

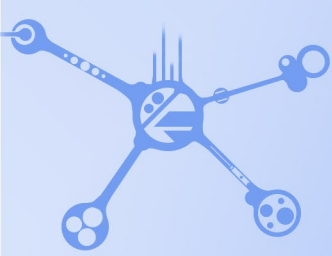
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Build the Future with us

GOLD

Operation Manual





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The IEEE R8 GOLD committee 2013 has compiled a concise operation guide for the new GOLD Affinity Groups to start their IEEE and GOLD activities. It guides you on how to report new Affinity Group officers, activities reporting, publishing, GOLD awards & recognitions, recommendations and the R8 GOLD Team.

Region 8 GOLD Committee
20th April 2013

Introduction

We congratulate you on the formation of your new GOLD Affinity Group. Your roles and responsibilities are vital to the success of IEEE and GOLD activities in your section. We wish you good luck and we will support you to make your GOLD AG successful.

This operation guide will assist you in your role and responsibilities to understand the working of a GOLD Affinity Group. It contains information on IEEE's GOLD program, tools to help you in your role, and best practices to promote GOLD.

Getting Started

First, to officially become the GOLD officer in your Section, you need to update your name and names of the GOLD ExCom members on IEEE vTools system. Please inform us when it is done.

Develop Website

We will update the R8 GOLD Webpage with your contact. If you have a website of your Affinity Group, please send us the link so that we can add it to o. If not, we strongly advise you to have one so on, it is very important for your local communication and gives more visibility to your Affinity Group inside your section and also within IEEE at large.

Activities

You can organize many kind of social and technical activities, to give you an idea, here is a list of possible activities:

- STEP Program
- Humanitarian Workshops and Projects
- Meetings
- Social Events & Gatherings
- Industrial Visits
- Seminars & Lectures
- Soft Skills Workshops
- IEEE Day

Reporting

When you organize any event, please let us (r8gold@ieee.org) know, your section and (most importantly!) report it to IEEE via the L31 form. For your information: GOLD AGs must submit at least two L31 reports per year to be considered as an active GOLD AG.

Publishing

We strongly recommend to publish your achievements and events in the following newsletters:

- Region 8 Newsletter
- GOLDRush

Awards and Recognition

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You can nominate your GOLD Affinity Group for regional and global awards like :

- Region 8 Outstanding GOLD Affinity Group Award
- Region 8 GOLD Exceptional Volunteer Award
- IEEE GOLD Affinity Group Hall of Fame Award
- MGA GOLD Achievement Award

e-Membership

For Students and Graduate Students:

Individuals who are studying at an accredited institution, are eligible to take IEEE student membership. Student Membership fee for the full calendar year is \$27 . New members joining from 1 March till 15 August pay \$13,50 (half-year dues) for their membership till the end of the calendar year. E-membership is not applicable for students and graduate students. IEEE membership rates are already discounted for students, and in fact are less than e-Membership rates. After graduation students are automatically upgraded to the Member Grade and pay 50% for the first year.

For New and Renewing Professional:

Full year Membership fee for professionals is \$152. Half year fee (1 March till 15 August) is \$76 for new members only.

IEEE offers an e-Membership option to new and renewing members who reside in developing countries. Full year e-Membership fee for Region 8 is \$63 and for half year (1 March till 15 August) \$31,50 (for new members only).

IEEE e-Membership provides all of the existing IEEE Membership benefits but no paper delivery of publications and membership materials. Societies decide about their membership dues and the types of membership options.

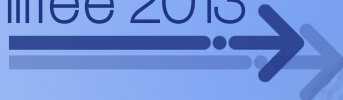
There are also Special Circumstances for reduced membership dues.

Recommendations



- Identify good young volunteers, get them involved and train them to take on positions within the IEEE
- Involve GOLD members in Section work, such as recruiting new members, reaching out to younger members, etc.
- Organize the STEP program as a means to retain members and foster membership development
- GOLD members lectures at Student Branches (SB)
- Organize joint activities with Students and WIE
- Be web and social media present and raise the AG visibility locally and globally
- Take part in the regular R8 online meetings for GOLD Chairs organized by the R8 GOLD committee
- Share experiences and events via R8 GOLD Social Networks pages, Region 8 Newsletter and GOLDRush
- GOLD Affinity Group chairs support formation of GOLD AGs in neighboring sections.

Region 8 GOLD Committee 2013



FOCUS

The R8 GOLD committee is looking forward to raise the GOLD activities across the region, revive inactive & initiate new GOLD affinity groups, GOLD membership development, effective co ordination with Professional Activities, Student Activities and Life Members. The R8 GOLD Exceptional Volunteer award has been initiated to recognize outstanding work of GOLD volunteers. The committee is determined to support the GOLD Affinity Groups and encourage them to boost IEEE GOLD activities in their Affinity Groups. We wish you a great 2013.

R8 GOLD committee supports and encourages your activities. Please do ask if you have any query or if you are facing a challenge related IEEE and GOLD. We would love to help you out.



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[#IEEE R8 GOLD](https://www.linkedin.com/groups/#IEEE-R8-GOLD)