



IEEE Canada



Operations Manual and Organizational Chart

Revision Date: 11 April 2008



Operations Manual

Table of Contents

1	Region Overview	
	1.1 Region Mission	1
	1.2 Goals	1
	1.3 Objectives	1
2	Officers	
	2.1 President	1
	2.2 President-elect	1
	2.3 Past President	2
	2.4 Secretary.....	2
	2.5 Treasurer (Financial Operations Manual).....	2
	2.6 Area Chairs.....	3
	2.7 Group Chairs.....	4
	2.8 Regional Student Representative (RSR).....	4
	2.9 Director Emeriti.....	5
3	Functional Entities	
	3.1 Steering Committee	5
	3.2 Executive Committee.....	5
	3.3 IEEE Canada Board of Directors	6
	3.4 External Relations Group	
	3.4.1 Educational Activities Committee (EAC).....	6
	3.4.2 Industry Relations Committee (IRC)	7
	3.4.3 Other Societies Committee (OSC)	8
	3.4.4 Professional Development Committee (PDC).....	8
	3.4.5 Section/Chapter Support Committee (SCS)	9
	3.5 Member Services Group	
	3.5.1 Graduates of the Last Decade (GOLD)	9
	3.5.2 Life Member Committee (LMC)	11
	3.5.3 Membership Development Committee (MDC)	11
	3.5.4 Student Activities Committee (SAC)	12
	3.5.5 Women in Engineering (WIE)	14
	3.6 Publications and Communications	
	3.6.1 Canadian Journal of Electrical and Computer Engr.	14
	3.6.2 Canadian Review (CR)	15
	3.6.3 Electronic Newsletter (EN).....	16
	3.6.4 Publicity and Advertisement	16
	3.6.5 Translation Committee (TC).....	17
	3.6.6 Website	17
	3.7 Areas	
	3.7.1 East.....	18
	3.7.2 Central	18
	3.7.3 West.....	18
	3.8 Reporting to the Board	
	3.8.1 Audit	18
	3.8.2 Investment.....	19
	3.9 Other Committees	
	3.9.1 Awards and Recognition	19
	3.9.2 CONAC	20
	3.9.3 Nominations and Appointments.....	
4	Associations	
	4.1 Engineering Institute of Canada	21
	4.2 IEEE Canadian Foundation.....	22
5	Organizational Chart.....	23



Operations Manual

1 Region Overview

1.1 Mission

Through the leadership of its volunteers, IEEE Canada shall be a nationally recognized organization in which members and the public hold IEEE membership in the highest esteem. The mission of IEEE Canada shall be consistent with the mission stated in IEEE MGA Bylaw R-201.

1.2 Goals

The President in consultation with the Steering and Executive Committees shall develop a set of Region Goals. The Goals for the next calendar year shall be approved by the ExCom at its Fall Planning meeting and presented to the Fall Region meeting for approval.

1.3 Objectives

The Goals shall contain measurables that shall be administered by the Committee Chairs. The Committee Chairs shall report through the Group Committee Chairs on the progress towards these goals to the Executive Committee and to each Region Meeting.

2 Officers

2.1 President

- 2.1.1 Duties – the Regional Delegate and Director of IEEE Region 7 shall serve concurrently as both the IEEE Canada President (hereinafter called the President), and Chair of the IEEE Canada Board. The President shall serve as an ex-officio voting member of all committees of the Board. The President shall represent the affairs of IEEE Canada to the IEEE Board. The President is the Chief Executive officer of IEEE Canada. The President shall represent IEEE Canada on the Engineering Institute of Canada and other organizations as assigned by the IEEE Canada Board. The president chairs the IEEE Canada Board, Executive Committee and Steering Committee meetings and votes only to break a tie.
- 2.1.2 Reporting Mechanism – The President shall report directly to the IEEE Board, and to the Board of IEEE Canada.
- 2.1.3 Timelines for Activities and Actions – Reports are made at least twice a year.
- 2.1.4 Communications – the President shall attend and chair all meetings of IEEE Canada.

2.2 President-elect

- 2.2.1 Duties - The President-Elect shall act as Vice-President of IEEE Canada, and act on behalf of the President as needed. The President-Elect shall be responsible for the development of IEEE Canada's Strategic Plan to be implemented during their term of office. The President-Elect as Regional Delegate/Director-Elect may be requested by the MGA Vice President to serve on one or more MGA Committees. IEEE Canada shall fund 50% of the cost of this participation. In addition, the President-Elect shall represent CONAC to the ExCom.
- 2.2.2 Reporting Mechanism – The President-Elect reports to the Steering, and Executive Committees, and to the Board of IEEE Canada at their scheduled meetings. The President-Elect shall report to the Board of IEEE Canada on actions taken and make recommendations for consideration at the Board meetings.
- 2.2.3 Timelines for Activities and Actions - Reports are made at least twice a year.



Operations Manual

2.2.4 Communications - the President-Elect shall attend all meetings of the IEEE Canada Board, the Executive Committee and the Steering Committee.

2.3 *Past President*

2.3.1 Duties - The Past President shall be responsible for bringing nominations and appointments to the Steering Committee for approval. The Past President shall review the current IEEE Canada Bylaws and Operations Manual, and make revisions as needed. The Past President shall review and recommend the compensation for the IEEE Canada Administrator on an annual basis. In addition, the Past President shall represent the Awards Committee on the ExCom. The Past President is also a member and director of the IEEE Canada Foundation.

2.3.2 Reporting Mechanism - The Past President reports to the Steering and Executive Committees, and to the Board of IEEE Canada at their scheduled meetings.

2.3.3 Timelines for Activities and Actions - Reports are made at least twice a year.

2.3.4 Communications - The Past President shall attend and report at all meetings of the IEEE Canada Board, the Executive Committee and the Steering Committee.

2.4 *Secretary*

2.4.1 Duties - The Secretary shall maintain accurate records of all meetings of the IEEE Canada Board, the Executive Committee and the Steering Committee. The Secretary may delegate this role to the IEEE Canada Administrator but shall be responsible for ensuring a correct and accurate record of all meetings is kept. The Secretary shall also be IEEE Canada's representative to Engineering Week activities.

2.4.2 The Secretary shall be responsible for organizing and coordinating Section chairs training at the IEEE Canada Board Spring meeting. The area chairs and group chairs shall assist in identifying the training need.

2.4.3 Reporting Mechanism - The Secretary reports to the Steering and Executive Committees, and to the IEEE Canada Board at their scheduled meetings.

2.4.4 Timelines for Activities and Actions - Reports are made at least twice a year.

2.4.5 Structure - The Secretary shall be an IEEE member of Member grade or higher. The Steering Committee, on recommendation from the President, will appoint the Secretary.

2.4.6 Communications - the Secretary will attend all meetings of the IEEE Canada Board, the Executive Committee, and the Steering Committee.

2.5 *Treasurer*

2.5.1 Duties - The IEEE Canada Treasurer shall prepare the annual budget, pay invoices, and expenses and keep records of all income and expenses. The Treasurer shall prepare and issue quarterly financial statements for IEEE Canada. The Treasurer shall issue budgetary guidelines to the Executive Committee by the end of June each calendar year. The guidelines shall be reviewed and approved by the Executive Committee at its next scheduled conference call. The Treasurer shall also report to the Executive Committee on the disbursement of funds for attending the Sections Congress. The Treasurer shall prepare the IEEE Canada budget for the next calendar year and present the proposed budget to the



Operations Manual

Executive Committee for review and to the IEEE Canada Board Fall meeting for approval. The Treasurer shall be responsible for preparing and obtaining Board approval for the Treasurer's Handbook at the IEEE Canada Board Spring meeting.

- 2.5.2 Reporting Mechanism - The Treasurer reports to the Steering Committee, Executive Committee, and the Board of IEEE Canada at their scheduled meetings.
- 2.5.3 Timelines for Activities and Actions – The Treasurer prepares financial updates for all ExCom, and IEEE Canada Board meetings. The treasurer requests budget information from the Board and all Committee Chairs to develop the budget which is reviewed at the Fall ExCom meeting, and then presented for approval at the Fall IEEE Canada Board meeting. The Treasurer will conduct the monthly accounting processes required to maintain IEEE Canada finances.
- 2.5.4 Structure – The Treasurer shall be an IEEE member of Member grade or higher. The Steering Committee, on recommendation from the President, will appoint the Treasurer. The Treasurer appointment shall be for one year, starting January 1, with reappointment possible for a maximum tenure of five consecutive years.
- 2.5.5 Communications - the Treasurer will attend all meetings of the IEEE Canada Board, the Executive Committee and the Steering Committee.

2.6 Area Chairs

- 2.6.1 Duties – The Area Chairs are the President's representatives to their Section Chairs. The Area Chairs shall coordinate an annual Distinguished Speaker Tour to be shared among a minimum of two Sections. The Area Chairs shall be responsible for coordinating their activity plan and budget preparation and presenting their budget requirements to the Executive Committee Fall planning meeting for approval.
- 2.6.2 Reporting Mechanism - The Area Chairs shall represent their Sections on the ExCom and report on the success the Sections are having in meeting IEEE Canada's annual goals to the ExCom.
- 2.6.3 Timelines for Activities and Actions – Section executive training is to be held as part of the IEEE Canada Board Spring meeting. The focus of the training session will be adjusted as needed. It is the responsibility of Area Chairs to work with the Secretary and identify the training needs based on their Sections' requirements. Distinguished Speaker Tour will be identified by Area Chairs based on the Sections' needs. The cost of the tour will be shared by the involved Sections and the speaker's technical society. The ideal case is to identify all speakers in the first quarter of the year. The Area Chair may submit a funding request to the Region to support a speaker who is not on the distinguished list of any society. The funding request is for the next year's Region Budget.
- 2.6.4 Structure – In the Fall of each year (prior to the IEEE Canada Board Fall meeting), the Past President, as Nominations Committee Chair, shall issue a call for nominations for the position of Area Chair to the Section Chairs of each area. The Area Chair shall be elected, at the Fall meeting, by the corresponding Section Chairs. The Area Chairs are elected for a one-year term, starting January 1, by the Sections within each Area and confirmed by the Steering Committee. The Area Chairs shall be of Senior Member or higher grade.



Operations Manual

- 2.6.5 Communications – The Area Chairs will attend the IEEE Canada Board Spring and Fall meetings, and the Executive Committee Fall planning meeting.
- 2.7 Group Chairs
 - 2.7.1 Duties - The Group Committee Chairs will be responsible for maintaining communication with their respective Committee Chairs. The Group Committee Chairs shall represent the interests of all Committee Chairs in their group. The Group Committee Chairs shall coordinate the activity plan and budget preparation for their committees and present the budget to the Executive Committee Fall planning meeting for approval.
 - 2.7.2 Reporting Mechanism - The Group Committee Chairs shall participate in and be members of the ExCom
 - 2.7.3 Timelines for Activities and Actions - Reports are made at least twice a year.
 - 2.7.4 Structure - The Group Committee Chairs, except the Publications and Communications Group Chair, shall be elected from among the respective Committee Chairs. The Steering Committee shall confirm the Group Committee Chairs. The Publications Group Chair will be chosen by the Steering Committee.
 - 2.7.5 Communications - The Group Committees shall conduct their business by teleconference. The Group Chairs shall attend all IEEE Canada Board and Executive Committee meetings during the year.
- 2.8 Regional Student Representative (RSR)
 - 2.8.1 Duties – The RSR should maintain regular communications with student branches, and represent the interests of IEEE Canada Student Members to the IEEE Canada Board and the IEEE Student Activities Committee. Provide assistance to student branches as required. Assist in the organization and administration of the annual Student Training Workshops. Assist in organization and administration of the annual Student Paper Competition, TELUS Competition, and the Student Web Page Competition. Assist in the maintenance of a Student Activities Web Site.
 - 2.8.2 Reporting Mechanism – The RSR will report to the IEEE Canada Board. The RSR is a voting member of the IEEE Canada Board.
 - 2.8.3 Timelines for Activities and Actions – see Student Activities Committee Section 3.5.4
 - 2.8.4 Structure – The Regional Student Representative shall be an active IEEE student member.
 - 2.8.5 Communications – The RSR will attend all IEEE Canada Board meetings as well as the annual Student Congress and the TELUS Competition.
- 2.9 Directors Emeriti
 - 2.9.1 Duties - The President shall appoint one Director Emeritus to be the Parliamentarian for IEEE Canada Board meetings. The Parliamentarian shall be consulted on issues of parliamentary procedure when asked by members of the IEEE Canada Board. The President may ask that they serve as voting members of other IEEE Canada Committees.



Operations Manual

- 2.9.2 Structure - All Directors Emeriti shall serve a six-year term, except that the Directors Emeriti elected prior to 2005 shall serve until they elect to retire. Directors Emeriti may elect to retire before the end of their term. The Steering Committee may recommend to the IEEE Canada Board a Director Emeritus to fill the remaining term of a retiring Director Emeritus.
- 2.9.3 Communications - The Directors Emeriti will be ex-officio voting members of the Executive Committee and the Steering Committee. The Directors Emeriti shall be ex-officio non-voting members of IEEE Canada Board and shall attend all IEEE Canada Board, Executive Committee and Steering Committee meetings.

3 Functional Entities

3.1 Steering Committee

- 3.1.1 Duties - The Steering Committee, on recommendations from the Nominations and Appointments Committee, shall be responsible for appointments to all Committees, including the Chairs, and confirmation of Area Chairs and elected Group Chairs. Recommendations for representatives shall be sought from each of the Areas and others as needed for all Committee appointments. All appointments shall be for one year, starting January 1, with reappointment possible for a maximum tenure of three consecutive years, unless specified otherwise for specific positions.

The Steering Committee, on recommendations from the Nominations and Appointments Committee, shall be responsible for nominating the candidates for President-Elect (Director Elect) and approving the compensation of the IEEE Canada Administrator as recommended by the Past President. The Steering Committee shall nominate candidates for Directors Emeriti. Their appointment shall be confirmed by the IEEE Canada Board.

- 3.1.2 Reporting Mechanism - All actions by the Steering Committee shall be reported by the President to the next ExCom and IEEE Canada Board Meetings.
- 3.1.3 Structure - The Steering Committee shall consist of the President, President-Elect, Past President, Secretary, Treasurer, and Directors Emeriti. The IEEE Canada Administrator shall be an ex-officio non-voting member of the ExCom.
- 3.1.4 Communications - The Steering Committee shall meet via conference call at the discretion of the President.

3.2 Executive Committee

- 3.2.1 Duties - The Executive Committee (ExCom) shall be empowered to conduct the business of IEEE Canada between IEEE Canada Board meetings. The ExCom shall monitor the goals of IEEE Canada and institute corrective action, as required, to ensure it is possible for the committees to meet their annual goals and objectives.
- 3.2.2 Reporting Mechanism - Actions of the ExCom shall be reported back to the IEEE Canada Board for endorsement.
- 3.2.3 Structure - The ExCom shall consist of the three Presidents, Secretary, Treasurer, three Group Chairs, three Area Chairs, and Directors Emeriti. The IEEE Canada Administrator shall be an ex-officio non-voting member of the ExCom.



Operations Manual

- 3.2.4 Communications - The ExCom shall hold one face-to-face planning meeting annually concurrent with the Student Congress. The ExCom shall normally meet in bimonthly conference calls. The President may call additional meetings, if required. Normally, the ExCom will not meet at IEEE Canada Board meetings.
- 3.3 IEEE Canada Board of Directors (IEEE Canada Board)
 - 3.3.1 Duties - In all instances, the IEEE Canada Board has the ultimate approval authority over all matters pertaining to the activities of IEEE Canada.
 - 3.3.2 Structure - The IEEE Canada Board will consist of the twenty Section Chairs, three Group Committee Chairs, the Regional Student Representative (RSR), three Presidents, Secretary, and Treasurer for 29 voting members. The IEEE Canada Directors Emeriti, the three Area Chairs and the IEEE Canada Administrator shall be ex-officio, non-voting members of the IEEE Canada Board. Although not required by MGA, the IEEE Canada Board shall aim for a two to one representation of elected to non-elected officials.
 - 3.3.3 Communications – The Board shall hold two face-to-face meetings a year. The Spring meeting shall be held in conjunction with CCECE and the Fall meeting may be held in conjunction with the Student Congress, IEEE Sections Congress, or the EPEC Conference.
- 3.4 External Relations Group
 - 3.4.1 Educational Activities Committee (EAC)
 - 3.4.1.1 Duties - The Educational Activities Committee (EAC) shall provide leadership to and coordination of continuing education programs, liaison with other technical and professional organizations in Canada on the subject of continuing education, and assist IEEE Canada entities in the creation and diffusion of continuing education material. Specifically, this includes liaison with the IEEE Educational Activities Board, liaison with engineering institutions and Professional Engineers Associations within the Region on the subject of continuing education.
 - 3.4.1.2 Reporting Mechanism – The Chair shall report to the IEEE Canada Board through the External Relations Group Chair. The Chair shall serve as a corresponding member of the IEEE Educational Activities Board.
 - 3.4.1.3 Timelines for Activities and Actions – Beginning of the year – review continuing education activities offered by the provincial associations, EIC, etc. Provide updated information to the web page to keep members up to date on courses offered and to keep links up to date with provincial associations. Report to region on updates to provincial requirements with regards to CEU's.
 - 3.4.1.4 Structure - The Committee shall consist of the Chair, a representative from each Area, other members appointed by the Chair as needed and the President (ex-officio). Members of the Committee shall be IEEE members of Member or higher grade.
 - 3.4.1.5 Communications – the EAC Chair shall attend the IEEE Canada Board Spring meeting.
 - 3.4.2 Industry Relations Committee (IRC)



Operations Manual

- 3.4.2.1 Duties - Promote IEEE to industry as an information provider to enhance their employees' technical expertise. Work with the industry to establish an understanding of their needs and to demonstrate how IEEE Canada can help. Strengthen partnerships between IEEE and the industry. Survey local industries to determine the extent of IEEE membership and involvement of employees. This will include implementing the IEEE Standards Association's globalization initiative in Canada, promote IEEE-SA activities and opportunities with Canadian and international standards organizations, and serve as a source of information on the IEEE Standards Association.
- 3.4.2.2 Reporting Mechanism – The IRC will report to the IEEE Canada Board through the External Relations Group Chair.
- 3.4.2.3 Timelines for Activities and Actions – The IRC Chair shall present its plan of activities to the Spring IEEE Canada Board meeting. The IRC Chair will report to the Spring and Fall meeting of the IEEE Canada Board.
- 3.4.2.4 Structure - Members of the Committee shall be IEEE members of Member or higher grade.
- 3.4.2.5 Communications – the IRC Chair shall attend the IEEE Canada Board Spring meeting.
- 3.4.3 Other Societies (OSC)
 - 3.4.3.1 Duties – the Chair of OSC shall report to the Chair External Relations and be responsible for developing relations with other technical societies and provincial licensing bodies to expose IEEE and its products to these groups.
 - 3.4.3.2 Reporting Mechanism – The OSC will report to the IEEE Canada Board through the External Relations Group Chair.
 - 3.4.3.3 Timelines for Activities and Actions – the OSC shall report quarterly on its activities to the External Relations Group Chair.
 - 3.4.3.4 Structure - Members of the Committee shall be IEEE members of Member or higher grade.
 - 3.4.3.5 Communications – the OSC Chair shall attend the IEEE Canada Board Spring meeting.
- 3.4.4 Professional Development Committee (PDC)
 - 3.4.4.1 Duties - The Professional Development Committee shall provide leadership in enhancing the public image and status of the electrical, electronics, and computer industry in Canada, and liaison with other technical and professional organizations in Canada on the subject of professional development. The committee shall respond to the needs of the prevailing work environment obtained through the members' suggestions and surveys, through participation in dialogue with the colleagues in the members' technical areas of expertise, and through liaison with other technical and professional organizations.



Operations Manual

- 3.4.4.2 Reporting Mechanism – The PDC will report to the IEEE Canada Board through the External Relations Group Chair.
- 3.4.4.3 Timelines for Activities and Actions – The PDC shall present its plan of activities to the Spring IEEE Canada Board meeting, with updates at the Fall meeting.
- 3.4.4.4 Structure - Members of the Committee shall be IEEE members of Member or higher grade.
- 3.4.4.5 Communications – the PDC Chair shall attend the IEEE Canada Board Spring meeting.
- 3.4.5 Section/Chapter Support Committee (SCS)
 - 3.4.5.1 Duties - The Section/Chapters Support Committee shall be responsible for developing and implementing strategies pertaining to the coordination of technical and affinity chapters in IEEE Canada. This shall include assistance in accessing society and other resources to enhance Chapter activities. The committee shall be responsible for developing strategies and plans, and implementing specific programs for coordinating activities with Sections, Chapters and Affinity Groups to make best use of all available IEEE Canada and IEEE programs and resources to enhance the Society offerings.
 - 3.4.5.2 Reporting Mechanism – The SCS will report to the IEEE Canada Board through the External Relations Group Chair.
 - 3.4.5.3 Timelines for Activities and Actions – The SCS Committee shall present its plan of activities to the Spring Board meeting, with updates at the Fall meeting.
 - 3.4.5.4 Structure - Members of the Committee shall be IEEE members of Member or higher grade.
 - 3.4.5.5 Communications – the SCS Chair shall attend the IEEE Canada Board Spring meeting.
- 3.5 Member Services Group
 - 3.5.1 Graduates of the Last Decade (GOLD)
 - 3.5.1.1 Duties - The Graduates of the Last Decade (GOLD) committee serves the interests of the IEEE affinity group characterized by members in their first ten years (approximately) after receiving a relevant undergraduate degree in IEEE Canada. The specific functions of the GOLD committee are to: Offer and promote programs of interest to recent graduates; Promote the establishment and support of GOLD entity committees within IEEE Canada Sections, and Section Chapters; Advocate IEEE GOLD-appropriate benefits and services to the appropriate IEEE entities (i.e., publication of GOLD promotional material in IEEE Canadian Review); Encourage recognition of GOLD type activities performed by individuals or entities and promote GOLD Awards; Establish communications opportunities within IEEE Canada for the GOLD affinity groups and members; Promote strategies to bridge the transition from Student to Member grade; Promote strategies to retain and recruit graduating students and recent graduates, and to



Operations Manual

develop volunteer leadership from within this affinity group; Promote GOLD goals at conferences, symposia and similar events in IEEE Canada; Advocate GOLD affinity group representation on the IEEE Canada governing Board and Committees; Represent and provide leadership to recent graduate and young professional activities in other IEEE entities; Measure, track, and report on GOLD program effectiveness in IEEE Canada.

3.5.1.2 Reporting Mechanism – The GOLD Chair will report to the IEEE Canada Board through the Member Services Group Chair. The Section GOLD Chairs will report to the GOLD Chair in addition to their own Sections.

3.5.1.3 Timelines for Activities and Actions – Interact with Areas and Section Executives: include GOLD material in Section Executive/Leadership Training, to be available for Section Chairs (new releases/updated information to be made available to Section Chairs at each Regional meeting, where appropriate). Regular correspondence to Section Chairs and General IEEE Canada membership via regular article in IEEE Canada Electronic Newsletter. Work with Area Chairs to include GOLD functions and representation in Area structure/mandate. Interacting with GOLD Committee members: tele- conference calls and/or online meetings: To be held regularly with members, four or five times per year. GOLD Leadership Conference for Section GOLD Chairs (proposed 50-50 funding split between Region and Section) in conjunction with Student Leadership Training Congress/Fall IEEE Canada Board meeting or Area-level Training Workshops. Interacting with general GOLD members - *Aurum* – GOLD Newsletter: Quarterly newsletter. Deadlines for submission will vary from year to year, but will generally follow the schedule below: Issue 1 – February, Issue 2 – June, Issue 3 – August, and Issue 4 – November.

3.5.1.4 Structure - Members of the Committee shall be IEEE members of Member or higher grade.

3.5.1.5 Communications – the GOLD Chair shall attend the IEEE Canada Board Spring meeting.

3.5.2 Life Member Committee (LMC)

3.5.2.1 Duties - The Life Members Committee (LMC) shall be responsible for promoting the activities of life members and supporting their interest to remain active members of IEEE in Canada. The committee shall facilitate the activities of each of the Life Members Affinity Groups formed in Canada. The committee shall take an active role in ensuring that life members in Sections where LM Groups do not exist, or where the members are remote from the Group activities, maintain an active role in IEEE activities. This will include maintaining contact with the Volunteer Representatives of the life members in Sections that do not have their own LM Groups. The Committee shall ensure that each Life Members Group adheres to the Operating Guidelines of the IEEE Life Members Affinity Group Information Package of the IEEE Life Members Committee (normally posted on the IEEE Canada web site). The Committee shall encourage life members to support the IEEE Canada Foundation financially. The Committee shall encourage life members, through their



Operations Manual

respective Groups, to submit articles of interest to the IEEE Canadian Review or the IEEE Canada Newsletter in either official language. The Committee shall act on behalf of the best interests of life members in IEEE Canada.

- 3.5.2.2 Reporting Mechanism – The LMC will report to the IEEE Canada Board through the Member Services Group Chair.
- 3.5.2.3 Timelines for Activities and Actions – The Life Members Committee shall meet at least annually, preferably prior to the Region Board meeting in the spring.
- 3.5.2.4 Structure - Members of the Committee shall be of the IEEE Life member status. Membership of the committee shall include, but is not limited to; a representative from the East, Central and West Areas. Recommendations for representatives will be sought from each of the Areas and others as needed. Appointments made to Life Committee Chair shall be for one year, starting January 1, with re-election possible for a maximum tenure of five consecutive years.
- 3.5.2.5 Communications – the LMC Chair shall attend the IEEE Canada Board Spring meeting.
- 3.5.3 Membership Development Committee (MDC)
 - 3.5.3.1 Duties - The Membership Development Committee (MDC) shall provide leadership to and coordination of membership growth programs with the Areas, Sections, and Chapters. The Committee shall also coordinate "member grade advancement" programs with Sections, and Chapters. Specifically, this includes the following: development and oversight of programs to increase IEEE membership by recruiting new members, retaining current members and the recovery of members in arrears; improvement in IEEE membership quality including promoting elevations in grade and increasing Society memberships; increasing awareness of the values of IEEE membership to members; providing efficient and timely communications on membership trends, changes and problems; and implementation and support of membership development programs initiated by the IEEE Membership Development Committee
 - 3.5.3.2 Reporting Mechanism – The MDC will report to the IEEE Canada Board through the Member Services Group Chair.
 - 3.5.3.3 Timelines for Activities and Actions – The MDC Chair will produce bimonthly membership statistics reports for IEEE Canada and IEEE Global membership and, with the aid of the Area Chairs, focus on what needs to be done to meet Region goals. The MDC Chair will report to the Board through the Member Services Group Chair at the IEEE Canada Board Spring and Fall meetings.
 - 3.5.3.4 Structure - Members of the Committee shall be IEEE members of Member or higher grade.
 - 3.5.3.5 Communications – the MDC Chair shall attend the IEEE Canada Board Spring meeting.

3.5.4 Student Activities Committee (SAC)



Operations Manual

- 3.5.4.1 Duties - The Student Activities Committee (SAC) shall provide undergraduate and graduate students studying in the fields of interest to the IEEE with opportunities for educational and technical development in preparation for entry into such fields. Specifically, this includes the following: Maintaining regular communications with student branches; Representing the interests of student members on the IEEE Canada Board; Representing the interests of IEEE Canada student members on the IEEE Student Activities Committee; Providing assistance to student branches as required; Organizing and administrating the annual Student Training Workshops; Organizing and administrating the annual Student Paper Competition; Organizing and administrating the annual web page competition; Organizing and administrating the annual TELUS competition; Maintaining a Student Activities Web Site.
- 3.5.4.2 Reporting Mechanism – The SAC will report to the IEEE Canada Board through the Member Services Group Chair.
- 3.5.4.3 Timelines for Activities and Actions - IEEE Canada R7 Student Web Contest (Coordinator RSR): 1st announcement should be out at the beginning of February, 2nd announcement should be out at the beginning of March. Deadline for submissions to IEEE Canada RSR March 15. Judge selection complete by mid March. Region Results Announced by mid April. Submission of qualified entries for worldwide competition to IEEE required before the end of April. NOTE: RSR must check IEEE student concourse contest announcement to determine IEEE final submission for that year. IEEE results announced end of April early May. IEEE Canada Student Paper Competition (Coordinator RSAC): 1st announcement should be out at the beginning of March. 2nd announcement should be out by mid April. Submission deadline May 15. Judge selection complete by end of June. Judging results submitted to RSAC by mid August. First announcement of results at Student Congress Reception. TELUS Innovation Awards (Coordinator RSAC, and Administrator): 1st announcement should be out at the beginning of March. 2nd announcement should be out by mid April. Submission Deadline to Area level competition June 1. Area Judge selection complete by mid June. Area results submitted by judges to RSAC by end of July. Announce Area results 1st week of August. IEEE selection of final presentation judges complete by mid Aug. Final judging panel presentations at Student Congress. Announcement of Award winners at Student Congress Reception. Student Congress (Coordinators RSR, RSAC, and Administrator): 1st announcement should be sent by mid March (including intent to attend form and IEEE Canada Expense Guidelines). 2nd announcement should be sent at the beginning of April. Deadline for intent to attend end of April. Travel guideline reminder should go out mid July and again 1st week of August. Cut off for travel bookings 1 month prior to event. Guest speaker selection complete by early August. Agenda should be sent out to participants 1st week of September. Reports (RSAC and RSR): Spring report to IEEE SAC Admin and copied to IEEE Canada President, Members Services Chair and IEEE Canada Administrator due end of March. IEEE MGA/SAC Spring meeting in March (RSAC and RSR invited to attend). Spring and Fall SAC reports for IEEE Canada Board meetings required as per IEEE Canada Admin



Operations Manual

notifications. IEEE MGA/SAC Fall meeting (as announced) including verbal IEEE Canada report of activities (RSAC and RSR invited to attend). Financial Accountability (RSAC) - RSAC review of SAC year end financial report with IEEE Canada Treasurer completed by mid February. SAC budget proposal sent to IEEE Canada Treasurer and copied to Member Services Chair and IEEE Canada Admin due by end of June.

3.5.4.4 Structure - Members of the Committee shall be IEEE members of Student or higher grade. Communications – the SAC Chair shall attend the IEEE Canada Board Spring meeting.

3.5.5 Women in Engineering (WIE)

3.5.5.1 Duties - The Women in Engineering Committee (WIE) shall provide leadership to and coordination of women in engineering programs and liaison with other technical and professional organizations in Canada on the subject of women in engineering. To assist IEEE Canada entities in the creation of women in engineering affinity groups. Liaison with the IEEE Women in Engineering Committee.

3.5.5.2 Reporting Mechanism – The WIE chair will report to the IEEE Canada Board through the Member Services Group Chair.

3.5.5.3 Structure - Members of the Committee shall be IEEE members of Member or higher grade. Communications – the WIE Chair shall attend the IEEE Canada Board Spring meeting.

3.6 Publications and Communications Group

3.6.1 Canadian Journal of Electrical and Computer Engineering (CJECE)

3.6.1.1 Duties- the CJECE editor or co-editors oversee the editing and publication of the *Canadian Journal of Electrical and Computer Engineering*. The CJECE editor/co-editors are responsible for publishing the *Canadian Journal of Electrical and Computer Engineering* on a regular basis (4 times per year). The editor or co-editors shall respond to the needs of the prevailing work environment obtained through the members' suggestions and surveys and through participation in dialogue with colleagues in the members' technical areas of expertise and through liaison with other technical and professional organizations

3.6.1.2 Reporting Mechanism – The editor or co-editors will report to the IEEE Canada Board through the Publications and Communications Group Chair.

3.6.1.3 Structure – CJECE editor or co-editors shall be IEEE members of Member or higher grade. Appointments made to the CJECE (including the editor or co-editors) shall be for one year, starting January 1, with reappointment possible for a maximum tenure of six consecutive years.

3.6.1.4 Communications – The CJECE editor or co-editors shall attend the IEEE Canada Board Spring meeting.

3.6.2 IEEE Canadian Review (CR)

3.6.2.1 Duties - The principal objective of the *Canadian Review* is to project an image of the Canadian electrical, electronics, communications and computer engineering/science professions and their associated academic



Operations Manual

and business communities to Canadian members of IEEE; members of the profession and community who are not members of IEEE; and the associated Canadian academic (i.e. universities, colleges, secondary schools), government and business communities. A copy of the *Canadian Review* is also to be prepared and posted by the editor on the WWW operated by the IEEE Canada Webmaster.

To ensure that the *Canadian Review* has the desired breadth and depth, editor/co-editors are responsible for screening articles submitted according to the following general themes: National Affairs, International Affairs, Industry, Education, Power, Communications, and Computers. The committee shall respond to the needs of the prevailing work environment obtained through the members' suggestions and surveys and through participation in dialogue with colleagues in the members' technical areas of expertise and through liaison with other technical and professional organizations.

3.6.2.2 Reporting Mechanism – The CR editor or co-editors will report to the IEEE Canada Board through the Publications and Communications Group Chair.

3.6.2.3 Timelines for Activities and Actions - The *IEEE Canadian Review* is published 3 times/year as follows:

- Winter (to appear in March);
- Spring/Summer (to appear in July);
- Fall (to appear in November).

3.6.2.4 Structure – The CR editor or co-editors shall be IEEE members of Member or higher grade. Appointments made to the CR (including the Editor or co-Editors) shall be for one year, starting January 1, with reappointment possible for a maximum tenure of six consecutive years.

3.6.2.5 Communications – the CR Editor or co-editors shall attend the IEEE Canada Board Spring meeting.

3.6.3 Electronic Newsletter (EN)

3.6.3.1 Duties - The Electronic Newsletter Committee is responsible for producing an electronic newsletter for IEEE Canada members. This newsletter is to be posted on the IEEE.CA web site. The committee shall respond to the needs of the prevailing work environment obtained through the members' suggestions and surveys and through participation in dialogue with colleagues in the members' technical areas of expertise and through liaison with other technical and professional organizations. The EN editor or co-editors are responsible for the content and accuracy of the published newsletter and will have the right to accept/reject items submitted. The structure of the newsletter will conform to the general look and feel of the IEEE Canada website.

3.6.3.2 Reporting Mechanism – The EN editor or co-editors will report to the IEEE Canada Board through the Publications and Communications Group Chair.

3.6.3.3 Timelines for Activities and Actions - The EN editor or co-editors will publish the Electronic Newsletter on a monthly basis; the upload period will be the beginning of every month. All items for publication must be submitted to the Editors by the 21st day of the month.



Operations Manual

- 3.6.3.4 Structure – The EN editor or co-editors shall be IEEE members of Member or higher grade. Appointments made to the EN (including the editor or co-editors) shall be for one year, starting January 1, with reappointment possible for a maximum tenure of six consecutive years.
- 3.6.3.5 Communications – The EN editor or co-editors shall attend the IEEE Canada Board Spring meeting.
- 3.6.4 Publicity and Advertising (PA)
 - 3.6.4.1 Duties - The purpose of Publicity and Advertising Committee shall be to approach possible advertisers on behalf of IEEE Canada as well as promoting various IEEE Canada activities.
 - 3.6.4.2 Reporting Mechanism – The PA chair will report to the IEEE Canada Board through the Publications and Communications Group Chair.
 - 3.6.4.3 Timelines for Activities and Actions – The PA provides an as needed service to IEEE Canada and its actions vary from year to year.
 - 3.6.4.4 Structure - Members of the Committee shall be IEEE members of Member or higher grade.
 - 3.6.4.5 Communications – The PA chair shall attend the IEEE Canada Board Spring meeting.
- 3.6.5 Translation Committee (TC)
 - 3.6.5.1 Duties - The Translation Committee shall be responsible for developing and coordinating strategy pertaining to information dissemination in both official languages to members of IEEE Canada. This shall include; the coordination of translation of various documents of IEEE Canada, providing the expertise in translation to the various committees of IEEE Canada, coordinating the work of volunteer translators, and advising the Region in regard to its Translation Policy.
 - 3.6.5.2 Reporting Mechanism – The TC chair will report to the IEEE Canada Board through the Publications and Communications Group Chair.
 - 3.6.5.3 Timelines for Activities and Actions – The TC provides an as needed service to IEEE Canada and its actions vary from year to year.
 - 3.6.5.4 Structure - Members of the Committee shall be IEEE members of Member or higher grade.
 - 3.6.5.5 Communications – the TC chair shall attend the IEEE Canada Board Spring meeting.
- 3.6.6 Webmaster
 - 3.6.6.1 Duties - The Webmaster is responsible for the IEEE Canada web site and the following related activities: Maintain the "ieee.ca" domain name and associated service aliases in conjunction with the IEEE Canada Administrator. Work with IEEE staff to maintain the web site on the IEEE EWH server. Work with IEEE Canada volunteers and staff to ensure that the content of the web site is correct and current. Seek input from IEEE Canada members, volunteers, and staff in order to develop new or improved web-based information and services. Constantly strive to



Operations Manual

improve the presentation and navigation aspects of the web site. Keep current about developing IEEE and EIC web-based services and implement appropriately on the IEEE Canada web site. Ensure continuity of web-based services when volunteer and staff personnel or other circumstances change.

- 3.6.6.2 Reporting Mechanism – The Webmaster will report to the IEEE Canada Board through the Publications and Communications Group Chair.
- 3.6.6.3 Timelines for Activities and Actions – The Webmaster maintains IEEE Canada’s website on a continuous basis.
- 3.6.6.4 Structure - Members of the Committee shall be IEEE members of Student, Member or higher grade. Appointments made to the Web Site Committee (including the Chair) shall be for one year, starting January 1, with reappointment possible for a maximum tenure of six consecutive years. Some webmasters may be bilingual to ensure correctness of the web pages written in the French language.
- 3.6.6.5 Communications – the Webmaster shall attend the IEEE Canada Board Spring meeting.

3.7 Areas

- 3.7.1 A hybrid Area model consisting of a blend of Region directed and Section directed activities will be implemented. There will be three Areas for IEEE Canada:
 - 3.7.1.1 East – Canadian Atlantic, Montréal, New Brunswick, Newfoundland and Labrador, Ottawa, Québec, and Saint Maurice Sections.
 - 3.7.1.2 Central - Hamilton, Kingston, Kitchener/Waterloo, London, Peterborough, and Toronto Sections.
 - 3.7.1.3 West – Northern Canada, North Saskatchewan, Southern Alberta, South Saskatchewan, Vancouver, Victoria, Winnipeg Sections.

3.8 Reporting to the Board

3.8.1 Audit Committee

- 3.8.1.1 Duties - The Audit Committee shall conduct, on an annual basis, an audit of the Treasurer’s activities to include, but not be limited to, all financial accounting and policies and procedures. As a minimum, the audit committee shall review sufficient records to ensure completeness, deposits, expense claims and cheque register. Review to ensure bookkeeping principles are followed, accounts reconciled to bank statements, is IEEE Canada getting value for money and appropriateness of expenses.
- 3.8.1.2 Reporting Mechanism – Written reports will be submitted to the IEEE Canada Board recommending any changes as a result of their activities.
- 3.8.1.3 Timelines for Activities and Actions – meeting during the IEEE Canada Board Spring meeting to review all past year financial transactions and report at the same meeting.
- 3.8.1.4 Structure – The Audit Committee shall consist of a representative from each Area plus one Director Emeritus as Chair. IEEE Canada Treasurer



Operations Manual

will put forth names for Audit Committee members, and the IEEE Canada Steering Committee will approve appointments to Audit Committee. Audit Committee members will serve for a three year term. On a rotating basis, one member of the Audit Committee from the three Areas will be replaced. This ensures that at a minimum of two members have experience on the Audit Committee in the years the chair of the Audit Committee changes. Audit Committee members shall have no involvement with the day-to-day financial management of IEEE Canada.

3.8.1.5 Communications – This committee shall normally meet during the IEEE Canada Board Spring meeting.

3.8.2 Investment Committee

3.8.2.1 Duties - The Investment Committee shall advise the Treasurer on investment policy and review IEEE Canada's investments. The Investment Committee shall determine the amount of funds that can be withdrawn annually from IEEE Canada's investments for IEEE Canada activities.

3.8.2.2 Reporting Mechanism – Written reports will be submitted to the IEEE Canada Board recommending any changes as a result of their activities.

3.8.2.3 Timelines for Activities and Actions - May - meet during the IEEE Canada Board meeting to prepare investment recommendations for the next year. September - meet during the IEEE Canada Board meetings to finalize investment policy for the next year.

3.8.2.4 Structure - The committee shall compose of a Director Emeritus who will act as Chair, and the Past President, the Secretary and the Treasurer.

3.8.2.5 Communications - This committee shall normally meet during the Fall Executive Committee planning meeting.

3.9 Other Committees

3.9.1 Awards and Recognition Committee (ARC)

3.9.1.1 Duties - The Awards and Recognition Committee (ARC) shall promote, recognize, and reward excellence demonstrated by IEEE Canada members and others who contribute significantly to IEEE Canada's success. The Committee shall seek nominations for awards, judge and recommend recipients to the Board; ensure that all awards are in conformance with IEEE Canada standards; provide guidance for the Sections in their awards programs; and act as an IEEE Canada advocate for awards at all levels. ARC shall ensure timely display of award winners on the IEEE Canada Awards web site, and submit timely announcements about future nomination deadlines and about recent award presentations to the newsletter and the IEEE Canadian Review. ARC shall promote nominations for all IEEE, IEEE Canada, and Engineering Institute of Canada awards. It shall also receive and evaluate nominations of IEEE Canada members for Engineering Institute of Canada awards and nominations for all IEEE Canada awards including: A.G.L. McNaughton Award, the R.A. Fessenden Award, the Power Engineering Award, the Computer Award, the Outstanding Engineer Award, the Outstanding Engineering Educator Award, the W.S. Read Outstanding Service Award, the J.J. Archambault



Operations Manual

Eastern Canada Merit Award, the M.B. Broughton Central Canada Merit Award, and the E.F. Glass Western Canada Merit Award. Each award consists of a medal, a plaque and a travel allowance (if required) to the awards ceremony. All medals are solid Sterling Silver and the A.G.L. McNaughton and W.S. Read medals are gold plated. The Committee also administers the Exemplary Large (with more than 500 members) and Small (with 500 or fewer members) Section Awards. ARC will select two nominations (one large Section and one small Section) and forward them to IEEE MGA as the Region 7 entries for the worldwide MGA Outstanding Large and Small Section awards. ARC will coordinate award presentations at the Canadian Conference on Electrical and Computer Engineering (CCECE). ARC will serve as an IEEE Canada advocate for all levels of awards, recognition, and advancement. ARC will undertake periodical reviews of the awards program and ensure that it meets the needs of the IEEE Canada. The Chair of ARC will serve on the EIC Honours Committee as IEEE Canada's representative.

- 3.9.1.2 Reporting Mechanism – ARC will report to the IEEE Canada Board through the Past-President.
- 3.9.1.3 Timelines for Activities and Actions – June: send out call for nominations of awards. September: send out reminder of IEEE Canada and EIC awards deadlines. Prepare report for Fall Board meeting. November: receive award nominations. Early December: review nominations for IEEE Canada Awards, and select recipients. Mid-December: obtain IEEE Canada ExCom approval of award recipients then the President notifies the recipients by telephone, January: order the medals and plaques (done by the Administrator), and obtain all information required for the awards booklet, which is to be distributed widely. February to March: create the awards booklet and verify which recipients will attend the awards banquet. Prepare report for Spring Board meeting and distribute awards booklet with the report.
- 3.9.1.4 Structure - The Committee shall consist of the Chair, the Past-Chair, the Past President, a representative from each Area, a past recipient of each of the A.G.L. McNaughton, R.A. Fessenden, Power and Computer awards, and the President (ex-officio). Members of the Committee shall be IEEE members of Member or higher grade.
- 3.9.1.5 Communications - the ARC chair shall attend the IEEE Canada Board Spring meeting. The ARC chair shall attend the Awards presentations at the annual CCECE and the annual meeting of the EIC HAF committee.
- 3.9.1.6 Restrictions – For IEEE Canada awards; anyone (including non-members) can nominate, but only IEEE members (from any Region) can endorse. Members of the IEEE Canada Awards and Recognition, and Executive Committees are ineligible to act as nominators or endorsers or to be nominated. Only current or former members of IEEE Canada are eligible for nomination.

3.9.2 Conference Advisory Committee (CONAC)

- 3.9.2.1 Duties - The Conference Advisory Committee (CONAC) shall provide leadership, encouragement, and support to Sections and Chapters



Operations Manual

interested in sponsoring conferences, but is solely responsible for determining which proposed conferences in R7 would receive financial support from IEEE Canada funds; CONAC will oversee, and report to the Board, on the Canadian Conference on Electrical and Computer Engineering (CCECE) and the Canadian Electric Power and Energy Conference (EPEC).

- 3.9.2.2 Reporting Mechanism – CONAC will report to the IEEE Canada Board through the President-Elect.
- 3.9.2.3 Timelines for Activities and Actions – As per the CONAC manual.
- 3.9.2.4 Structure - The Committee shall consist of the Chair, the Chairs of the past, current and next CCECE, the chairs of past, current and next EPEC, a representative from each Area, the Treasurer, President-Elect, and the President (ex-officio). Recommendations for representatives will be sought from each of the Areas and others as needed. The CONAC Chair shall serve as a corresponding member of the Regional Conferences Committee of the IEEE Regional Activities Board
- 3.9.2.5 Communications - The CONAC Chair shall attend the IEEE Canada Board Spring meeting.

3.9.3 Nominations and Appointments Committee

- 3.9.3.1 Duties - The Nominations and Appointments Committee (N&A) shall be responsible for recommending qualified candidates for the position of President-Elect; assisting the Steering Committee in identifying qualified candidates for IEEE Canada appointed positions and committees; and assisting the Steering Committee in identifying qualified candidates for MGAB and other IEEE positions.
- 3.9.3.2 Reporting Mechanism –The N&A Committee will report to the IEEE Canada Board through the Past-President. All Committee members must be of Senior Member or Fellow grade.
- 3.9.3.3 Timelines for Activities and Actions – President-Elect Nominations - at the Fall Meeting in even numbered years: issue a Call for Nominations for the office of President-Elect to all Sections by email. Receive the names and qualifications of the nominee (s), by January 31, in the Year of the Election. Investigate the qualifications and confirm acceptance by the nominee(s), and after screening, forward the names to the Steering Committee.

IEEE Canada Appointed positions – identify qualified candidates for IEEE Canada appointed positions by the Fall Executive Committee meeting. Letters to be sent to possible candidates by the end of September and all incoming Chairs to overlap existing Chairs for the remainder of the calendar year.

MGAB and other IEEE positions – as required and informed by the MGA of requirements and deadlines.

- 3.9.3.4 Structure – The Past President shall be the Chair of the Nominations Committee. The Committee shall consist of a representative from each Area and the President (ex-officio). The Past President, shall be



Operations Manual

responsible for appointments to members of the N&A, with confirmation by the Steering Committee. All appointments shall be for two years, starting January 1 (preferably of odd years), with reappointment possible for a maximum tenure of two consecutive terms. All Committee members must be of Senior Member or Fellow grade.

- 3.9.3.5 Communications – The N&A Chair in the capacity of Past President attends all IEEE Canada Board, ExCom and Steering Committee meetings.

4 Associations

4.1 Engineering Institute of Canada (EIC)

The Engineering Institute of Canada is an umbrella organization for ten Canadian engineering societies governed by a board consisting of an elected executive, President, President-elect, Past President and Treasurer, and ten board members one each from the member societies. IEEE Canada is the largest of the EIC member Societies.

The EIC provides Canadian engineers the possibility of: inter society cooperation such as advocacy, interaction with other organizations and the mounting of events when the subject matter is sufficiently broad such as the Canadian Conference on Climate Change Technology; or economies of scale as in group Directors Liability Insurance, a combined Career Site, and administrative services.

At the discretion of the President, and at no financial obligation to IEEE Canada, the Engineering Institute of Canada President or Director may be invited to an IEEE Canada Board meeting.

4.2 IEEE Canadian Foundation (ICF)

The IEEE Canadian Foundation is registered, in Canada, as a charitable organization associated with IEEE Canada, the Canadian entity of the worldwide Institute of Electrical and Electronics Engineers (IEEE) Inc. The mission of this charitable engineering foundation is "to promote within Canada the theory and creative practice of electrical and electronics engineering in all its branches". The Foundation;

- awards up to ten (10) scholarships annually to exceptional students registered in electrical, electronics, and computer engineering or technology programmes for their final year of undergraduate studies, and
- supports over 25 IEEE McNaughton learning resource centres in Canadian universities and colleges with grants to establish or upgrade centres,
- awards special grants in support of education,
- awards additional scholarships and grants that have been endowed by directed gifts.

At the discretion of the President, and at no financial obligation to IEEE Canada, the IEEE Canada Foundation President may be invited to an IEEE Canada Board meeting.

