



Job Description for IEEE Section officer
SECTION SECRETARY

The IEEE Section Secretary is an integral part of the Section's Executive Committee, with voting rights and privileges in making Section decisions. The Secretary manages the records and correspondence of the Section. Written summaries of the Section and Sub-unit activities provide an important record of events and decisions made throughout the year.

The usual term of office for the position of Section Secretary is one year. Term of office begins in January and continues through until the end of December. The time needed to fulfill this volunteer position is approximately 5 hours per month

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Review IEEE documents as they relate to Section activity, including [IEEE Bylaws](#), [Policy Manual](#), and [RAB \(Regional Activities Board\) Operations Manual](#), 9.4. This should be done within the first month of assuming office. You can find links to these documents at www.ieee.org/officers.
2. Attend Section Executive Committee meetings.
3. Assist Section Chair and other officers in planning a master calendar of activities and meetings.
4. Maintain records of Section meetings:
 - Record minutes of all Section meetings.
 - Distribute agenda and meeting notices for all Section meetings.
 - Obtain details regarding the best means of communication from the previous Secretary, the Section manual, or another experienced Section officer.
5. Report any changes of officers during the year as soon as possible, including those of subgroups such as Chapter and Affinity Groups, to the IEEE Regional Activities Department via the web at www.ieee.org/officer_report. **NOTE:** Other groups depend on your timely input (e.g.: Region officers, officers of other Sections, Society officers in the case of Chapters, etc.)
6. Submit meeting activity and officer reports to IEEE Regional Activities Department
 - Be aware of deadlines (usually the 3rd week in February). Meeting and officer reports may be submitted as soon as the information becomes available throughout the year, but all should be complete by the deadline.
 - Report all Section meetings using the proper form (www.ieee.org/L31)
 - Ensure that all subunits have reported their activity
 - Report election results, as soon as information is available, via the web at www.ieee.org/officer_report. (see "NOTE" on #5, above)
7. If the Section maintains a Section Operations manual, check to see that it is up to date. If necessary, make revisions and submit to the IEEE Section ExCom for review

8. Keep a file of capable and interested members for use in obtaining talent for Section jobs as required.
9. Maintain an adequate supply of stationary and other materials as required by the Section.
10. Share your successes and communicate with other IEEE volunteers around the world. Join the Section/Chapter Volunteer Forum Virtual Community at https://www.ieeecommunities.org/section-chapter_vol.

Important web sites and contacts for Section Secretaries:

www.ieee.org/new-officer - information for new officers

www.ieee.org/officers - officer training

www.ieee.org/L31 - meeting report form, guidelines and summaries

www.ieee.org/officer_report - officer report form and guidelines

www.ieee.org/rabopsman - the Regional Activities Board Operations Manual (see Section 9)

www.ieee.org/rosters - officer rosters (password protected – must have IEEE password and be listed in the roster as an officer)

www.ieee.org/samieee - Section access to membership information (password protected – must have IEEE password and be listed in the roster as an officer)

www.ieee.org/scoop - monthly newsletter for Section officers

www.ieee.org/sampleletters - sample letters for Section officers

sec-rebate@ieee.org – contact for questions about meeting reports or the Section rebate.

scs-officer-report@ieee.org – contact for questions about officer reports

sec-chap-support@ieee.org – general inquiries