IEEE Sensors Council
Chapter Best Practices
Handbook

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1. Preface

This handbook is designed to help both new and existing IEEE Sensors Council chapter leaders better understand how to create, manage, and grow their chapters. It offers practical guidance on planning activities, accessing funding, collaborating with other IEEE organizational units (OUs), and engaging members through technical and educational initiatives.

The goal is to make chapter management easier, more transparent, and more rewarding encouraging teamwork across academia, industry, and research communities. Whether you are starting a new chapter, mentoring students, or planning events, this guide will help you navigate IEEE procedures and take full advantage of Sensors Council opportunities

2. Introduction to Sensors Council Chapter Engagement activities

The IEEE Sensors Council encourages active engagement with researchers, students, professionals, and industry through local chapters around the world. Chapters serve as the local face of the Council, organizing events, workshops, and networking opportunities that connect members to the global sensors community.

Information on chapter engagement, formation, and available support is regularly updated on the Sensors Council website:

https://ieee-sensors.org/chapters/

This page provides useful resources for new and existing chapters including guidance on opening a chapter, finding funding opportunities, and learning about upcoming initiatives. Chapters are encouraged to check this page periodically to stay informed about the latest updates and opportunities.

3. Formation of chapter with IEEE MGA guidelines

All IEEE chapters must be formed according to the rules defined by the IEEE Member and Geographic Activities (MGA) Board. The MGA website provides the official process and documentation needed to create or manage a chapter:

https://mga.ieee.org/volunteer-hub/geographic-unit-operations/geographic-units-and-groups/chapters

This page explains:

1) What defines an IEEE chapter and its role:

- Definition
- Existing Chapters

2) How to create a new IEEE chapter through the online petition process: How to create a new IEEE Chapter (online petition process)
3) Access to chapter coordinator contacts, training videos, and volunteer onboarding plans:

- IEEE Society/Technical Council Chapter Coordinator Contact Information
- Chapter Officer Training Videos in IEEE Center for Leadership Excellence
- Chapter Volunteer Officers Onboarding Plan

4) How to manage membership data through OU Analytics: Access your membership data online using OU Analytics
5) Links to Distinguished Lecturer programs and the Chapter Connections Newsletter:

- IEEE Distinguished Lecturer Program
- IEEE Chapter Connections Newsletter (and Past Issues)
- More resources for chapter volunteers

For any issue specific to the Sensors Council, chapter officers can contact the Vice President for Technical Operations (VP TO) or the Chair of the Chapter Engagement Committee (CEC). Their contact details are listed on the Sensors Council's chapter webpage.

4. Duties of a Sensors Council Chapter Chair

The Chapter Chair plays a key leadership role in ensuring the success and sustainability of the chapter. Their main duties include:

- Preparing and executing an annual plan with the chapter executive committee.
- Submitting proposals for Council initiatives such as WiSe, Young Professionals (YP), Collaboration & Engagement, or Educational Activities.
- Bidding to host Sensors Council conferences or workshops in their region.
- Building links with local industries and the Sensors Council Industry Liaison Committee.
- Seeking financial and technical resources for chapter activities.
- Reporting all chapter activities regularly on IEEE vTools (schedule events in advance for easier reporting).
- Encouraging collaboration with other IEEE OUs and neighboring chapters.
- Mentoring student branches and supporting emerging leadership within the region.
- Ensuring smooth leadership transitions by updating vTools and providing handover materials to the next Chair.

The effectiveness of a chapter depends heavily on the Chair's ability to build a motivated team, maintain transparency, and ensure activities align with IEEE and Council objectives.

5. Activity Planning

Chapter chairs and committees should plan all activities well in advance.

First half-year plan: Submit to CEC by October of the preceding year

Second half-year plan: Submit to CEC by the end of February

The plan should include a budget estimate and sources of funding. Timely submission is mandatory for receiving financial support.

Funding requests: https://ieee-sensors.org/online-form-for-chapters-event-meeting-proposal-for-fund-request/

6. Inclusion of other IEEE OUs

Chapters are encouraged to collaborate with other IEEE organizational units to:

- Increase membership
- Access additional funding
- Share resources and knowledge
- Connections with IEEE Section chapter chairs and committees are vital for these collaborations.

7. Funding resources

Chapters may seek funding from:

- Sensors Council (CEC, WiSe, YP, Collaboration & Engagement)
- IEEE Section chapter
- Other IEEE OUs
- Local industry or government sources

Budget caps:

- New student chapter: $250 for initial setup
- Section chapter: $350
- Established student chapter event: up to $200
- Established section chapter event: $300–$500

Funding is reimbursed after activity completion and reporting through the link:

https://ieee-sensors.org/online-form-for-chapters-event-meeting-report/

8. Involving Distinguished Lecturers in chapter activities

The Steps to invite DLs:

- Chapter contacts the DL
- DL requests travel approval from the DL Committee, seconded by the Chapter Chair
- Submit funding request to CEC for logistical support form https://ieee-sensors.org/online-form-for-chapters-event-meeting-proposal-for-fund-request/
- DL list: https://ieee-sensors.org/distinguished-lecturer-program/

9. Involving WiSe, Collaboration & Engagement, Industry Liaisons, Educational Activities and YP in chapter activities

Chapters should include:

- Women in Sensors (WiSe), Women in Engineering (WIE)
- Young Professionals (YP)
- Collaboration & Engagement committees
- Industry-related events
- Educational activities: Seasonal schools
- Watching and discussing curated Sensors Council YouTube videos can be found in this link:

https://ieee-sensors.org/education/

Engaging with experts for unresolved questions

10. Having inter-chapter activities

Chapters should organize inter-chapter events to:

- Foster collaboration
- Maximize financial support
- Share resources efficiently
- Hybrid events allow multiple chapters to participate simultaneously.

11. Use of publicity materials and Social media

Follow Sensors Council publicity guidelines:

- Brand Book Guide: https://ieee-sensors.org/wp-content/uploads/2024/11/IEEE-Sensors-Council-Brand-Book-Guide.pdf
- Publicity Materials: https://ieee-sensors.org/publicity-documents/

Materials include logos, presentation templates, videos, and social media guidance about:

- IEEE Women in Sensors
- Sensors Council promotional video

- Sensors Council branded Presentation Template
- Sensors Council Overview
- Sensors Council Announcement
- Sensors Council RoI
- Sensors Council Logo
- Sensors Council Chapter logos
- Social media guidelines and content submissions

12. Submission of report on SC website and vtools

Once the funding request has been approved by the Chapter Engagement committee, the chapter can proceed with organising the activity. Following steps are mandatory towards receiving the funds.

- The first step is to update this activity on vtools
- After the activity is completed, the chapter chair must update the with a report on vtools
- A report in the required template should be submitted to Sensors Council through the link https://ieee-sensors.org/online-form-for-chapters-event-meeting-report/
- Every year the chapter chair is required to submit an updated list of members with their contact information.
- Every activity should have a survey, and the outcome of the survey should be part of the report that is submitted to the Sensors Council. The survey should present the impact of the activity
- The following aspects of the at most importance to the chapter chair and executive committee
    - If a chapter fails to report on its activities and is unresponsive for over 1 year - it will be closed.
    - It is the responsibility of the Chair of the Chapter to ensure the success and continuity of the chapter and therefore ensure that the leadership is passed on in a responsible manner to the next person in-charge including providing this handbook and all other guidance information.
    - Chair is expected to provide Sensors Council leadership feedback with the difficulties and hurdles they see in running chapters so that these can be addressed as best as possible.

13. Communication with Chapter Engagement Committee

Chapters should maintain two-way communication via:

- Chapter Engagement Committee Chair
- VP Technical Operations

The contact details of all these individuals can be found in the Sensors Council Chapter webpage: https://ieee-sensors.org/chapters/

14. Criteria for Outstanding chapter award Considerations

- Technical meetings conducted
- Industry participation
- Volunteer engagement and succession planning
- Student involvement
- Mentoring of student chapters
- Reporting is mandatory to be eligible.

15. Chapters involvement in Sensors Council conference

Chapters are encouraged to:

- Participate in conferences
- Bid to host conferences for global visibility
- Engage students, volunteers, and industry

Conference details: https://ieee-sensors.org/conferences/

16. Nomination for Sensors Council awards

Chapter chairs are encouraged to nominate their colleagues and members to various Sensors Council awards. These awards are given annually. Details of the various categories of awards can be found on Sensors Council website

https://ieee-sensors.org/awards/