About Institute of Electrical and Electronics Engineers (IEEE)

- IEEE is a global organization, cater to the development in science and technology.

- World's largest technical professional organization dedicated to advancing technology for the benefit of humanity.

- More than 423,000 members in over 160 countries, 45 societies and technical councils over various domains.

- Highly cited publications, conferences, technology standards, and professional and educational activities.

- IEEE produces over 30% of the world's literature in the electrical and electronics engineering and computer science fields.

- **MISSION : Core purpose is to foster technological innovation and excellence for the benefit of humanity.**

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IEEE ASU Student Chapter

- IEEE comprises of more than 300 sections in 10 geographical regions

- IEEE ASU lies in the Phoenix Section under IEEE Region 6.

- The IEEE ASU board comprises of 12 elected officers every academic year.

- Currently, there are over 600 active member from various educational degree levels

- Every member being an officer gets enough opportunities in leadership, planning and executing of events.

- Each officer is given a certain job in which they have freedom to work on the ideas they have and execute them eventually.

Goal : Sharing ideas and making more opportunities for students to interact with people from industries and academics.

- An individual can join the IEEE as a student member, professional member, or associate member.

- Membership grades include senior member, Fellow members, Honorary members and Life members.

- Various technical areas are addressed by IEEE's 39 societies, each one focused on a certain knowledge area.

- They provide specialized publications, conferences, business networking and sometimes other services.

Opportunities

- Strong Leadership and responsibilities.

- Enhance communication skills and technical ethics.

- A platform to go forward with you ideas in science & technology

- Access to the digital library and opportunities to collaborate.

- Networking with people directly related to the industry.

- Exposure to jobs more closely.

- Greater chance of attending IEEE conferences and exhibitions.

- Resume building, networking and career advancement

- A resume bonus when you mention being an officer in IEEE at your school !

The Current Board Members

Chair : Shilpita Biswas

Vice Chair : Kush Manchanda

Treasurer : Sanjay Vishal

Undergraduate Activities Chair: Cynthia Liu, Dylan Wang

Secretary: Alex Vuong

Brand Master : Hitesh Kumar

Creative technologist: Charles Reyes

Faculty Advisor : Prof. Cihan Tepedelenlioglu

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Available Board Member Positions 2020-2021

- Secretary (1 position)

- Graduate Activities Chair (2 positions)

- Technical Chair (2 positions)

- Outreach Chair (2 positions)

- Engineering Progress Chair (2 positions)

- Membership Chair (1 position)

- Brand Master (1 position)

- Creative Technologist (1 position)

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Secretary

- Serves as the record keeper and historian of the Student Branch. He/she is responsible for maintaining all records.

- Maintain the membership roster and committee assignments on the Branch website.

- Conducts bi-weekly meetings and keep track of important resolutions passed.

- Post the minutes of the meeting and maintain documentation for the same. Post a calendar of events.

- Important communication link between the chair and the advisors. Be responsible for all correspondence.

- Arrange for an orderly transfer of all records to the incoming board members

- Ensure that the Branch Constitution and Bylaws are adhered to.

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Graduate Activities Chair

- These positions are one of the most important because they need to work with almost all other chairs to plan and execute events.

- These may include Tech Talks, info sessions, poster presenting events, workshops.

- They need to understand what part of their major is currently in demand so that IEEE as an organization can conduct events that are relevant to both their study and also aims at an exposure to the industries.

- They can talk to Professors and other important people whose talks would benefit any student specializing in that field.

- Be the voice of the graduate student community through newsletters or any specific media.

Technical Chair

- This position is for conducting workshops and other related engineering work which would concern both the undergrad and grad curriculum.

- They can either choose doing the workshops by themselves if they are good enough in the field they would be conducting the workshop in or they can also invite in companies or groups who are ready to do workshops for the students at ASU.

- They can collaborate with the Grad and Undergrad chairs in order to be more precise and get better idea to what would be the best topics to conduct the events on.

- Needed person with sound technical skills, open-minded to answering questions and strong communication skills.

Outreach Chair

- Communicate with the executive committee members of Phoenix Section and Region 6, document the same at a report and submit to the faculty advisor.

- Attend section conference meetings and conferences.

- Collaborate with other student organizations for joint events.

- Communicates with student branches from various sections and regions across the globe.

- Spread awareness regarding initiatives taken by IEEE, activities, conferences, hackathons, etc.

Engineering Progress Chair

- Be in constant contact with Fulton schools of Engineering advisors and good knowledge of all programs offered at the university.

- Invite faculty and university affiliated staff for guest lectures and professional development workshops.

- Awareness regarding campus activities and competitions.

- Help fellow students in obtaining course materials, solve queries regarding course selection and resolving conflicts related to academics.

- Organize field trips or special events beyond regular program efforts.

- Assist the Branch Chair in following up on assigned committee responsibilities.
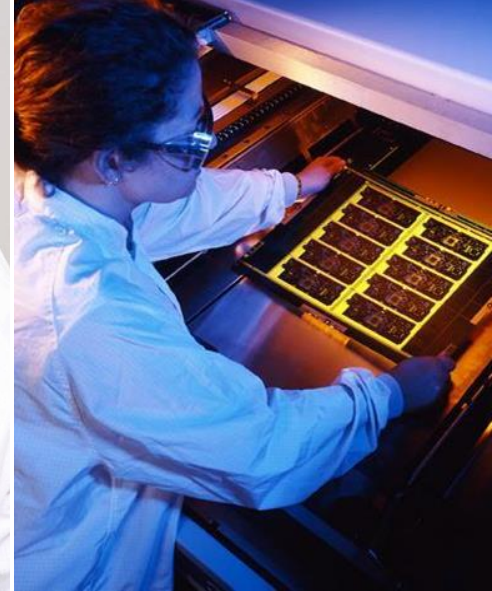
Membership Chair

- Conduct membership drives every semester.

- Run member-get-a-member programs and motivate students to join.

- Offer memberships at discounted prices while keeping the budget in mind.

- Maintain the minimum membership count to be qualified for various award categories.

- Understand the levels of membership and benefits related to it.

- Introduce IEEE clubs and societies to existing members.

- Provide an overview of membership services offered

Brand Master

- This is a job based completely on the creativity of the member. Only the ones creatively responsible are recommended for this position.

- They will work on the Posters, flyers and all IEEE giveaways and creative works. They are the ones who would be giving designs t-shirts, other banners and logos and other necessary things related to the events held.

- We highly recommend the ones applying for this position to be apt in Photoshop and editing, someone with a creative inclination and someone ready to put in hours and work efficiently.

Creative Technologist

- This position is dedicated completely to the development of IEEE web presence.

- We are looking for someone who is interested and has worked with website designing and someone who can maintain and control all our web presence i.e. Orgsync (ASU's website for all organizations), our Facebook page and the IEEE Website.

- Its through them that we will have an idea about how we reach out to people and get more members for the organization.

- They can work remotely with our secretary and get an insight to how things should work and manage it on their own.

- Person with experience in content creation and management, basic working knowledge of word press.

PROCESS & CRITERIA OF SELECTION

Board Member Election Date:- 09/05/2020 (Saturday)

8/31/2020

Selection Procedure - Elevator Pitch

- If you are interested in becoming a board member, please go through the details of each available board member position we have shared in the previous slides. Fill out the Google Form mentioned below. You can also scan the QR code in the poster which will take you directly to the Google Form. **You can apply for more than one position but not more than 3, but you will be elected for only 1 position if we find you a good fit for our club**.

- The board meeting will be organized through Zoom sessions on Saturday; link and timeslots of which will be sent out to those interested based on the Google Form responses. Please come prepared with an **elevator pitch of about 2-3 minutes** and not more than that, which should state a little bit of your background, why do you want to join IEEE, why do you consider yourself a good fit for the position you are applying for and what more do you have to offer our student branch.

- Google Form Link: https://forms.gle/v8zEVuhzRGYrHbdq8

Important Information

- We want people working diligently and efficiently so that the events planned can be executed smoothly and without people from every position interfering with the other positions. We want everyone to work together but still stick to their particular jobs at the basics. If you feel that you won't be able to contribute your time towards the club and its events and balance with your academics, we strongly recommend you not to apply for a board member position. Instead be a general member through ASU SunDevil Sync.

- You don't have to get an IEEE global membership right now but it is mandatory after getting selected as an officer you choose to become a member globally so that you have access to the libraries and also have access to any official IEEE events that we may need to attend like meetings, conferences, etc

Thank you !

All questions are welcome and to all future members, we look forward to working with you and keeping up the quality of the organization. Feel free to reach out to any of us through LinkedIn or ASU email.

Website: https://ieee.engineering.asu.edu

OrgSync: https://orgsync.com/12627/chapter

Instagram: https://www.instagram.com/ieeeasu/

Twitter: https://twitter.com/ieeeasu

Facebook: https://www.facebook.com/ieeeasu/

Email: ieeeasuchair@gmail.com

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