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AMERICAN INSTITUTE OF ELECTRICAL ENGINEERS

CENTRAL ILLINOIS SECTION

July 27, 1956

Chairmen of Committees
Central Illinois Section, A.I.E.E.

Last year's chairman prepared an outline of the primary functions of the Committees which are responsible for planning and carrying out the principal part of the year's program. These outlines are tentative and may be revised as our experience shows it to be desirable.

It is hoped that we can soon make similar operating outlines for all other Committees, the next in order being the Student Relations Committee and the Transfers Committee. This is a start toward developing a Sections Operations Guidance Manual which a lot of Sections have developed.

Each Chairman is being sent a complete set of all committee operating outlines which have been prepared, with copies to pass on to his committee members. The Section Secretary will furnish additional copies if desired.

Attached is a list of forms, some of which may be of use in the operation of your Committee. Ask the Secretary to furnish any that you feel may be of use to you and your committee.

Very truly yours,


W. J. Kelley
Chairman

WJK:cb
Enclosures

Forms and other material supplied from Institute headquarters for the use of Sections are as follows:

Form 41 - meeting report
Form 203 - Report of Expenditures (See Item VIII)
Form 92 - Return envelopes addressed to AIEE headquarters
Form 131B - Application for admission to membership "Membership Information " booklet
Form 135B - Application for transfer to Member grade
Form 216B - Proposal for transfer to Fellow grade
Form 218B - Application for transfer to Associate Member grade
Electrotype of AIEE emblem for use in printing stationery
Other material -- booklets, guides, such as:

Yearbook (No. 1955-1956 issue. A small supply of 1954-1955 edition on hand for Section officers who need them)

Yearbook Excerpt Pamphlet (Out in September 1955) List of *Sections, *Branches, *Committees, *Representatives, Constitution and Bylaws, *Officers, etc. (*See also Sept. EE)

Future General & District Meetings (See September EE)

Other: "Section Activities" pamphlet
"Guide to Transfers of Membership" pamphlet
Student Branch Manual
"Membership Information" folder
"The AIEE Student Member" folder
"Engineering a Creative Profession" ECPD pamphlet
"After High School What?" folder
"Prize Rules for AIEE Papers" reprint page

CENTRAL ILLINOIS SECTION
ARRANGEMENTS COMMITTEE

1. The Arrangements Committee's primary duties are to secure a meeting place and provide all facilities needed for each meeting. This Committee will work in close cooperation with the Program Committee in filling requirements for all meetings. It is suggested that each member of this Committee be responsible for arrangements for at least one meeting.
2. Meeting Place. Secure location as soon as possible after Program for Year is scheduled, but not later than several months in advance of meeting date. Arrange for refreshments, if scheduled.
3. Projection Equipment. Contact Program Committee for requirements not later than 30 days prior to date of meeting. Provide projection equipment, screen and operator. Operate lighting facilities in conjunction with projection facilities.
4. Attendance Cards. Distribute attendance cards at the door; collect after meeting and turn them over to Membership Committee.
5. Speaker's Table. Provide rostrum, table, chairs, water pitcher and glasses.
6. Miscellaneous Items. Provide blackboard and exhibit tables as required.

Note: The above information is intended as a guide to primary functions of this committee; it does not cover every detail.

CENTRAL ILLINOIS SECTION
PUBLICITY COMMITTEE

1. Publicity Committee will be in charge of preparing, addressing and mailing of meeting notices; also printing and distribution of Program showing year's activities and committees. The material for the Program will be supplied by the Program Committee. Program should be distributed by September 1. The Publicity Committee will also publicize Technical Groups Committee activities, based on information to be furnished by Technical Groups Committee Chairman.
2. Thirty days prior to meeting date, secure following information from Program Committee or Technical Groups Committee:
 - (1) Date of Meeting
 - (2) Place
 - (3) Time
 - (4) Subject
 - (5) Brief outline of talk
 - (6) Illustrated - Will speaker use movies or slides, exhibits or demonstrations.
 - (7) Speaker's name and background
 - (8) Company or organization represented.
 - (9) Photographs for publication with news story or meeting notice.
 - (10) Are there any local associations that will make subject or speaker more newsworthy for this locality? Data for publicity and meeting notices should be completed about 15 days in advance of meeting.
3. Prepare announcement form for Meeting notices and give to mailing service two weeks before Meeting date.
4. Give publicity releases to newspaper editors six days in advance of meeting; one for Sunday before meeting and another for day of meeting. Give releases to newspapers and radio stations who have spot programs for various localities of Section.

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CENTRAL ILLINOIS SECTION
PROGRAM COMMITTEE

Program Committee Chairman in cooperation with Section Vice Chairman is responsible for planning year's program and for providing material, including committee appointments as made by Section Chairman, for Publicity Committee to print year's program cards. Target date for printing of program is September 1st each year. Each member of the Program Committee is responsible for one program as sponsor. After the subject for each meeting is determined, the primary function of the Program Committee sponsor is to secure a speaker and conduct the program portion of the Section Meeting.

1. Preliminary.

- (1) Write to company selected to present program, requesting speaker and give following data:

- A. Subject desired
- B. Date, time and location of meeting
- C. Average attendance expected

- (2) Acknowledge letter of acceptance.

2. Final Action.

- (1) Not later than two months prior to date of meeting, write to speaker, requesting:

- A. Brief description of subject matter for publicity and mailing notice
- B. Speaker's background, experience, etc.
- C. Equipment requirements, such as projection facilities, blackboard, exhibit tables, etc.
- D. Time of arrival and requirements for hotel reservations.

- (2) Acknowledge requests and confirm hotel reservation and time of arrival. Thirty days before meeting, send copy of speaker's reply to Arrangements and Publicity Committees, Section Chairman and Secretary.

- (3) Meet speaker on arrival and arrange for dinner.

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CENTRAL ILLINOIS SECTION
MEMBERSHIP COMMITTEE

1. Publication of Membership List. Check published Membership List against Secretary's membership files for revisions, and republish as required. Change cards to be supplied by Secretary. Check for "6 Year Associate Members" to be advanced to "Member" and refer to Transfer Committee Chairman. Contact local members as shown by Membership List for transfer to National Member.
2. Survey and contact electrical industries and associated fields for new National and Local Members.
3. See that each member of Committee has a supply of membership application forms. Supply forms at each meeting.
4. Promote a Section membership campaign participated in by all members of the Section, each year. Campaign to be for one month, to be designated by the Executive Committee, in keeping with period designated by National Membership Committee for special drive.
5. Attendance Cards. Secure attendance cards from Arrangements Committee at conclusion of each meeting. Check guest cards for possible new members.

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CENTRAL ILLINOIS SECTION
TECHNICAL GROUPS COMMITTEE

1. The Chairman of the Technical Groups Committee with his Committee members are responsible for planning a series of meetings, including inspection trips, in keeping with the plan for Technical Groups as intended under National policy, which is well expressed in the following quotation from the National "Section Activities" booklet:

"Equal in importance to the regular monthly Section meetings is a program of technical meetings separately organized for groups of members mutually interested in specialized fields of activity in electrical engineering."

2. Ideally, a basic schedule of Technical Group meetings, including field trips, should be planned for printing in the year's Program due to be printed by September 1, with additional meetings and field trips being arranged during the year as special occasions arise.

Technical Group meetings should be dovetailed between regular Section meetings to avoid conflict with dates and subject matter.

3. Technical Groups Committee operations should follow the pattern of the Program Committee. The Chairman, or Sponsor for each meeting should make arrangements for speakers, demonstrations, field trips, etc. Attendance cards should be provided and turned in to the Membership Committee Chairman.

A report of the meeting or trip shall be made to the Secretary for reporting to the National Secretary to obtain credit for each meeting. The report should indicate: the number of regular members, student members and visitors attending; the speaker's name, occupation, subject and any other item of personal history of special interest; for field trips, location, nature of plant or situation inspected; general coverage of technical facts discussed, witnessed, etc., emphasizing special features.

4. While the Technical Groups Committee functions largely as an independent group, it should feel free to call on the Publicity Committee and the Arrangements Committee for their assistance when needed on special occasions.

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