IEEE Young Professionals
Region Coordinator Checklist

Quarterly Tasks

Quarter 1

- ☐ Send an email to all IEEE Young Professionals (YP) Affinity Group (AG) chairs in your Region to introduce yourself and remind everyone of the date of your first Region YP meeting of the year. Use vTools eNotice.
- ☐ Review the YP Program Goals and AG Goals. Create your own yearly goals for the Region that align.
- ☐ Host the 1st meeting with your AG Chairs. Share your goals and business plan and encourage them to create their own. Also share information, helpful contacts, links, and tips. Use the YP Business Plan Template and PowerPoint Template on the YP site.
- ☐ Review the IEEE MGA Operations Manual to ensure you understand what is required for AGs to stay active and qualify for rebates. (Section 9.9)
- ☐ Report your activities, plans, and intentions to the Region Director and to the IEEE YP Executive Committee. In some Regions, you also need to report to the Region Vice-Chair under whom you serve.

Quarter 2

- ☐ Host the 2nd meeting with your AG Chairs. Share updates, encourage event and officer reporting, explain YP Funding rules, and brainstorm ideas on how to improve Region activities.
- ☐ New Member Year Alert: Spread the word to all YP members in your Region to be sure they renew their IEEE Membership. See lifecycle image on next page.
- ☐ Send your Region's updates to yp@ieee.org by 1 May for the IEEE Board of Directors Report.

Quarter 3

- ☐ Host the 3rd meeting with your AG Chairs.
- ☐ Send your Region's updates to yp@ieee.org by 1 October for the Board of Directors Report.

Quarter 4

- ☐ Host the 4th meeting with your AG Chairs.

Throughout the Year

- ☐ Make sure every AG in your Region reports their officers on vTools.
- ☐ Follow up with AGs that do not have an AG chair listed and encourage them to report an officer on vTools. If they do not have anyone for this position, encourage use of the IEEE Volunteering Platform.
- ☐ Follow up with AGs that have not reported events on vTools and encourage them to do so.
- ☐ Encourage Sections with large amounts of YPs that do not have a YP AG to form a new AG. To help you find an AG to lead the new formation, use the IEEE Volunteering Platform.
- ☐ Promote and advertise events of interest to AGs through email, social media, vTools eNotice, etc.
- ☐ Attend Region meetings (varies from Region to Region) and regular meetings/virtual events with the IEEE Young Professionals Committee.
- ☐ Attend the annual YP meetings. Region Coordinators are required to vote for motions and recommendations which define the outlook and direction of IEEE Young Professionals.

For More Information

YP Logos and Branding / Templates • Guides and Manuals • vTools Instructions

These are just general guidelines. You may complete these activities at your own pace. Be sure to keep deadlines in mind.
Please contact yp@ieee.org with any questions.

IEEE Membership Year

Membership Year Begins
Renewal opens for following year. Full-year dues cycle begins.

Membership Year Concludes
Retention rates determined. Fiscal performance determined. Half-year dues cycle concludes.

Join September to December. Get member benefits thru following year

Calendar Year Concludes
Calendar year-end membership statistics determined.

Service Deactivation
Past-due members placed into arrears.

Membership Mid-Year
Arrears-recovery begins. Half-year dues cycle begins.

Join 1 March to 15 August. Receive half-year dues (new members only)

Student elevation to higher-grade status

September
October
November
December
January
February
March
April
May
June
July
August