

## East Area Coordinator for 2018-2019 is Matt Francis.

### Section Volunteer Resources

- Starting your year off – Reports and Officers
- Organizing Meetings and Events
- End of year? Elections and Awards....

### News and Updates

#### East Area Paper Competition

The East Area Paper Competition judging is underway! Each section can submit up to 2 student papers from their local competition each year. Thank you to the great papers from [Beaumont](#) and [Ozark](#) Sections! The top three from the East Area will go on to the Region 5 competition in Lafayette, LA April 5-7, 2019.

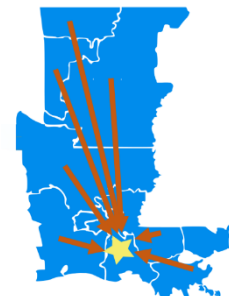
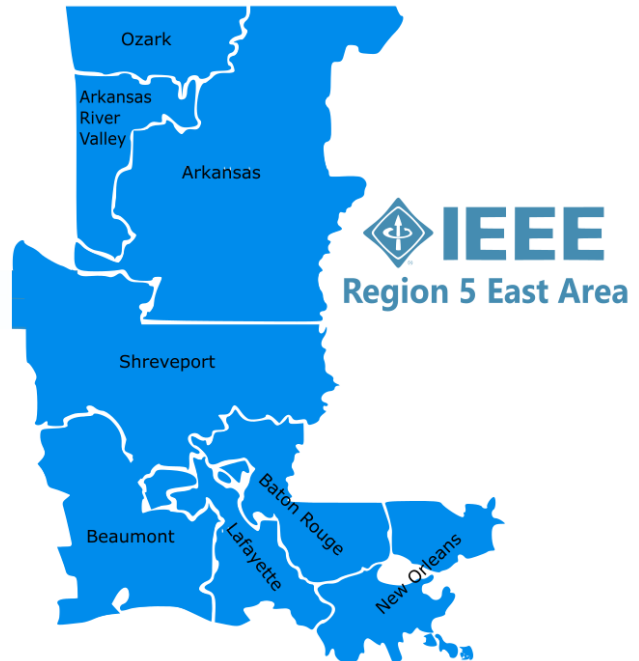
Winners will receive a cash prize and the chance to compete in the Region 5 competition (with travel expenses paid). The East Area has had winning papers at the Region competition for the last two years, so we're expecting some great presentations from our students!

#### East Area Hosts Region 5 Conference – April 5-7

The East Area is excited to have the [Region 5 Meeting and Green Tech Conference](#) hosted in the East Area by the Lafayette Section for 2019! Time to start booking your travel and making your plans to attend. Travel for each section delegate (Section Chair or designated representative) is covered by Region 5. Contact me at [mattfrancis@ieee.org](mailto:mattfrancis@ieee.org) for details on booking and codes. If you've never been, this is the single best opportunity for training new officers and learning about what is going on in IEEE Region 5 and around world. Hope to see everyone from the East Area this year!

#### Congressional Visits Day – April 2-3

We invite you to participate in the annual Science, Engineering and Technology Congressional Visits Day (CVD), a multi-society two-day event held that brings hundreds of scientists, engineers, educators, and technology executives to Washington, DC to raise visibility and support for science, engineering, and technology (SET). This year's CVD is planned for 2 - 3 April. Registration is [now open](#). CVD is an incredible opportunity to meet your representatives in congress and talk about the needs for STEM in Region 5 and the entire country. Sections coordinate with IEEE-USA to send representatives, and IEEE-USA arranges the meetings and events over the day. Don't let this one pass you by, start planning now!



CVD 2017

IEEE★USA



(Pictured left to right) IEEE-USA 2016 President Peter Eckstein, Senator Gary Peters (Mich.), 2018 IEEE-USA President Sandra (Candy) Robinson, and 2017 IEEE-USA President Karen Pedersen.

## Section Volunteer Resources

VTools is powerful, but finding all of the tools at your disposal can take a little time to learn. Here are some (hopefully) helpful links to help you have a successful year!

### Where am I?

- [OU Analytics – your section/branch membership dashboard](#)
  - OU Analytics will let you find out who your members are, and provide tools targeting your section programs.
- [IEEE Rosters](#)
  - Need to find someone in another section or region? Find folks from MGA through each Section and Region here.

### Starting your year off – Reports and Officers

- [vTools Officer Reporting – Officer Changes](#)
  - All new volunteers should be added through the officer reporting by section/branch secretary/adviser
- [vTools Student Branch Reporting](#)
  - Work with your student branches to submit their plan for the year. It's a new process this year, so reach out if you have problems!

### Organizing Meetings and Events

- [vTools Events \(Meetings\) – Publishing Meetings on the Calendar](#) – Also handles all your reporting!
  - Start your meeting planning here. This can/should also include your officer/excom meetings. Everything you put on here shows up on your section calendar automatically (if you use our amazing wordpress template – see below), you can even generate a meeting notice straight from the page!
- [vTools eNotice – Sending Emails to Members](#)
  - You can actually send a meeting notice out directly from vtools events now as a starting point!
  - Tip: Have a monthly newsletter in a word document, and then paste it into enotice when you are ready to send.
- [Region 5 Webex requests \(for webex meetings\)](#)
  - Need a webex for a meeting? Reserve them here for Region 5
- Social media!
  - Do you have a twitter account and facebook page? Post your meetings, post pictures after. Send me your @Tag and I can follow your events! [matfrancis@ieee.org](mailto:matfrancis@ieee.org)
  - Do you have a website? Still using webInaBox? IEEE is happy to provide WordPress Website Hosting! contact [k.n.luu@ieee.org](mailto:k.n.luu@ieee.org) <Khanh Luu> to convert your section over to wordpress.

### End of year? Elections and Awards

- [vTools Voting – Organizing Elections](#)
  - Be sure to start planning your voting sooner rather than later! Your section can run on one or two-year terms. This system helps you put a slate up for voting. Plan to start no later than October for your elections.

## Other Resources/Materials

- [MGA portal](#)
- Training for new officers through [IEEE Center for Leadership Excellence](#)
- IEEE [Membership Development Volunteers Community](#) in IEEE Collabratec
- [IEEE branding/logos](#)
  - Need to make a presentation or print media? Good stuff here!