Fabiola Colone, VP Member Services

October 18-19, 2019

Cologne, Germany
Committee Members

Fabiola Colone  
Alfonso Farina  
Francesca Filippini  
Kameron Lacalli

Michael Noble  
Roy Streit  
Jason Williams

+ cooperations with other Committees within the BoG
Member Services 3-Year Goals

1. Maintain close liaison with Chapters and engage chapter members in AESS events and activities
2. Promote formation of AES-Joint Society Chapters where no chapter exists
3. If financially feasible, hold a Chapter Summit every three years in conjunction with the Sections Congress meeting
4. Promote AES chapter participation in organizing conferences
5. Grow AESS membership by 1% per year
6. Increase member participation in AESS events
7. Reduce the number of member drops each year
8. Recruit student members to full membership upon graduation
9. Offer assistance to members for elevating to the next grade
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Member Services – Objectives

Overview & Timeline

<table>
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<tr>
<th>Chapters</th>
<th>LoI #1</th>
<th>Obj #1</th>
<th>Obj #2</th>
<th>Obj #3</th>
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<tr>
<td>Sr Members</td>
<td>LoI #2</td>
<td>Obj #4</td>
<td>Obj #5</td>
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<td>Jr Members</td>
<td>LoI #3</td>
<td>Obj #6</td>
<td>Obj #7</td>
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Timeline:
- **March 2019**: BoG Spring Meeting 2019
- **June 2019**: BoG Fall Meeting 2019
- **Sept 2019**:...
- **Dec 2019**:...
Member Services – Objective #1
Periodic Communications & Meetings with Chapters

S – Establish a pattern of periodic communications and dedicated meetings with Chapter Chairs to increase awareness in AESS events and activities.

M – Number of messages drafted and sent and stimulated interactions, Number of meeting held.

A – Assigned to: Williams & Colone (Lead), Farina, Lacalli, Noble + Joe Fabrizio.

R – Relevant to Goals 1 and 3, impact on most Goals.

T – 3 (+3) Months for startup, then annual.
Member Services – Objective #1
Tasks completed and activities in progress

Timeline

<table>
<thead>
<tr>
<th>Obj #1</th>
<th>03/2019</th>
<th>06/2019</th>
<th>09/2019</th>
<th>12/2019</th>
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<tr>
<td>BoG Fall Mtg 2019</td>
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- First messages to Chapters Chairs drafted and sent.
- Provided timely responses to several messages from Chapters Chairs asking for guidance on various aspects.
- Communications from/to Chapters at risk of dissolution.
- Organized and held the first Regional Chapter Summit in Region 8.
- Designed and implemented effective strategies for inviting, supporting, and stimulating Chapter Chairs attendance.
Member Services – Objective #1
Tasks completed and activities in progress

First Regional Chapter Summit

- Successful alternative to Chapter Summit at a global level.
- Take advantage of AESS related events at a Regional level.
- Can be focused on the needs of local Chapters.
- 10 Chapter Chairs in attendance
- 11 BoG members
Member Services – Objective #1
Tasks completed and activities in progress

- Drafting follow-up messages on
  - New «Best Chapter Award» process
  - Initiatives relevant to Chapters (Short Courses, DLs, etc.)
- Investigating the possibility of a Collaboratec Group for Chapters Chairs.
- Considering new AESS web-pages dedicated to Chapters.
- Identifying a suitable location and schedule for the next Regional Chapter Summit.
Member Services – Objective #2
Best practice guidance to chapters

**S** – Review the Chapters Handbook and include guidance for best practices.

**M** – Documentation made available on the AESS website.

**A** – Assigned to: Noble (Lead), Colone, Farina, Williams.

**R** – Relevant to Goals 1-2-4.

**T** – BoG Fall Meeting for a first draft.
The Chapters Handbook has been revised and updated by the dedicated Committee.

In June, it has been distributed and publicized among Chapters Chairs and published in the AESS Website.
Member Services – Objective #3
Review of the Best Chapter of the Year Award

S – Review the process and requirements for assigning the Best Chapter of the Year Award and stimulate chapters nominations.

M – Documentation made available and number of nominations.

A – Assigned to: Colone (Lead), Noble, Williams + Gini.

R – Relevant to most Goals.

T – End of year.
Member Services – Objective #3

Tasks completed and activities in progress

- Performed analysis of the current status of the award process and identification of possible improvements.
- Designed and implemented a revised process for assigning the award
- BoG approval needed.
- Publicize the restyled process.
Proposal for the Best Chapter of the Year Award

Description: To annually recognize the AESS Chapter whose performance was particularly noteworthy during the previous year.

Eligibility: Chapters of the AESS.
Member Services – Objective #3
Tasks completed and activities in progress

Proposal for the Best Chapter of the Year Award

**Process:**

- Aug: Call for nominations
- Dec: Application submission deadline
- Jan: Winner selection
- Feb: Committee judging
- March: Presentation at an AESS conference

Committee:
- Colone (VP Membership)
- Farina (Chapters Coordinator)
- Gini (Awards Chair)
- + Noble, Moreira
Basis for Judging:

Chapter’s performance will be measured along the following areas:
- membership
- governance
- events
- publicity and other activities
Member Services – Objective #3
Tasks completed and activities in progress

Proposal for the Best Chapter of the Year Award

Prize:

Tangible prize together with the certificate. $5,000

- This prize is not intended for individuals
- It will be at the disposal of the Chapter for any initiative involving its members
Proposal for the Best Chapter of the Year Award

5. Chapter of the Year Award

Description: To annually recognize the AESS Chapter whose performance was particularly noteworthy during the previous year.

Prize: $5,000 and a certificate to the Chapter (or $10,000 + travel expenses, and a certificate to the Chapter)?

Funding: Funded by the IEEE Aerospace and Electronic Systems Society.

Eligibility: Chapters of the AESS.

Basis for Judging: Chapter’s performance will be measured along the following areas: membership (e.g., growth in total membership, percentage of active members, etc.), governance (people involved in chapter governance, strategic meeting held, etc.), events (number of Distinguished Lecturer talks, short courses organized, support to AESS conferences, etc.), publicity and other activities (number of articles published in the AESS Magazine and IEFE, industry and academic engagement, etc.).

Presentation: At a convenient IEEE AESS sponsored conference.

Chair: VP Membership Services (Fabula Colone)

Committee: Alphonse Farina, Fumio Gry, Michael Noble, Luis Moreira.

Nomination Deadline: December 31

Process:
- Call for nominations: to be issued on January 1 and public
- Application submission deadline: March 31
- Winner selection and notification: By March 31

Comment:
The prize is not intended for individuals but will be at the disposal of the Chapter for any initiative involving its members (e.g. for supporting student, funding travel grants, enhancing local events, publicizing the Chapter, funding internal awards/contests, etc.)

Application form is available at:

10/31/2019
Member Services – Objective #4
Renovate publicity material and messaging

S – Update the publicity material and the messaging strategy we adopt to engage members in AESS initiatives. This includes QEB and AESS Website.
M – New layouts made available and new messaging strategy operating.
A – Assigned to: Colone (Lead), Filippini + Greco.
R – Relevant to Goals 5, 6, 7, 9.
T – 6 Months for startup, then continual.
Member Services – Objective #4
Tasks completed and activities in progress

- AESS Membership brochure improved.
- New welcome message for new and renewing members operational.
- New QEB layout adopted in the last issue.
- AESS Membership Certificates available in Collabratec.

- Improving the WebSite contents.
- Translating the QEB in Mandarin.
- Improving the publicity for awards and members elevation.
Member Services – Objective #4

Highlights

New welcome and renewing emails

Dear Memoir,

Thank you for joining the IEEE Aerospace and Electronic Systems Society (AESS). I warmly welcome you and appreciate your support.

The AESS is composed of professionals who share your technical interests. Membership offers you:

- deepen the engagement with your technical community
- take advantage of career development opportunities, and
- stay up-to-date with the latest scientific advancements in our fields of interest.

We will have the pleasure to inform you periodically on the many opportunities that might be relevant to you.

Updated AESS Membership brochure

Membership Certificates in Collabratec profile.
Member Services – Objective #5
Establish Recognition for Reviewers

S – Identify and implement a feasible process to recognize the voluntary service of Reviewers.
M – Detailed plan on the whole procedure to be adopted.
A – Assigned to: Colone (Lead), Bolanos + Greco + Gini.
R – Relevant to Goals 5, 6, 8.
T – BoG Fall Meeting for first proposal

POSTPONED
Member Services – Objective #6
Engage Student Members and YPs

S – Identify and implement effective strategies to actively engage StMs and YPs, possibly exploiting innovative/collaborative approaches.

M – Number of StMs and YPs in networks to be created.

A – Assigned to: Lacalli & Filippini (Lead), Colone, Noble.

R – Relevant to Goals 5, 6, 7, 8.

T – BoG Fall Meeting for first report, then continual.
Member Services – Objective #6
Tasks completed and activities in progress

- Communications to/from StMs on a continuous basis + other initiatives (Francesca)
- YP event at IEEE Radar Conference 2019 (Boston, MA, USA)
- YPs and StMs oriented session at the 2019 RRSW workshop in Rome (Italy)
- Considering a reduction in the StM and YP membership fee (work with Finance VP to implement).
- Looking for opportunities for other YP Events, not only at major conferences.
Member Services – Objective #6
Tasks completed and activities in progress

2019 Radar Remote Sensing Workshop in Rome (Italy)

- 3rd Edition in the series promoted by GTTI (Italian ICT group)
- 100+ participants
- Many students or YP in attendance

AESS supported with $1,000 USD

https://sites.google.com/uniroma1.it/rrsw2019
Member Services – Objective #6
Tasks completed and activities in progress

2019 Radar Remote Sensing Workshop in Rome (Italy)

- Entire Session dedicated to update from IEEE AESS
- Talks by Sabrina Greco and Fabiola Colone
- AESS Italian Chapter Chair (Alfonso Farina) and Deputy (Marco Maffei) in attendance.

AESS supported with $1,000 USD
Member Services – Objective #6

Tasks completed and activities in progress

Explore the strategy of AESS support to local events

Small support from AESS + coordination

$1,000 USD

2nd IEEE UK&I YP Postgrad STEM Research Symposium
(Wednesday, 23rd October 2019)

UK & Ireland AESS Chapter
(Matthew Richie, Chapter Chair)
Member Services – Objective #7
Reinforce the Mentoring Program

S – Identify feasible strategy to give additional value to the Mentoring Program, an initiative dedicated to StMs and YPs.

M – Number of sign-up in the program.

A – Assigned to: Colone (Lead), Filippini, Lacalli, Noble.

R – Relevant to Goals 5, 6, 7, 8.

T – BoG Fall Meeting for first report, then continual.
Member Services – Objective #7
Tasks completed and activities in progress

- Identified appropriate solution to simplify the registration stage.
- Publicizes the program at large events and in the QEB.
- Collected feedback from participants.
- Identifying effective strategies to speed up the registration/pairing process.
- Considering the possibility to establish grants for mentees.