



Draft Operating Manual of  
IEEE Gujarat Section Executive  
Committee  
(Effective from 2025 onwards)

## Role of Section Chair

**Aim:** The Section Chair serves as the Chief Operating Officer of the Section, overseeing local units to ensure compliance with IEEE Policies and regulations. The Section Chair manages Section operations to prioritize the interests of local members, providing leadership and guidance to volunteers. Additionally, the Section Chair directs activities towards enhancing member engagement and satisfaction.

### Term of Office

- The Chair will serve for one year.
- The Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

### Specific Responsibilities of the Section chair

- The Section Chair shall serve as Chair for all meetings of the Section and the Section ExCom.
- The Section Chair also advocates for Section members' needs by offering feedback to Region Committees and IEEE organizational units,
- Preside at monthly meetings of the IEEE Section Executive Committee.
- The Chair should be sure that all sides are allowed to have equal time to support or to oppose any motion.
- Communicate frequently (bimonthly) with SBs and Chapter officers.
- Coordinate with treasurer for timely payment.
- Understands current issues and their complexities and provides advice and counsel to the ExCom members.
- Coordinate with secretary for various correspondence with MGA, R10. IC and section.
- To prepare SLATE before 15th October every year as per MGA norms and section by-laws.

## Role of Section Vice- Chair

**Aim:** The Section Vice-Chair assists the Section Chair in managing the operations of the Section in the best interest of the local members and provides leadership, guidance and a sense of purpose for other Section volunteers.

### Term of Office

- The Vice Chair will serve for one year.
- The Vice Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

### Specific Responsibilities of the Section Vice- chair

- The Section Vice-Chair is responsible for working with the Section Secretary in selecting the topics that will be discussed at Section meetings.
- In the absence of the Section Chair, the Vice Chair's responsibility will preside at meetings of the Section and the Section Executive Committee.
- The Vice Chair may also be asked to provide support for section activities as and when needed.
- To mentor Technical Activity Chair (TAC) for technically co-sponsored conferences of section.
- Design a Newsletter of Section with the help of various activity chairs and Secretary.

## Role of Section Secretary

**Aim:** The role of a Section Secretary in the IEEE is to maintain records, keep the Section engaged, and ensure the Section's sustainability.

### Term of Office

- The Secretary will serve for one year.
- The Secretary is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

### Specific Responsibilities of the Section Secretary

- Ensures all governing documents' proposed changes are reviewed for clarity and consistency prior to inclusion on the agenda and in compliance with all applicable laws, rules and regulations.
- Reporting of newly appointed officers before 15th January every year.
- Works with the organizational units to provide advice and assistance on revisions to operations manuals.
- Facilitates meeting related materials (agenda and resolution) and communication among members.
- Provides notice of meetings with ExCom when such notice is required.
- Circulate e-notices with section members as per the request received from ExCom members, Chapter, and SBs.
- Reviews and recommends approval of minutes of the ExCom meeting.
- Supervises keeping of key corporate documents and records required by law.
- Prepares annual report on membership, meetings and IEEE activities.
- To organize IEEE Day and AGM as per guidance from chair/vice chair.
- To aware members of section with mails (with remarks and deadlines) received from R10, MGA and IC to correct authority.

## Roles of Section Treasurer

**Aim:** The Treasurer is responsible for maintaining the financial accounts of section. It is imperative that all records be kept current and as accurate as possible.

### Term of Office

- The Treasurer will serve for one year.
- The Treasurer is eligible for reappointment, and cannot serve more than two consecutive

### Specific Responsibilities of the Treasurer

The Treasurer will:

- Filing of GST every month on or before 10th of every month.
- Timely release the funds of chapters and SBs (after verification) with the coordination of chair.
- Coordinate with GIEEE and submit the data as per the format.
- Complete the auditing of account (with the help of section's appointed CAs) in time.
- To complete TDS, income tax return filing and audit of section in time.
- Keeping records of all income and expenditure occurring with section account.
- Maintaining books of SBs and chapters, which doesn't have their accounts.

# Roles of Section Technical Activity Committee Chair

## Aim

The Technical Activities Committee (TAC) Chair is responsible for organizing, promoting, and monitoring the technical activities of the Section.

## Technical Activity Committee Composition

- TAC chair is the Chair of committee.
- Section's Vice-Chair
- Two of the Chairs of YP, Professional Activity, Educational Activity, and Student Activity invited by the Chair
- Recommend two (2) additional Committee Members appointed by the Section Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified depending on operational requirements.

## Term of Office

- The Chair will serve for one year.
- The Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.
- The term of office for Committee Members is one year.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

## Specific Responsibilities of the TAC

- Update the STEP speakers list bi-annually.
- Technical Committee is responsible for organizing, promoting, and monitoring the technical activities in respective specific areas of interest.
- To organize flagship events like ERTE, NaSCoVIP etc.
- Take a lead for technically co-sponsored conferences with organizers and submit the preliminary report with the ExCom within one month of application.
- Need to complete the coordination task with conference organizers till proceeding is submitted to IEEE.
- Need to timely plan S.C. Shastabudhe Memorial lecture as per consultation
- Approve the STEP talk request in consultation with chair/vice chair as per section norms.
- Most importantly need to plan and execute section's own conference.
- Need to suggest new section level events like hackathons, PhD forums etc. in consultation with ExCom members.

# Role of Section Student Activity Committee Chair

## Aim

The mission of IEEE Student Activity Committee (SAC) is to deliver a common, high quality IEEE Student member experience, for lifelong, professional success through IEEE membership.

## Student Activity Committee Composition

- SAC is the Chair.
- Section's Chair
- Two of the Chairs of YP, WIE, Educational Activity, and Technical Activity invited by the Chair
- Recommend two (2) additional Committee Members appointed by the Section Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

## Term of Office

- The Chair will serve for one year.
- The Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.
- The term of office for Committee Members is one year.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

## Specific Responsibilities of the SAC

- Create student-friendly information management system.
- Develop and implement a strategy to establish student branches.
- Evaluate and propose funding for student event requests submitted to the Section.
- SAC Chair is also responsible for encouraging Student Branches to participate in Regional and MGA SAC competitions and to apply for awards.
- SAC Chair may organize a Section Student Congress and may constitute Section student awards.
- Section SAC Chair is responsible for endorsing nominations and applications for grants to Region 10.
- Need to organize self-sustained (fully sponsored) SAMPARK on or before 31st January every year.
- Propose a revival plan for student branches to the ExCom and initiate necessary actions.
- Motivate SBs to organize STEP Talks (atleast two per year) with the help of TAC.
- Circulate different opportunities shared by section secretary with all SBs and take a stock about planning and execution.
- All the events performed by various SBs must be updated on IEEE GS website.

# Role of Section Membership Development Chair

**Aim:** The role of the Membership Development Committee (MDC) Chair for an IEEE Section is to lead membership recruitment and retention activities to ensure a great member experience

## Membership Development Committee Composition

- MDC chair is the Chair of committee.
- Section's Chair
- Two of the Chairs of SAC, EAC or TAC invited by the Chair
- Recommend two (2) additional Committee Members appointed by the Section Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

## Term of Office

- The MDC Chair will serve for one year.
- The Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.
- The term of office for Committee Members is one year.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

## Specific Responsibilities of the MDC

- MDC has to follow the MD portal ([www.ieee.org/md](http://www.ieee.org/md)) which offers a gateway to the resources & tools, as well as reports & analyses, available to membership development volunteers.
- To run the drive for re-enrolment of members in arrears (between March 1 to August 15)
- Outreach with newly appointed members for explaining the benefits of IEEE.
- Section outreach during the renewal & recovery Period to be used before deactivation (between Aug 16th and Feb 28<sup>th</sup>) using e-Notice.
- To run a Senior Member Drive at least two times a year.
- To prepare promotional material and share with organizers during the event.
- To derive the strategy for Membership Development Goals and Recognition
- Verify the goals of MGA ([https://mga.ieee.org/images/files/development/2025\\_Section\\_and\\_Region\\_Goals.pdf](https://mga.ieee.org/images/files/development/2025_Section_and_Region_Goals.pdf)) and match the same for upcoming year.
- Prepare various short videos related to importance of IEEE membership and share on social media.
- Take a leadership to prepare group invoice on behalf of newly joined members and guide them for the same.



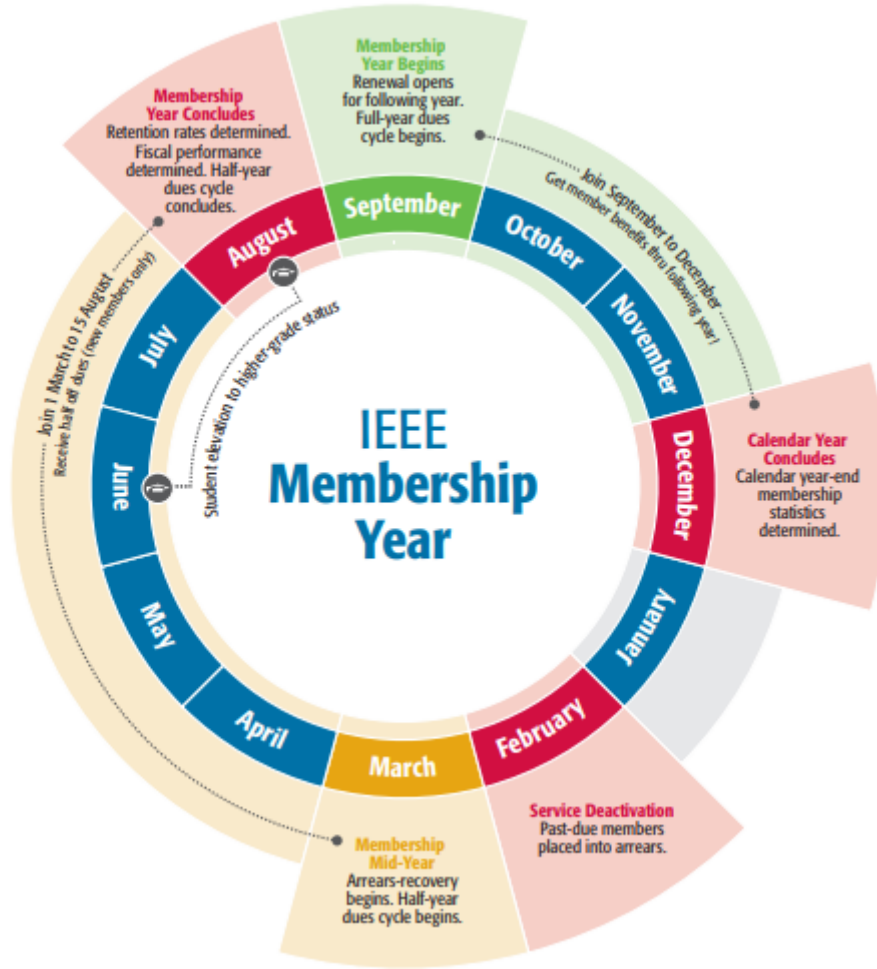


Figure 1: Time Diagram for various MDC activities

## Role of Section Educational Activity Chair

**Aim:** The role of an Educational Activities Committee (EAC) Chair is to support the educational needs of IEEE members and their communities.

### Educational Activities Committee Composition

- EAC chair is the Chair of committee.
- Section's Vice-Chair
- Two of the Chairs of SAC, MDC, WiE and TAC invited by the Chair
- Recommend two (2) additional Committee Members appointed by the Section Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

### Term of Office

- The Chair will serve for one year.
- The Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.
- The term of office for Committee Members is one year.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

### Specific Responsibilities of the EAC

- Enables the deployment of IEEE developed continuing education products and activities, including IEEE Learning Network (ILN).
- Assist members (SB councilors) to organize pre-university programs.
- Supports section/chapters/SBs in coordinating EA-related programs and events.
- Finds speakers for educational topics of interest to members.
- Explores funding opportunities for educational activities from societies and/or Region 10.
- Provides training and development needed to organize educational activities.
- Promotes recognition of individuals and companies for major contributions to engineering and technical education.

## Role of Section Young Professional (YP) AG Chair

**Aim:** The role of the Young Professionals (YP) Affinity Group Chair in an IEEE section is to lead the local YP group and act as its public face.

### YP Committee Composition

- YP chair is the Chair of committee.
- Section's Secretary
- Two of the Chairs WiE and TAC invited by the Chair
- Recommend two (2) additional Committee Members appointed by the Section Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

### Term of Office

- The Chair will serve for one year.
- The Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.
- The term of office for Committee Members is one year.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

### Specific Responsibilities of the YP chair

- Monitoring the status of all YP programs and activities, including the reporting of various statistics and finances and year-to-year trends.
- The YP chair should organize activities which provide benefit to younger members such as graduate students and Young Professionals. A few examples of such activities are regular workshops, meet-ups, engagement at conferences, industry tours, etc. These activities can be organized using funds provided using extra funds requested from other resources.
- Developing programs and activities to help grow and maintain YP membership Promotion of scholarships.
- Helping to determine the data to be displayed and respective format of the YP-related information on the Section Web-Site.

# Role of Section Women in Engineering (WiE) AG Chair

**Aim:** The Chair will initiate, develop and coordinate the strategic plan, programs and activities in the area of WiE.

## WiE Committee Composition

- WiE chair is the Chair of committee
- Section's Female core committee member
- Two of the Chairs of SAC, YP and TAC invited by the Chair
- Recommend two (2) additional Committee Members appointed by the Section Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

## Term of Office

- The Chair will serve for one year.
- The Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.
- The term of office for Committee Members is one year.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

## Specific Responsibilities of the WiE chair

- Monitoring the status of all WiE programs and activities, including the reporting of various statistics and finances and year-to-year trends.
- To promote and establish WiE AGs in section.
- Developing programs and activities to help grow and maintain WiE membership.
- Developing programs and activities to help provide students/WiE members with career assistance, i.e. job fairs.
- Initiating or helping the Awards Committee to initiate and develop awards for student/WiE members.
- Recruiting WiE members to prepare personal articles for the Newsletter,
- Promote member grade advancement for women to the grades of Senior Member and Fellow.
- To find funding opportunities for various events and execute the events in collaboration with various WiE AGs of section,

# Role of Special Interest Group on Humanitarian Technology (SIGHT) Chair

**Aim:** The IEEE Special Interest Group on Humanitarian Technology (SIGHT) Chair is a member of the Humanitarian Activities Committee (HAC) and is responsible for leading the SIGHT Steering Committee.

## **SIGHT Committee Composition**

- SIGHT chair is the Chair of committee.
- Section's Treasurer
- Two of the Chairs of SAC, TAC and EAC invited by the Chair
- Recommend two (2) additional Committee Members appointed by the Section Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

## **Term of Office**

- The Chair will serve for one year.
- The Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.
- The term of office for Committee Members is one year.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

## **Specific Responsibilities of the SIGHT chair**

- Forming new SIGHT groups specifically where SBs are active
- Supporting existing groups to organize various events.
- Spreading awareness about project funding and evaluate them
- Equipping volunteers with the knowledge to facilitate sustainable development initiatives
- All the events must be updated on IEEE GS website.

## Role of Section Professional Activity Chair

**Aim:** The role of the Professional Activities Committee (PAC) Chair in an IEEE Section is to develop, coordinate, and present professional programs that support the Section's goals.

### PAC Composition

- PAC chair is the Chair of committee.
- It is desirable to have Industry experience person for the position of PAC chair.
- Section's core committee member
- Two of the Chairs of SAC and TAC invited by the Chair
- Recommend two (2) additional Committee Members appointed by the Section Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

### Term of office

- The Chair will serve for one year.
- The Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.
- The term of office for Committee Members is one year.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

### Specific Responsibilities of the PAC chair

- With the approval of the Section Executive Committee, plan and execute training programs to address the professional development of the membership
- Maintain information about area educational and training opportunities and promote these programs to the IEEE membership
- Encourage student branches to hold events to promote professional awareness.
- Establish pool of industries for student members of IEEE GS which can be helpful for placement and Internship.
- Organize various sessions and panel discussions to create awareness about Industry demand for student members.

## Role of Chapter Coordinator

**Aim:** The Chapter Coordinator of the Gujarat Section oversees its chapter activities, facilitates creation and sustenance of new chapters, promotes interactions between all its chapters, and aid initiatives with strong local impact that are in line with the mission of IEEE Gujarat Section.

### Chapter Coordination Committee Composition

- Chapter Coordinator is the Chair.
- Section's Vice-Chair
- Two of the Chairs of YP, WiE, Educational Activity, and Technical Activity invited by the Chair
- Recommend two (2) additional Committee Members appointed by the Section Chair taking into consideration various IEEE Policies including Diversity and Inclusion. This number can be modified dependent on operational requirements.

### Term of Office

- The Chair will serve for one year.
- Preferably past chapter chair of any society will serve as Chair.
- The Chair is eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.
- The term of office for Committee Members is one year.
- The Committee Members are eligible for reappointment, and cannot serve more than two consecutive terms without a break from the role of one term.

### Specific Responsibilities of the Chapter Coordinator

- Help in launching, supporting, promoting and advising new and existing Chapters.
- Support section wide Chapter activities to maintain the link between the Gujarat Section and local initiatives and matters.
- Provide guidance, advice, and support for the formation of new chapters around the section.
- Disseminate funding and other Section resources to support chapter activities.
- Recommend best practices and support collaboration between the Chapters.
- Receive detailed reports from the local chapter Chairs on quarterly basis.
- Review the reports, provide feedback and advice to the chapter Chairs to ensure long term sustainability of the chapters.
- Submit plan to the Section's ExCom to bring the inactive chapters in mainstream
- Monitor the effective execution of that plan and routinely report to the ExCom
- Encourage activity and identify and recognise best performing chapters based on submitted reports and nominations.
- Support chapters to engage with the Section organised activities and events in their areas, including Section sponsored conferences, workshops, and STEP talks.
- Coordinate with the Section's Digital Content Chair to keep the Chapter's page of Section's website updated with all the chapter related events.
- Facilitates transfer of duties, responsibilities and ongoing business activities to incoming post-holders in a timely manner.