

Description for IEEE Company Representative

Promote IEEE at your company

- When and where appropriate display IEEE information: announcements, posters, brochures, etc. (i.e., Bulletin boards, Lunch room, in mailboxes, in personal office, etc.)
- Gently Remind IEEE members and others of upcoming events (i.e., Are you planning to go next week? Or “Do you need a ride to next weeks meeting?” or “Have you asked Stacy if they are planning to attend?”)
- Gather feedback from IEEE members and others about IEEE, the Fort Wayne Section and our meetings.
- Encourage others to attend (i.e., “Tom, there is a upcoming meeting that you may be interested in!” or “Tracy, I would like you to go to the IEEE meeting next week.”)
- Request and facilitate IEEE information and upcoming events be listed in company newsletters, Items of Interests, etc.

Primary contact between Fort Wayne Section and the company

- Identify key decision makers at the company (i.e., Engineering Managers, HR, etc.)
- When and where appropriate ask these individuals to IEEE events, their opinion on IEEE, etc.)
- Inform IEEE-FWS when co-workers win an award or have a significant milestone. We may also acknowledge their success. They may be eligible for further IEEE recognition.
- Inform IEEE-FWS of upcoming events that we may be able to contribute a gift or prize, sponsor a game, etc.

Attend IEEE local Meetings when possible.

Identify an alternate individual when you are traveling or out of the office.