



Operating Manual of
IEEE Signal Processing Society, Gujarat
Chapter Executive Committee
(Effective from 2025 onwards)

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Chapter Chair

The Technical Society or Technical Council Chapter Chair (herein after “Chair”) is the Chief Operating Officer of a Chapter of an IEEE Technical Society or Council (S/C). The Chair is responsible for ensuring that the Chapter is engaging the members and supplementing their technical knowledge by conducting informative technical meetings and events at the local level. He/she is responsible for all the functions of the chapter and ensures that all operations are in compliance with the IEEE Policies and regulations pertaining to chapters.

Responsibilities:

- Manage the chapter to the benefit of the chapter members, the corresponding section and the responsible society. This includes overseeing all chapter activities, including both internal meetings and external events.
- Lead all Chapter Excom meetings by preparing the agenda and completing all items listed. Be responsible for making assignments both to the Excom and to chapter members and for following up to see that these assignments are fulfilled.
- Responsible for the financial health of the chapter and works with the Treasurer of the Chapter to manage the annual budget of the chapter.
- Ensure that all chapter officers are aware of their duties and responsibilities and follow up to make sure they fulfill them. If a chapter officer is unable to fulfill his/her responsibilities the chair is responsible to find a suitable replacement to get the task completed.
- Ensure that the chapter holds regular (recommended monthly; no fewer than two annually) meetings and/or events and that those responsible for the meetings fulfill their responsibilities.
- Ensure that the required L31 reports are written and submitted to IEEE for each chapter meeting and activity/event in a timely manner.
- Disclose any real or perceived personal conflict of interest which might conflict with the chair’s fiduciary duties.
- Act as a mentor to chapter members and be ready to train the next Chapter Chair.

Term of Office:

- Terms of office will be as per the Society’s norms.

Estimated time required for this Volunteering role is approximately 3 hours/week.

Chapter Vice Chair

The Technical Society or Technical Council Chapter Vice-Chair (hereafter “Vice Chair”) assists the Chapter Chair in managing the affairs and operations of the Chapter. Under the leadership of the Chair, the Vice Chair and the elected officers of the Chapter work to ensure the smooth operation of the Chapter, adherence to IEEE policies and regulations related to Chapters, and budgeting and management of the Chapter’s finances.

Responsibilities:

- Attend and actively participate in all meetings of the Chapter Excom.
- Recommend candidates for Chapter positions.
- Help to coordinate Chapter activities.
- Be familiar with IEEE operations, its business and how Chapters fit in.
- Be familiar with IEEE Bylaws, IEEE Financial Operations Manual, the MGA Operations Manual, and the S/C governing documents.
- Disclose any real or perceived personal conflicts of interest, which may influence the Vice-Chair’s duties.
- Act as a mentor to a successor and other volunteers in the Chapter.
- With the other Chapter Officers, be responsible for ensuring the Chapter meets all reporting obligations including the L31 reports on meetings and activities, financial reporting, the annual report to the Section, and any required reporting to the Society/Council (S/C).
- Assist in coordinating the following:
 - Conference activities with the appropriate Section
 - Conference activities with the sponsoring S/C
 - Chapter member recruitment
 - Any educational activities of the Chapter
 - Any awards and recognition given by the Chapter to its members.

Term of Office:

- Terms of office will be as per the Society’s norms.

Estimated time required for this Volunteering role is approximately 2 hours/week.

Chapter Treasurer

The Treasurer is a very important member of the chapter leadership team and a member of the chapter Excom. As Chief Financial Officer of the chapter the Treasurer handles all the finances of the chapter including funds transferred from the section, funds provided by the sponsoring S/C and funds raised by chapter activities.

Responsibilities:

- Assures that the chapter operates consistent with GST regulations and IEEE financial Policies.
- Approves all expenditures of funds and verifies that the expenditure has been properly authorized by the ExCom or appropriate officer and the expense properly documented.
- Manages the chapter bank accounts and controls expenditure.
- Assures that the chapter submits the regular and required financial reports to the section and to IEEE. This includes regular updates for the chapter Excom, an annual report to the section and to IEEE.
- Assists the Chapter Chair and the Excom in the development of the chapter budget.
- Coordinates with and provides advice to the Chapter Chair regarding all financial matters.
- Maintains accurate and up-to-date financial records for the chapter.
- Tracks chapter fund raising activities and manages the funds raised by these functions.
- Provides a financial report of all chapter activities for the IEEE-MGA audit committee.
- Arrange for the smooth transition of all financial records and resources to the successor in the treasurer's position.
- The Treasurer acts as the liaison between the section, the Society or Council (S/C) and the chapter on all financial matters.
- Maintains the chapter check register and reports on it to the Excom at least twice a year.

Term of Office:

- Terms of office will be as per the Society's norms.

Estimated time required for this Volunteering role is approximately 2 hours/week.

Secretary

The Technical Society or Technical Council Chapter Secretary acts as the gateway between the chapter and the IEEE, having a leadership role in bringing the needs of members to the Executive Committee (ExCom). The Secretary is often the main point of contact for members and volunteers to the ExCom, because official information is disseminated by the Secretary. The Secretary also has accountability for and ownership of the records and correspondence of the chapter including meeting records, reporting officer changes, and submitting reports of committee activities.

Responsibilities:

- Work together with the ExCom to oversee the management of the chapter.
- Prepare for, attend, and actively participate in all meetings of the ExCom and maintain careful minutes of Excom meetings with an emphasis on action items. Distribute the minutes for review, and seek approval of the minutes at the next ExCom meeting.
- Learn about IEEE vTools, SAMIEEE, and any other tools the chapter needs to operate effectively.
- Assist the Chapter Officers in planning a master calendar of activities and meetings as well as maintain records of chapter meetings and activities.
- Ensure that the Chapter ExCom meeting notices are distributed to all IEEE Members within the chapter and to the public, as appropriate.
- Ensure that all chapter meetings and activities are reported to IEEE MGA via IEEE vTools.
- Maintain and recommend revisions to the Chapter Operations Procedures Bylaws, if applicable. Changes to the Chapter Operations Procedures Bylaws must be approved by the Chapter ExCom.
- Assist the Chair in identifying/recruiting volunteers for the chapter's non-elected positions; present appointments to the Chapter ExCom for review.
- Exercise business judgment to act in what is reasonably believed to be in the best interest of IEEE, its members and the general public and not on behalf of any individual, entity or interest group.
- Maintain a roster of Chapter Volunteers. Ensure that the listing of or any changes of officers are reported to IEEE MGA via IEEE vTools as soon as possible but no later than 31 January.
- Disclose any real or perceived personal conflict of interest with matters before the Chapter Executive Committee.

Term of Office:

- Terms of office will be as per the Society's norms.

Estimated time required for this Volunteering role is approximately 2 hours/week.

Technical Activity Chair (TAC)

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

Technical Activity Committee Composition

- TAC chair is the Chair of the committee.
- Chapter Vice-Chair
- Two of the Chairs of YP, Professional Activity, Educational Activity, and Student Activity invited by the Chair
- This number can be modified depending on operational requirements.

Responsibilities:

- Identify and update the technical guest speakers list bi-annually.
- The Technical Committee is responsible for organizing, promoting, and monitoring the technical activities in respective specific areas of interest.
- To organize flagship events like IGNITE, NeTSiP, MSP Cup, 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 the technical lecture series in both online and offline mode. Recommended to plan 1 talk/month.
- Need to suggest new chapter level events like hackathons, PhD forums etc. in consultation with ExCom members.

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.

Estimated time required for this Volunteering role is approximately 2 hours/week.

Student Activity Chair (SAC)

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 chair is the Chair of the committee.
- Chapter Vice-Chair
- Two of the Chairs of YP, WIE, Educational Activity, and Technical Activity invited by the Chair
- This number can be modified depending on operational requirements.

Responsibilities:

- Create student-friendly information management system.
- Develop and implement a strategy to establish student branch chapters (SBCs).
- Evaluate and propose funding for student event requests submitted to the Chapter.
- SAC Chair is also responsible for encouraging Student Branches to participate in Regional and MGA SAC competitions and to apply for awards.
- SAC Chair must work with other SPS Chapters to organize a Student Chapter Congress (SCC) on a rolling basis and may constitute chapter student awards.
- Chapter SAC Chair is responsible for endorsing nominations and applications for grants to Section, India Council, Region 10.
- Must organize frequent meetings with SBC Chairs and Councilors to monitor events and activities being organized by the SBCs as per SPS standards and norms.
- Propose a revival plan for student branch chapters to the ExCom and initiate necessary actions.
- Motivate SBCs to organize technical and non-technical events independently as well as collaborate with other SBC and OUs.
- Circulate different opportunities shared by chapter secretary with all SBs and take a stock about planning and execution.
- All the events performed by various SBCs must be updated on IEEE SPS GS website.

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.

Estimated time required for this Volunteering role is approximately 2 hours/week.

Membership Development Chair (MDC)

The role of the Membership Development Committee (MDC) Chair for an SPS Chapter is to lead membership recruitment and retention activities to ensure a great member experience.

Membership Development Committee Composition

- MDC chair is the Chair of the committee.
- Chapter Chair
- Two of the Chairs of SAC, EAC or TAC invited by the Chair
- This number can be modified depending on operational requirements.

Responsibilities:

- MDC has to follow the MD portal (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 and SPS.
- Chapter outreach during the renewal & recovery Period to be used before deactivation (between Aug 16th and Feb 28th) using e-Notice.
- To run a Senior Member Drive at least two times a year with the help of Section MDC.
- 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 and match the same for the upcoming year.
- Prepare various short videos related to importance of IEEE and SPS 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.

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.

Estimated time required for this Volunteering role is approximately 2 hours/week.

Educational Activity Chair

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

Membership Development Committee Composition

- EAC chair is the Chair of the committee.
- Chapter Vice-Chair
- Two of the Chairs of SAC, MDC, WiSP or TAC invited by the Chair
- This number can be modified depending on operational requirements.

Responsibilities:

- Enables the deployment of IEEE developed continuing education products and activities, including IEEE Learning Network (ILN).
- Assist members (SBC councilors) to organize pre-university programs.
- Supports the chapter and SBCs in coordinating EA-related programs and events.
- Finds speakers for educational topics of interest to members.
- Explores funding opportunities for educational activities from section, society, TryEngineering, IEEE Educational Activity Committee 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.

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.

Estimated time required for this Volunteering role is approximately 2 hours/week.

Professional Activity Chair

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

Membership Development Committee Composition

- PAC chair is the Chair of the committee. Preferably to have Industry professionals as PAC.
- Chapter Core Excom
- Two of the Chairs of SAC and/or TAC invited by the Chair
- This number can be modified depending on operational requirements.

Responsibilities:

- With the approval of the Chapter Executive Committee, plan and execute training programs to address the professional development of the SPS membership.
- Maintain information about area educational and training opportunities and promote these programs to the IEEE membership.
- Encourage student branch chapters to organize events to promote professional awareness.
- Establish a pool of industries for student members of IEEE SPS GS which can be helpful for placement and Internship. Can also plan an annual internship/job fair with industry partnership.
- Organize various sessions and panel discussions to create awareness about Industry demand for student members.

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.

Estimated time required for this Volunteering role is approximately 2 hours/week.

Women in Signal Processing Chair

The Chair of Women in Signal Processing (WISP) is responsible for offering networking and engagement opportunities to and for women across signal processing disciplines and professions to exchange ideas and experience from research, industry, and academia.

Membership Development Committee Composition

- WISP chair is the Chair of the committee.
- Chapter's Female Excom members
- Two of the Chairs of SAC, YP and/or TAC invited by the Chair
- This number can be modified depending on operational requirements.

Responsibilities:

- Develop programs and materials to foster collaboration among members and facilitate female member recruiting, services, and visibility in STEM fields
- With the approval of the Chapter Executive Committee, plan and execute training programs for WISP members of the Chapter.
- Encourage student branch chapters to organize events to promote WISP awareness. Can organize special sessions, round tables, panel discussions in coordination with other OUs and events.
- Responsible for identifying, vetting and submitting women candidates for award and funding nominations (travel, research funding, conferences, etc).
- Coordinate with the Chapter Core ExCom for PROGRESS: PROmoting DiveRsity in Signal ProcESSing initiatives.

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.

Estimated time required for this Volunteering role is approximately 2 hours/week.

Young Professional Representative

The role of the Young Professionals (YP) Representative in an IEEE Chapter is to lead the local YP group and act as its public face.

Membership Development Committee Composition

- YP chair is the Chair of the committee. Preferably to have a recent graduate with good volunteering experience in SPS.
- Chapter's Secretary.
- Two of the Chairs of SAC, WISP and/or PAC invited by the Chair
- This number can be modified depending on operational requirements.

Responsibilities:

- 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 benefits 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. Can also be done in co-ordination with the YP AG of the Section, Chapter, etc.
- Developing programs and activities to help grow and maintain YP membership.
- Promotion of scholarships and other funding opportunities for graduate members and student members.
- Helping to determine the data to be displayed and respective format of the YP-related information on the Chapter Website.

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.

Estimated time required for this Volunteering role is approximately 2 hours/week.

Digital Content Chair

The Digital Chair is responsible for managing the website and online presence of the Chapter on LinkedIn and Social Media platforms.

Membership Development Committee Composition

- Digital chair is the Chair of the committee.
- Chapter's Core ExCom.
- Additional support can be received by appointing student volunteers.
- This number can be modified depending on operational requirements.

Responsibilities:

- Update and manage website and social media content of the Chapter with the latest updates and upcoming activities.
- Publish event photos, videos, etc on the digital platforms and manage registrations.
- Maintain digital records of the Chapter ExCom, meeting minutes, newsletters, annual reports, etc.
- Perform regular audits of the reach and engagement of the Chapter's Digital presence and suggest ideas for improvement of the engagement.

Estimated time required for this Volunteering role is approximately 2 hours/week.