



Krishna Engineering College, Ghaziabad

IEEE Student Branch KEC Executive Committee

The Branch Executive Committee is responsible for administering Branch operations and traditionally consists of the Chair, Vice-Chair, Secretary, and Treasurer. However, you can increase your support by including as many people as possible in your team, including your Counselor. The Executive Committee should meet regularly to develop programs plans, review progress, and maintain good communication. Two requirements of the Committee are to ensure that the Annual Activity Report and Officer Reporting are completed.

Annual Activity Report - Due 1 November annually

The Annual Activity report can be found at: <https://sbr.vtools.ieee.org/>. It must be submitted no later than **1 November annually**.

By working toward defined goals, your Branch is able to measure and evaluate its effectiveness during the course of the year. To encourage you to complete the Annual Activity Report, IEEE Headquarters provides an incentive allotment of US\$100.00 (if your Branch has more than 50 members), or US\$50.00 (if your Branch has less than 49 members). Additionally, IEEE provides an incentive rebate of US\$2.00 per student member at your Branch (based on your membership on 31 December of the previous year).

Officer Reporting

Each time a new Chair or Counselor is elected, IEEE Headquarters must be notified. The report can be found at: <https://officers.vtools.ieee.org/>.

Student Branch Chairman (Mr. Amandeep Rai)

The Student Branch Chair is the key to effective student leadership. He/she is responsible for the overall management of all Branch affairs. Some specific duties of the Branch Chair include:

1. Preside at all meetings of the Student Branch.
2. Hold regular meetings of the Branch Executive Committee.
3. Appoint Program, Publicity, and Membership committee Chairs promptly.
4. Complete the annual Activity Report - **due no later than 1 November** (<https://sbr.vtools.ieee.org/>).
5. Arrange for the election of new Officers annually and report via vTools Officer Reporting (<https://officers.vtools.ieee.org/>).
6. Ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Student Branch records.
7. Coordinate activities with local Section and Region volunteers.
8. Communicate frequently with local University IEEE Student Branches.

Student Branch Vice-Chairman(Miss. Ashveen Kaur Anand)

The Student Branch Vice-Chair is the junior Executive Officer. He/she should help the Branch Chair with the workload, oversee some of the subcommittees, and manage some of the activities throughout the semester. Some of the suggested duties include:

1. Chair the Program and Membership Committees.
2. Organize field trips or special events beyond regular program efforts.
3. Assist the Branch Chair in following up on assigned committee responsibilities.
4. Perform all functions of the Branch Chair in his/her absence or upon request.

Student Branch Secretary(Miss. Kirtika Gautam)

The Student Branch Secretary serves as the record keeper and historian of the Student Branch. He/she is responsible for maintaining all records.

Some of the specific duties include:

1. Keep detailed minutes of each meeting.
2. Maintain the membership roster and committee assignments on the Branch website (<http://sites.ieee.org/hosting/>)
3. Be responsible for all correspondence.
4. Post a calendar of events.
5. Ensure that the Branch Constitution and Bylaws are adhered to.
6. Arrange for an orderly transfer of all records to the incoming Secretary.

Student Branch Treasurer(Miss. Saumya Singh)

The Student Branch Treasurer is responsible for maintaining the financial accounts. It is imperative that all records be kept current and as accurate as possible.

The specific duties include:

1. Maintain the appropriate financial accounts. Your bank account should be interest bearing and require two signatures; the faculty counselor should always be one of those signatures.
2. Prepare an annual budget for inclusion in the Annual Activity Report (due 1 November annually - <https://sbr.vtools.ieee.org/>).
3. Prepare the final Financial Statement for inclusion in the Annual Activity Report.
4. Oversee all fundraising efforts.
5. Arrange for an orderly transfer of all financial records to the incoming Treasurer.

Student Branch Counselor(Dr. Pramod Kumar)

The Student Branch Counselor is a University or College faculty member, and active IEEE Member, who serves as an adviser to the Branch. The Counselor lends a sense of continuity and is a key individual whose participation is vital to the success of a Branch.

The Branch Counselor is appointed by the local Section Chair, upon the recommendation of the Student Members and the Regional SAC Chair (RSAC), and serves with the approval of the Department Head. **The appointment (or re-appointment) is normally for two years, commencing July 1. Once a new Counselor is elected, report via <https://officers.vtools.ieee.org/>.**

In addition to a vibrant and good working rapport with the student Officers, the Counselor should be in frequent contact with the Section SAC Chair. He/she should act as a liaison with the Section, the Region, and IEEE Headquarters, and should be familiar with all aspects of Branch operations.

Some specific duties include:

1. Ensure that information (via email generally) from IEEE Headquarters is transmitted to the student Officers.
2. Attend Executive Committee meetings and assist the committees.
3. Participate in Regional Activities Committee meetings.
4. Consult with the *Section SAC Chair, Regional SAC Chair, or Region Director* about activities or problems.
5. Promote IEEE Student Membership (www.ieee.org/join).

6. Foster good relations with the local Section and encourage students to establish regular liaison with the *Section SAC Chair*.
7. Promote student awareness of awards, contests, and benefits of IEEE Membership.
8. Establish industrial contacts for programs and activities.
9. Assist with promoting activities to other faculty members.

Operating Committees

Having different operating committees can help sustain a balanced, broad-reaching program of activities. By having several committees, you can also involve more of your student members in the planning and leadership responsibilities.

Some recommended committees are:

- **Program Committee:** responsible for planning activities for the year.
- **Publicity Committee:** responsible for advertising activities.
- **Membership Committee:** responsible for recruiting activities.
- **Finance Committee:** responsible for helping the Treasurer plan fundraising activities.
- **Nominating Committee:** responsible for all elections. This committee must ensure that all candidates are active IEEE Student Members in good standing at the time of their declaration.