

## IEEE MGA Geographic Unit Officer Position Description

POSITION TITLE: [Chapter Secretary](#)

### Overview:

The Technical Society or Technical Council Chapter Secretary acts as the gateway between the chapter and the IEEE, having a leadership role in bringing the needs of members to the Executive Committee (ExCom). The Secretary is often the main point of contact for members and volunteers to the ExCom, because official information is disseminated by the Secretary. The Secretary also has accountability for and ownership of the records and correspondence of the chapter including meeting records, reporting officer changes, and submitting reports of committee activities. He/she will coordinate with the Chapter Treasurer and the Chapter Chair in the submission of all reports required by the chapter, to the Section, the sponsoring S/C, and IEEE. The Secretary's role is much more than record keeping – he/she is a steward of the chapter's history and future, bringing critical data to enable decision making by the Executive Committee and deliver real value to members that keeps the chapter engaged, relevant and sustainable in the long term. The Chapter Secretary plays a key role in ensuring that the chapter members are engaging in IEEE activities. The Chapter Secretary is a voting member of the chapter ExCom. Support and resources for chapter officers is provided through the IEEE Center for Leadership Excellence.

### Roles:

- Secretary
- Record Keeper
- Distributor of Notifications of Chapter Activities
- Reporter to IEEE of Chapter Officer information and Meetings

### Description of Responsibilities:

- Work together with the ExCom to oversee the management of the chapter. Prepare for, attend, and actively participate in all meetings of the ExCom and maintain careful minutes of Excom meetings with an emphasis on action items.
- Distribute the minutes for review, and seek approval of the minutes at the next ExCom meeting
- Learn about [IEEE vTools](#), [SAMIEEE](#), and any other tools the chapter needs to operate effectively.
- Assist the Chair with meeting protocol, following Robert's Rules of Order.
- Assist the Chapter Officers in planning a master calendar of activities and meetings.
- Maintain records of chapter meetings and activities.
- Maintain and store non-financial chapter documents (e.g., History, Officers, chapter meeting minutes).
- Work with the Chapter Chair in developing meeting agendas.
- Ensure that the Chapter ExCom meeting notices are distributed to all IEEE Members within the chapter and to the public, as appropriate (see [IEEE vTools](#)).
- Ensure that all chapter meetings and activities are reported to IEEE MGA via [IEEE vTools](#).

- Maintain and recommend revisions to the Chapter Operations Procedures Bylaws, if applicable. Changes to the Chapter Operations Procedures Bylaws must be approved by the Chapter ExCom.
- Provide recommendations on meeting locations and/or technical topics.
- Suggest potential Officer nominees to the Excom.
- Assist the Chair in identifying/recruiting volunteers for the chapter's non-elected positions; present appointments to the Chapter ExCom for review.
- Stay informed about IEEE and its business, mission, services, policies and programs
- Review IEEE documents as they relate to the position of Secretary, including the IEEE Constitution and Bylaws, IEEE Policies the MGA Operations Manual, all available [here](#)
- Exercise business judgment to act in what is reasonably believed to be in the best interest of IEEE, its members and the general public and not on behalf of any individual, entity or interest group.
- Maintain a roster of Chapter Volunteers. Ensure that the listing of or any changes of officers are reported to IEEE MGA via [IEEE vTools](#) as soon as possible but no later than 31 January.
- Disclose any real or perceived personal conflict of interest with matters before the Chapter Executive Committee.

### **Eligibility:**

- Must be an IEEE member in good standing and a member of the sponsoring Society or Technical Council. For Joint Chapters, must be a member of at least one of the sponsoring Societies.
- Must be an IEEE Graduate Student Member, Member, Senior Member, or Fellow.
  - Must reside in the geographic boundaries of the chapter.

### **Suggested Strategies and Resources**

- Assist with identifying Distinguished Lecturers
- Utilize a Chapter Secretary calendar to ensure the Chapter meets IEEE deadlines
- Prepare a monthly [eNotice](#) for members describing all upcoming events; may include non-IEEE events of interest; sometimes this is covered in a Section eNotice
- [Center for Leadership Excellence](#) has resources for all chapter officers
- Use [vtools](#) for meeting registration, sending notices, setting up a survey or web conference, reporting meeting attendance, reporting officers, dashboard statistics about your chapter, and for elections
- It may be the Secretary's responsibility to order refreshments for meetings
- Make good use of your mentor. Create an ongoing list of questions that need to be addressed and best practices. Share this information with the incoming Secretary.
- Act as mentor to your successor, and transfer all chapter records to the new Secretary