



Santa Clara Valley
CHAPTER

IEEE – EMC Society Santa Clara Valley Chapter

on the web @ www.scvemc.org

on linkedin @ IEEE EMC SCV

on facebook @ IEEE EMC SCV



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- The IEEE EMC SCV Chapter is looking for candidates for 2022 Officers about 5 hours of work per month
 - Chair/Vice chair:
 - Organize adcom as needed, ensure to communicate with the host about upcoming meetings.
 - Look for speakers for the year of 2019 (allowed 3 out of town speakers, look into Distinguished lecturer from EMC-S)
 - Organize Mini Symposium, identify venues, answer questions from the vendors and attendees regarding logistics
 - Enter the meetings in advance in vtools so that they are searchable for visitors not on the mailing list
 - Present to Section the Chapter Status
 - Conduct monthly meetings
 - Post on Social Media (Facebook and LinkedIn)
 - Treasurer:
 - Balance the checkbook
 - Provide a yearly budget
 - Fill in financial statements as required by Section at the end of the year



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 - Secretary:
 - Document Adcom meetings
 - Send monthly communication to mailing list
 - Update meetings in Vtools L31
 - Social/media (**could be a different position on itself**)
 - Institution/Marketing:
 - Emails company for chapter sponsorship and Mini Symposium Exhibitors
 - Provide benefits from the sponsorship and presence at the Mini Symposium
 - Acquire the artwork of companies logo
 - Webmaster:
 - Update upcoming speaker info
 - Create Mini Symposium Registration page
 - Maintain www.scvemc.org