

Guidelines for EDS Chapter Chairs and Student Chapter Advisors

IEEE Electron Devices Society Chapters' motto is to provide professional development for its members and member groups irrespective of IEEE regions. EDS Chapters have a structured format as per the IEEE MGA (Member and Geographic Activities) manual.

Chapter Chair is the key person or champion to organize and effectively manage an EDS or Joint Society Chapter. For student Chapters, Student Chapter Advisors provide the necessary guidance to the Student Chapter Chair. Following are some of the guidelines for effectively managing EDS Chapters. Our aim is "Healthy and Self-Sustainable Chapters".

Guidelines for EDS Chapter Chair

1. Chapter Chair is responsible for all the activities and management of the Chapter - planning and effectively implementing all technical and humanitarian activities and overseeing the progress of the Chapter which includes the membership growth.
2. In order to develop a dynamic Chapter, the Chapter chair needs to form a team with active members in positions – Vice Chair, Secretary, Treasurer and other Executive Committee members (up to a maximum of 8 or 10 depending up on the size and activity of the Chapter). All these are volunteer posts only, as the IEEE service itself is volunteer based.
3. As per IEEE regulations, Chapter Chair and Treasurer can serve only two years in that position continuously, after which he/she may step down and provide opportunity for other volunteers to serve. However, a second or third term after the gap / break is possible to serve.
4. Chapter may initiate a Bank account in a nearby Bank for managing the operating expenses and to receive funds from EDS and also IEEE Section. The Chapter Chair and Treasurer has to be the signatories for such a bank account. Managing the Bank account, financials and making the Chapter financially healthy is the responsibility of the Chapter Chair and Executive team.
5. Each of the Executive Committee members may be entrusted with responsibilities for each type of technical activities.
6. Chapter Executive committee may meet at least once in two months and plan activities (technical, humanitarian or any other) for the benefit of the Chapter members and overall human community.
7. Chapter Chair may organize an Annual General body Meeting of the Chapter by inviting all the members of the Chapter, once in a year.
8. The deliberations at the Executive Committee meeting may be compiled by the Secretary and minutes circulated among the committee members soon after the meeting. Similar is the case for AGM meeting minutes.
9. All the technical events including Technical talks, MQs, DL talks, etc can be effectively planned at the Executive Committee and implemented by identifying a leader from each of the Committee members. Chapter Chair needs to manage these.
10. Chapter Chair's responsibility is to file all the technical, humanitarian and administrative committee reports to IEEE (using L31 form) : <https://meetings.vtools.ieee.org/> and to EDS using EDS Chapter reports : <https://ieeeforms.wufoo.com/forms/m1qw23p11f4iqv7/> soon after the events.
11. If the Chapter requires annual subsidy from EDS, Chapter Chair must send a subsidy request to EDS (online) with all relevant data prior to the deadline date for Chapter subsidy. Chapter subsidy is pegged to the activities reported to IEEE and EDS. It may be noted that Chapter subsidy may vary in amounts in each year based on the availability of funds. (always refer to related communications received from EDS)
12. If the Chapter wanted to organize a mini-colloquium (MQ), the Chapter Chair may plan it well in advance for the coming year and make an official request. (refer to EDS communications). Invitation of DLs for

MQ, funds arrangements (from EDS or any other sponsor), local hospitality of the DLs, and overall organization of the event are responsibility of Chapter Chair. Also, the Chapter Chair has give a MQ feedback (online) to EDS soon after the MQ.

13. If the Chapter wanted to organize a DL talk, Chair may formally invite the EDS DL, and further organize the event as per DL's timing and availability. Whenever a DL is invited and arrives the location, it is the responsibility of the Chapter to provide local hospitality including one or two days accommodation. It is also the responsibility of the Chapter Chair to provide DL feedback to EDS (online).
14. Chapter Chair along with Executive team may plan activities which are not only beneficial to members but can also generate funds for the Chapter. (Eg : Technical workshops, Symposium, Local or Regional Conferences, etc). Such generated funds can be utilized for further development of the Chapter to become self-sustainable.
15. Chapter Chair may communicate with the Regional RC Team (SRC Chairs and Vice Chairs) or the EDS VP of Regions and Chapters for any further guidance and help in developing the Chapter.
16. Change of any office including Chapter Chair at any time must be reported to IEEE and EDS through relevant forms available at the EDS website.

Guidelines for EDS Student Chapter Advisor

EDS Student Branch chapters are always associated with an Academic / Research institution. EDS Student Chapter Chair has to be an active EDS student member (or graduate student member). All the guidelines for EDS Chapter Chairs in managing the Chapter are applicable to student chapter chair also. Apart from that the Student Chapter Advisor has a key role in developing and strengthening the student Chapter.

1. EDS Student Chapter Advisor (faculty member) needs to be an EDS member also, for knowing the developments and activities of EDS and to guide the Chapter effectively.
2. Student Chapter Advisor needs to provide guidance in all the activities of the Chapter. Mostly the activities are planned, managed and executed by the students themselves.
3. Student Chapter Advisor may oversee the Chapter's reporting to EDS. Student Chapter activities are reported through : <https://ieeeforms.wufoo.com/forms/z1qftab416ymdni/>
4. As the student community is dynamic, the student chapter member strength may vary every year and it is the responsibility of Student Chapter Advisor to instigate interest in new students and make them join EDS and the Chapter. This is a continuous process every year. The growth and strength of an EDS Student Chapter over the years depend on the Student Chapter Advisor.
5. In the planning of technical activities like DL talks, MQS, etc, student Chapter advisor may provide necessary guidance to Chapter chair and the team.
6. Apart from Student Chapter Chair, the Chapter Advisor may communicate with the Regional RC Team (SRC Chairs and Vice Chairs) or the EDS VP of Regions and Chapters for any further guidance and help in developing the Chapter.
7. Student Chapter Advisor may insist the Chapter Chair that all the communications made by Chapter to any entity needs to be copied to Student Chapter Advisor.