, and other activities or events that may be relevant to all IEEE Canada members are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter,
- iv. Ensuring items, above, are also shared with IEEE Canada Publicity Chair so that they can be shared through all publicity channels utilized by IEEE Canada, and,
- v. Submit descriptions of proposed new awards to MGA ARC and MGA for endorsement.



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ARC 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 George Armitage Outstanding Student Branch Award, and
- 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 encourage 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, of a given calendar year.

Awards and Recognition Committee will review of nominations by end of January, of a given calendar year.

ARC will ensure that the ExCom has approved their recommendations by end-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



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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.

6.12.1.2 Reporting Hierarchy: ARC shall report to the IEEE Canada Board through the Past-President.

6.12.1.3 Communication and Reporting Requirements: In addition to the reporting requirements outlined in [Section 6.2](#) of this document, the AR Committee Chair shall be responsible for Awards and Recognition Committee communication in general and providing written reports, as per the following:

- Send Call for Awards Nominations for IEEE Canada Awards out to all members of IEEE Canada in June, of a given calendar year.
- Send Call for Nominations for EIC Awards and a reminder Call for Nominations for IEEE Canada Awards in September, of a given calendar year.

6.12.1.4 Structure: The ARC shall consist of:

- (i) The Chair, the Vice-Chair, the Past-Chair,
- (ii) The Past President,
- (iii) If applicable, ARC Coordinators from Life Members, Young Professionals, Women in Engineering and Students,
- (iv) An OpenWater Administrator,
- (v) ARC Manual Editor,
- (vi) A representative from each of the three Areas, and
- (vii) When possible past recipients of all or any of the A.G.L. McNaughton, R.A. Fessenden, P.D. Ziogas, and Gotlieb awards, members at large, and the President (ex-officio).

6.12.1.5 IEEE Canada Meeting Attendance: The ARC Chair shall attend the designated IEEE Canada Face-to-Face meeting. The ARC Chair shall also attend the Awards presentations at the annual CCECE and the annual meeting of the EIC HAF Committee.

6.12.1.6 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, voting members of the IEEE Canada Board of Directors 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.

6.12.2 Nominations and Appointments Committee (NAC)

6.12.2.1 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 shall be responsible for the following:



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- (i) Managing the President-Elect Nominations (at the IEEE Canada Board Fall Meeting in even numbered years) by:
 - a. Issuing a Call for Nominations for the office of President-Elect to all Sections by email that clearly outlines process and submission deadlines,
 - b. Receiving the names and qualifications of the nominee(s) by January 15th in the year of the election, and
 - c. Confirming 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. Identifying qualified candidates for IEEE Canada appointed positions by the Fall Executive Committee meeting, and
 - b. Sending letters to possible candidates by the end of September, of given calendar year, and to 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. Distributing requests out to Section Chairs and encourage nominations for these IEEE Positions.
 - (iv) Reviewing and updating, if necessary, the content for the IEEE Canada web page(s) for NAC. Provide the updated content to the Web Committee so that the web page(s) can be updated. All content must be reviewed and approved by the NAC Chair.
 - (v) Ensuring that all calls for committee memberships, nomination/submission deadlines are conveyed to all members of IEEE Canada via e-notice or email if the member is open to receiving electronic communications from IEEE.
 - (vi) Ensuring that all calls for committee memberships, nomination / submission deadlines, and other activities or events that may be relevant to all IEEE Canada members are shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter.
 - (vii) Ensuring items above are also shared with IEEE Canada Publicity Chair so that they can be shared through all publicity channels utilized by IEEE Canada.
- 6.12.2.2 *Reporting Mechanism:* The N&A Committee shall report to the IEEE Canada Board through the Past-President. All Committee members shall be of Senior Member or Fellow grade.
- 6.12.2.3 *Communication and Reporting Requirements:* In addition to the reporting requirements, outlined in [Section 6.2](#) of this document, the N&A Committee Chair shall be responsible for N&A Committee communication in general and providing 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.
- 6.12.2.4 *Structure:* The Past President shall be the Chair of the Nominations and Appointment Committee. The Committee shall consist of a representative from



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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 1st of the calendar year (preferably of odd years).

The Area Chairs will support the Nominations and Appointments Committee with nominations by seeking out nominees and, if called upon, to provide further background on nominees.

- 6.12.2.5 *Restrictions:* All NA Committee members shall be of Senior Member or Fellow grade.
- 6.12.2.6 *IEEE Canada Meeting Attendance:* The NAC Chair in the capacity of Past President attends all IEEE Canada Board, ExCom and Steering Committee meetings.

6.12.3 **Conference Advisory Committee (CONAC)**

6.12.3.1 *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),
- the International Humanitarian Technology Conference (IHTC), and
- the Antenna Technology and Applied ElectroMagnetics Conference (ANTEM).

Other duties shall include:

- (i) Reviewing and updating, if necessary, the content for the IEEE Canada web page(s) for CONAC. Provide the updated content to the Web Committee so that the appropriate web page(s) can be updated. This will also include sub-pages for all of IEEE Canada's major conferences. All content must be reviewed and approved by the CONAC Chair, prior to publication.
 - (ii) Ensuring that all calls for conference organizers/hosts, submission deadlines, and other activities or events that may be relevant to all IEEE Canada members are shared on IEEE Canada web site.
 - (iii) Ensuring that once the conference has been awarded to a hosting entity, it is shared with IEEE Canada Publicity Chair so that all conference activities, paper submission deadlines and, registration dates can be shared through all publicity channels utilized by IEEE Canada.
- 6.12.3.2 *Reporting Mechanism:* CONAC shall report to the IEEE Canada Board.
- 6.12.3.3 *Timelines for Activities and Actions:* As per the CONAC manual.
- 6.12.3.4 *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, the chairs of the past, current, and next ANTEM, the chair of the next IHTC (or current IHTC in a year Canada hosts the IHTC), 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.

The IEEE Canada President in consultation with SteerCom may appoint additional members to the CONAC Committee.

6.12.3.5 *IEEE Canada Meeting Attendance:* The CONAC Chair shall attend the IEEE Canada Board meetings and ExCom meeting in the fall of each calendar year.

7.0 IEEE Canada Area Chairs

7.1 Duties:

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

The Area Chairs also represent the Sections within their Area to the IEEE Canada ExCom.

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 Training Committee 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(s) will be adjusted as needed.

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.

The duties of the Area Charis shall include:

- (i) Serving as a member of the Nominations and Appointments Committee as outlined in Section 6.12.2.4 above,
- (ii) Reviewing and updating, if necessary, the content for the IEEE Canada web page(s) for the Area. Provide the updated content to the Web Committee so that the web page(s) can be updated. All content must be reviewed the IEEE Canada Secretary.
- (iii) Ensuring activities or events that may be relevant to all members of their Area or IEEE Canada members shall be shared with the IEEE Canada Newsletter Editor for possible inclusion in the next upcoming Newsletter.
- (iv) Ensuring items, above, are also shared with IEEE Canada Publicity Chair so that they can be shared through all publicity channels utilized by IEEE Canada.

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 for Area Committee communication in general and providing written reports, as per the following:

- During the scheduled ExCom meetings, report to the ExCom on the progress the Sections are making 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 1st, in a given calendar year, by the Sections within each Area and confirmed by the Steering Committee, with reappointment possible for a maximum tenure of three consecutive years.

Area Chairs shall be of Member or higher grade with at least one year of experience serving on the IEEE Canada Board as a Section Chair or Group Chair.

7.5 IEEE Canada Meeting Attendance:

The Area Chairs shall attend all IEEE Canada Board Meetings, and all 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 scholarships annually to exceptional students registered in electrical, electronics, and computer engineering or technology programmes for their final year of undergraduate studies, and as follows:
 - (i) Supports IEEE McNaughton Learning Resource (NLR) Centres in Canadian universities and colleges with grants to establish or upgrade NLR Centres,
 - (ii) Awards special grants in support of education,
 - (iii) Awards additional scholarships and grants that have been endowed by directed gifts, and
 - (iv) Serves as the fund administrator for peer recognition programs and scholarships within Canada.

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

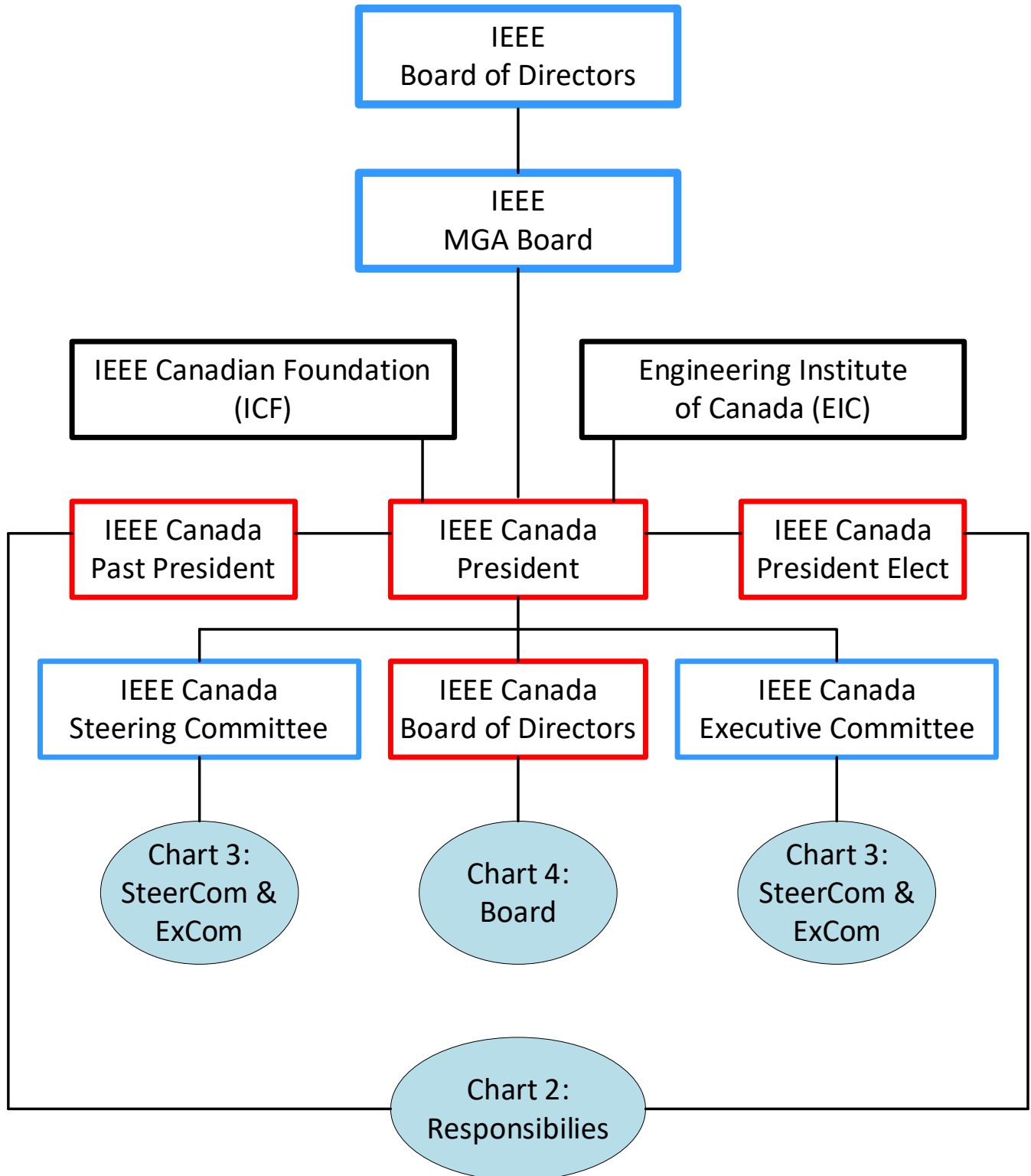
9.0 Amendments to Operations Manual

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.



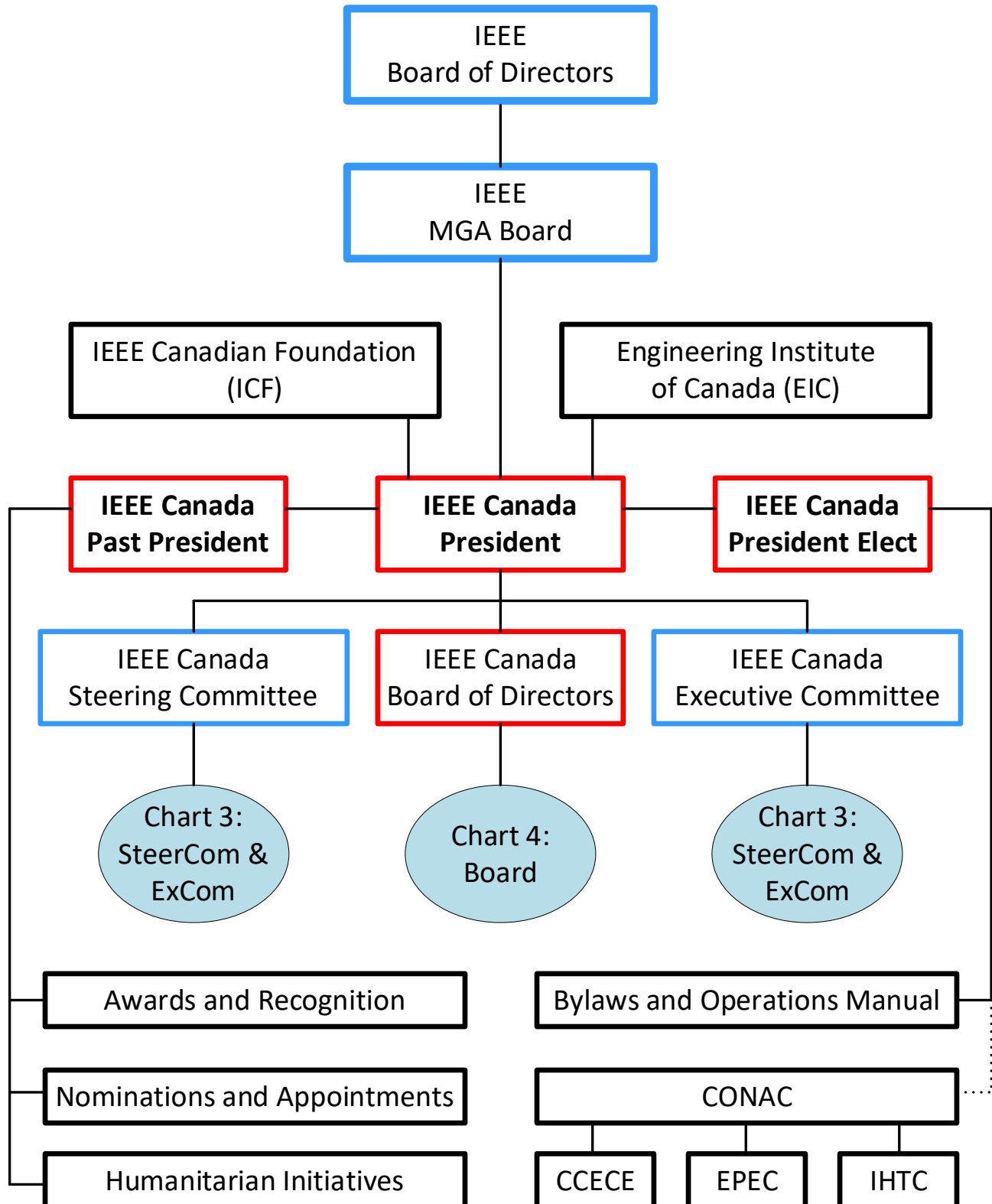
10.0 Appendix A: IEEE Canada Organizational Charts

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



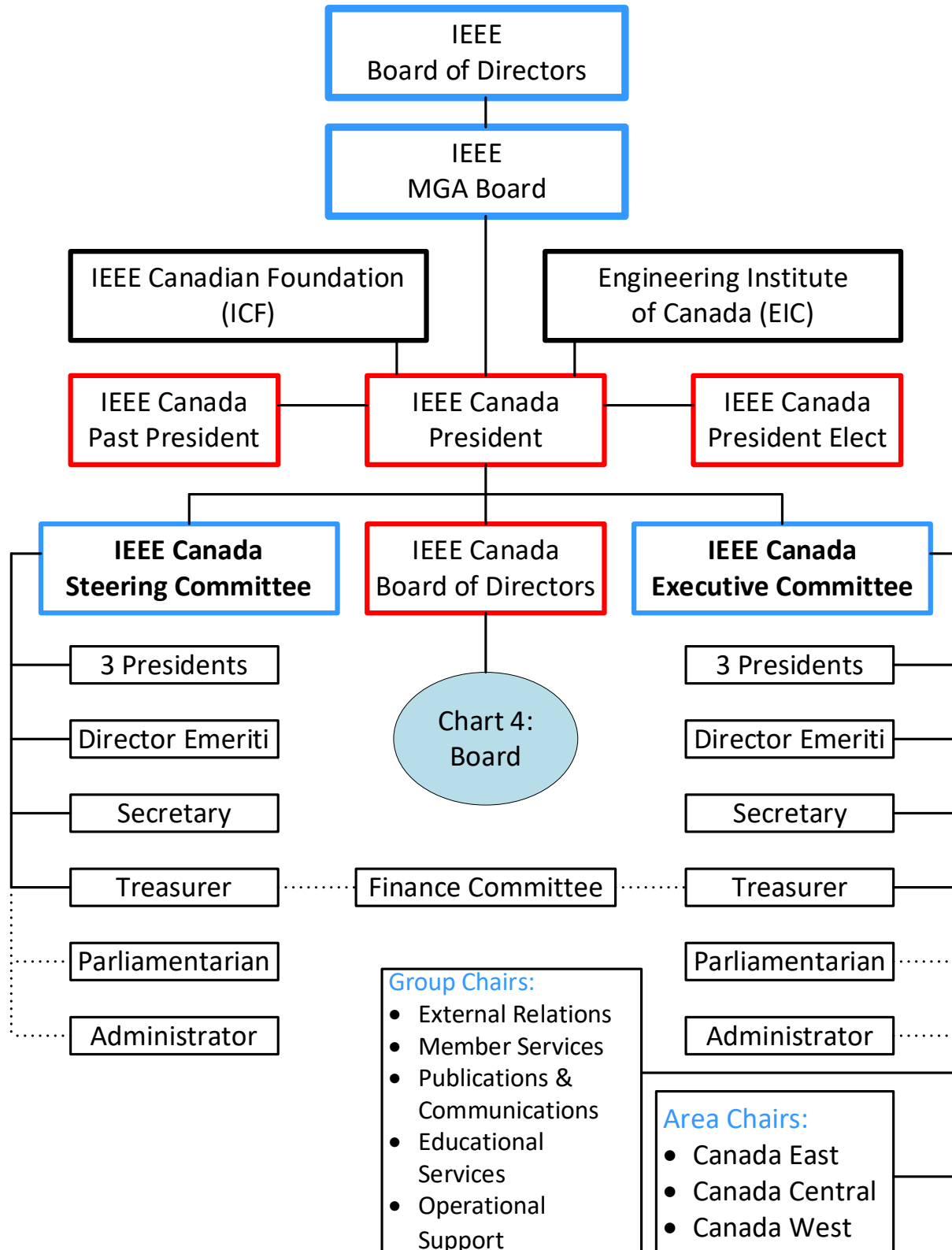


10.2 Chart 2: Presidents' Responsibilities



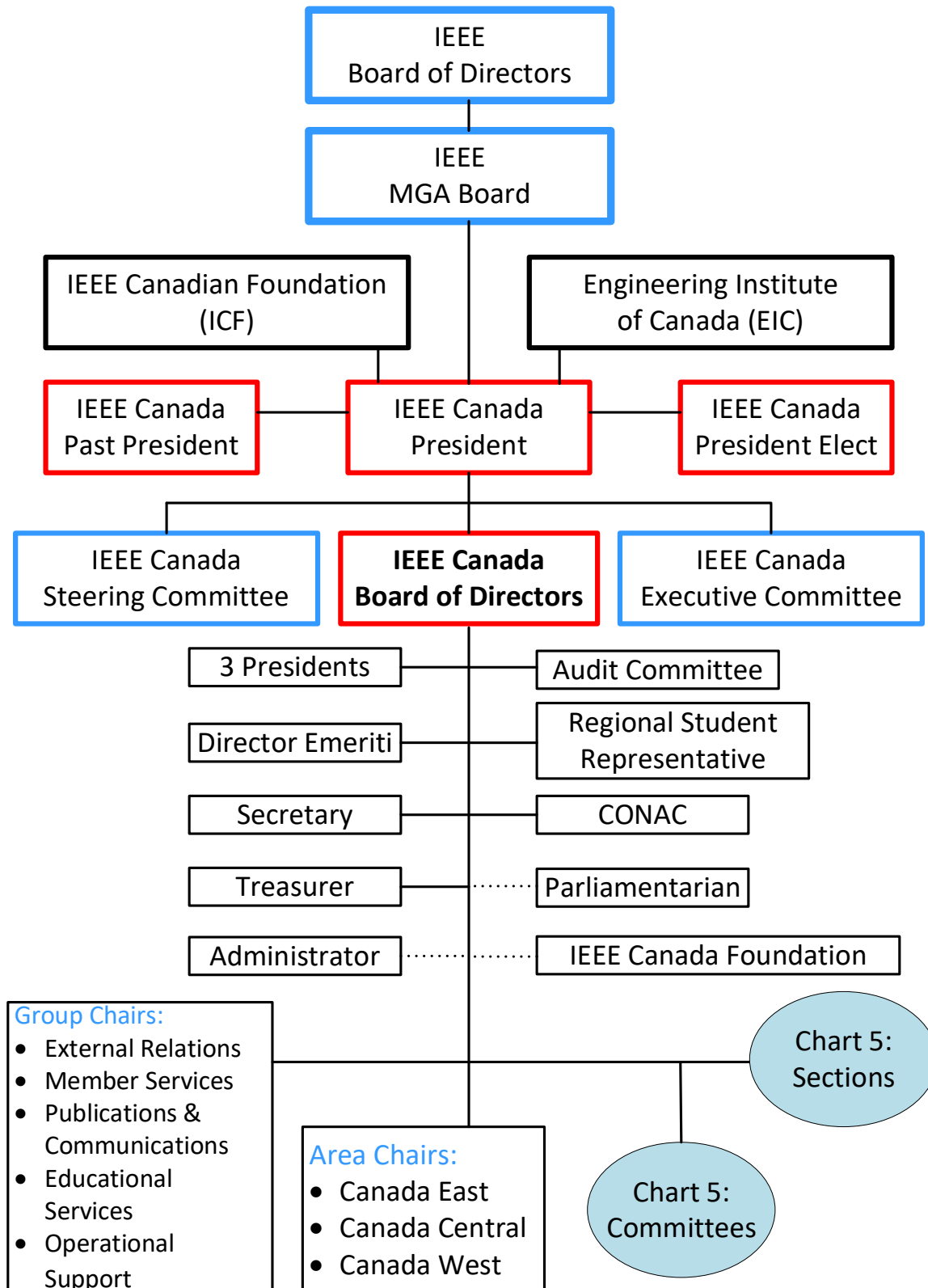


10.3 Chart 3: Steering Committee and Executive Committees





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





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

