IEEE Region 3

Senior Membership Coordinator

2023 Execution Plan

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IEEE REGION 3 SENIOR MEMBERSHIP COORDINATOR

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Contents

High level Senior Membership goals in 2023

To be tracked and reported through the Section Support Committee.

1. Total Region 3 member elevations goal is set at 220 at the A&A level

   ▶ Region 3 stretch goal is 300

   ▶ Estimated 7883 member and life members eligible in Region 3

   ▶ Goal based on incremental increase from 2022 accomplishments

2. Sections engagement goal: 100%

   ▶ Establish positive contact with officers from 41 sections

   ▶ Provide senior member stats, support, training to all sections who accept it

3. Sections gaining own credit for their elevations goal: 50% overall

   ▶ This was 19% in 2023

   ▶ Requires a section to provide an in-section nominator for section members

4. Document a Region 3 standard process for Region-level engagement

   ▶ Update current process documents and publish to Region 3 web site

   ▶ Create new senior member elevation resources for sections

5. Conduct 6 Senior Member Roundups, schedule below

6. Conduct 2 Senior Member training sessions for sections

7. Expand and codify the Region 3 Senior Membership Elevation team

   ▶ Formalize the ad-hoc volunteer group from 2022 into a more structured activity with clear roles and responsibilities

   ▶ Members of this group will be senior members from Region 3, providing an additional opportunity value for senior members

   ▶ Create a succession-planning path for continuity of the activity

8. Establish an enduring Region 3 "So What" activity to enhance value of Senior Membership

   ▶ Expand the FWCS student interviews project to other sections in the Region

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2023 Region 3 Senior Member Schedule

This schedule is the program intent for the year. Specific dates will change to accommodate new requirements. The master schedule authoritative source is maintained on the Google Drive Senior Member Event Tracker at https://docs.google.com/spreadsheets/d/1RGgSv-jblw3KK24g4tDiLcUqoRO9uYluYlyzvC4j9nk/edit?usp=share_link

Date		Activity
January	6	Senior Member report to R3 Section Support Committee
January	6	Candidate recruiting: E-Notice, Vtools
January	20	Candidate group closed
January	20	Permissions allocated, nominations started, roundup messaging
January	28	Student Interviews project team meeting
January	28	SMEC planning meeting
January	28	Roundup
February	1	Senior Member report to R3 Section Support Committee
February	1	Report to R3 newsletter
February	1	Report to R3 monthly events newsletter
February	18	A&A
February	25	Resume team and rejection review meeting
February	25	Student Interviews project team meeting
February	25	Senior Member opportunities project team meeting
March	1	Senior Member report to R3 Section Support Committee
March	1	Report to R3 newsletter
March	1	Report to R3 monthly events newsletter
March	1	Candidate recruiting: E-Notice, Vtools
March	17	Candidate group closed
March	17	Permissions allocated, nominations started, roundup messaging
March	25	Student Interviews project team meeting

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March	25	SMEC planning meeting
March	25	R3 Senior Member Program Training
March	25	Roundup
April	1	Senior Member report to R3 Section Support Committee
April	1	Report to R3 newsletter
April	1	Report to R3 monthly events newsletter
April	14 15 16	Southeast Con Orlando
April	14 15 16	R3 SMEC Report
April	14 15 16	R3 SMEC Program Training
April	22	A&A
April	29	Resume team and rejection review meeting
April	29	Student Interviews project team meeting
April	29	Senior Member opportunities project team meeting
May	1	Senior Member report to R3 Section Support Committee
May	1	Candidate recruiting: E-Notice, Vtools
May	1	Report to R3 newsletter
May	1	Report to R3 monthly events newsletter
May	19	Candidate group closed
May	19	Permissions allocated, nominations started, roundup messaging
May	27	Student Interviews project team meeting
May	27	SMEC planning meeting
May	27	Roundup
June	1	Senior Member report to R3 Section Support Committee
June	1	Report to R3 newsletter
June	1	Report to R3 monthly events newsletter
June	17	A&A
June	24	Resume team and rejection review meeting

June	24	Student Interviews project team meeting
June	24	Senior Member opportunities project team meeting
July	1	Senior Member report to R3 Section Support Committee
July	1	Report to R3 newsletter
July	1	Report to R3 monthly events newsletter
July	1	Candidate recruiting: E-Notice, Vtools
July	21	Candidate group closed
July	21	Permissions allocated, nominations started, roundup messaging
July	29	Student Interviews project team meeting
July	29	R3 Senior Member Program Training
July	29	SMEC planning meeting
July	29	Roundup
August	1	Senior Member report to R3 Section Support Committee
August	1	Report to R3 newsletter
August	1	Report to R3 monthly events newsletter
August	1	Candidate recruiting: E-Notice, Vtools
August	12	A&A
August	11 12 13	Sections Congress
August	18	Candidate group closed
August	18	Permissions allocated, nominations started, roundup messaging
August	26	Resume team and rejection review meeting
August	26	Student Interviews project team meeting
August	26	Senior Member opportunities project team meeting
August	26	Roundup
September	1	Senior Member report to R3 Section Support Committee
September	1	Report to R3 newsletter
September	1	Report to R3 monthly events newsletter

September	23	A&A
September	30	Resume team and rejection review meeting
September	30	Student Interviews project team meeting
September	30	Senior Member opportunities project team meeting
October	1	Senior Member report to R3 Section Support Committee
October	1	Report to R3 newsletter
October	1	Report to R3 monthly events newsletter
October	1	Candidate recruiting: E-Notice, Vtools
October	20	Candidate group closed
October	20	Permissions allocated, nominations started, roundup messaging
October	28	Student Interviews project team meeting
October	28	SMEC planning meeting
October	28	Roundup
November	1	Senior Member report to R3 Section Support Committee
November	1	Report to R3 newsletter
November	1	Report to R3 monthly events newsletter
November	18	A&A
December	1	Senior Member report to R3 Section Support Committee; report on 2023 goals achieved
December	2	Resume team and rejection review meeting
December	2	SMEC end of year review meeting
December	30	Thank you letters to volunteers; LOR to student supporters

Establish the Senior Member Elevation Committee with formal volunteer roles

- R3 coordinator: Andrew Seely
- Resume team: Hermann Amaya
- Collabratec team: Mario Guerrero
- Sections outreach: Andrew Seely
- Communications: Andrew Seely
- Nominators coordinator: Andrew Seely
- Reference provider coordinator: Kristina Chapman
- Candidate recruiting: Andrew Seely
- Edge-case team: John Grant
- Senior Members engagement: Andrew Seely
- Student interviews: Khalid Alosaylan
- Meeting and vtools: Andrew Seely
- Documentation and training: Andrew Seely
- Web / Knowledgebase: Andrew Seely
- Candidate rejections recovery team: Hermann Amaya

Publish SMEC Documentation

- Resume Template
- Process document
- Communications templates
- Training materials
- Sections Data Tool
- Action plan

End of year reporting

- Analysis from https://mga.ieee.org/membership-development/senior-member-program-volunteer-resources/newly-elevated-senior-members
- Rank global sections by raw counts and by per-capita ratios
- Show R3 section engagement numbers
- Show section elevation numbers
- Show nominator numbers by section
- Detail year's activities and roundups
- Detail SMEC membership and contributions
- Detail So-What activities
- Report on accomplishments with respect to 2023 goals