

IEEE Student Branch Officer Responsibilities and Administration

http://www.ieee.org/membership_services/membership/students/branches/officers.html

Specific responsibilities of Student Branches, Branch Officers, and Counselors are described on the following pages. However, It is important to note that an Officer's responsibility is not limited to points outlined below. If your Branch is to succeed, it requires that you be willing to reach beyond the customary roles defined here.

❖ Executive Committee

The Branch Executive Committee is responsible for administering Branch operations and traditionally consists of the Chair, Vice-Chair, Secretary, and Treasurer. However, you can increase your support by including as many people as possible in your team, including your Counselor. The Executive Committee should meet regularly to develop programs plans, review progress, and maintain good communication. Two requirements of the Committee are to ensure that the Annual Activity Report and Officer Reporting are completed.

Annual Activity Report - Due 1 November annually: The Annual Activity report can be found at: <https://sbr.vtools.ieee.org/>. It must be submitted no later than 1 Nov. annually. By working toward defined goals, your Branch is able to measure and evaluate its effectiveness during the course of the year. To encourage you to complete the Annual Activity Report, IEEE Headquarters provides an incentive allotment of US\$100.00 (if your Branch has more than 50 members), or US\$50.00 (if your Branch has less than 49 members). Additionally, IEEE provides an incentive rebate of US\$2.00 per student member at your Branch (based on your membership on 31 December of the previous year).

Officer Reporting: Each time a new Chair or Counselor is elected, IEEE Headquarters must be notified. The report can be found at: <https://officers.vtools.ieee.org/>.

❖ Student Branch Chair

The Student Branch Chair is the key to effective student leadership. He/she is responsible for the overall management of all Branch affairs. Some specific duties of the Chair include:

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1. Preside at all meetings of the Student Branch.
 2. Hold regular meetings of the Branch Executive Committee.
 3. Appoint Program, Publicity, and Membership committee Chairs promptly.
 4. Complete the annual Activity Report - **due no later than 1 November** (<https://sbr.vtools.ieee.org/>).
 5. Arrange for the election of new Officers annually and report via vTools Officer Reporting (<https://officers.vtools.ieee.org/>).
 6. Ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Student Branch records.
 7. Coordinate activities with local Section and Region volunteers.
 8. Communicate frequently with local University IEEE Student Branches.

❖ Student Branch Vice-Chair

The Student Branch Vice-Chair is the junior Executive Officer. He/she should help the Branch Chair with the workload, oversee some of the subcommittees, and manage some of the activities throughout the semester. Some of the suggested duties include:

1. Chair the Program and Membership Committees.
2. Organize field trips or special events beyond regular program efforts.
3. Assist the Branch Chair in following up on assigned committee responsibilities.
4. Perform all functions of the Branch Chair in his/her absence or upon request.

❖ Student Branch Secretary

The Student Branch Secretary serves as the record keeper and historian of the Student Branch. He/she is responsible for maintaining all records. Some of the suggested duties include:

1. Keep detailed minutes of each meeting.
2. Maintain the membership roster and committee assignments on the Branch website (<http://sites.ieee.org/hosting/>)
3. Be responsible for all correspondence.
4. Post a calendar of events.
5. Ensure that the Branch Constitution and Bylaws are adhered to.
6. Arrange for an orderly transfer of all records to the incoming Secretary.

❖ Student Branch Treasurer

The Student Branch Treasurer is responsible for maintaining the financial accounts. It is imperative that all records be kept current and as accurate as possible. Some of the suggested duties include:

1. Maintain the appropriate financial accounts. Your bank account should be interest bearing and require two signatures; the faculty counselor should always be one of those signatures.
2. Prepare an annual budget for inclusion in the Annual Activity Report (due 1 November annually -<https://sbr.vtools.ieee.org/>).
3. Prepare the final Financial Statement for inclusion in the Annual Activity Report.
4. Oversee all fundraising efforts.
5. Arrange for an orderly transfer of all financial records to the incoming Treasurer.

❖ Operating Committees

Having different operating committees can help sustain a balanced, broad-reaching program of activities. By having several committees, you can also involve more of your student members in the planning and leadership responsibilities. Some of the suggested duties include:

- **Program Committee:** responsible for planning activities for the year.
- **Publicity Committee:** responsible for advertising activities.
- **Membership Committee:** responsible for recruiting activities.
- **Finance Committee:** responsible for helping the Treasurer plan fundraising activities.