



Job Description for IEEE Section officer STUDENT ACTIVITIES CHAIR

The Student Activities Chair helps Student Branches in a Section to maintain continuity, provides them resources for managing their activities, and ensures a steady contact with their Section. This role is important for maintaining Student Branch viability, to aid in student retention and to help in providing a source of volunteers for the Section when they graduate.

The usual term of office for the position of Affinity Group Chair 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 8 hours per month.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Review IEEE documents as they relate to Students, including [IEEE Bylaws](#), [Policy Manual](#), and [RAB \(Regional Activities Board\) Operations Manual](#) (Sections 9.7 and 9.8), and for general information, the Student Concourse web site at www.ieee.org/students. (*By 31 January*)
2. Become familiar with IEEE Student Activities-related programs through contact with the Regional Student Activities Chair (RSAC), Regional Student Representative (RSR), and IEEE Student Services Staff (student-services@ieee.org).
3. Become familiar with the Student membership application process (visit the Student Concourse web site www.ieee.org/students/, and click on "Membership") and Student Branch Management (visit the Student Concourse web site www.ieee.org/students/ and click on "On Campus"). You *will* be asked questions. General IEEE membership information can be found at www.ieee.org/membership/.
4. With the approval of the Section Executive Committee, plan and execute training programs to address the needs and concerns of Student members and promote active involvement with IEEE after graduation.
5. Serve as liaison to Student Branch Counselors and Student Branch Chairs in the Section to maintain communication with the Section.
 - a) Be present at Student Branch activities, at least once a session for each Branch. This is important to build an effective link; they must see you.
 - b) Promote IEEE and/or Section Scholarships and grants.
 - c) Attend Section Meetings.
6. Provide a regular report to the Section Executive Committee about the status of Student Activities programs in the Section and in the geographic area.
7. If necessary, remind the Section that Sections receive a rebate for Student members (\$3 for each Student member).

8. Recommend candidates to the Section Awards & Recognition Committee.
9. Pass on to successor all relevant records of office at the end of term.
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.

For additional information on officer training, go to www.ieee.org/officers.