

SSR & SAC Chair Responsibilities

IEEE Sri Lanka Section Student Activities Committee

Student Activities Committee Chair (SAC Chair)

1. Student Activities Committee Chair (SAC Chair) should be the official contact point between the Section executive committee (ex-com) and student network
2. Initiate and carry on at least one fund raising project within the year with the assistance of SSR (eg: Print a T-Shirt, DLP etc.). SAC Chair is responsible for ensuring that a healthy financial situation is maintained throughout the year to fund the Section student activities.
3. Make sure the progress reports of student branches are collected and submitted to the ex-com to be considered for the rebate in a timely manner. The gathered progress reports must be evaluated for good standing of the student branches before recommending for funds.
4. Put forward challenges faced by students and other suggestions at ex-com meetings to find solutions.
5. Initiate and supervise the proceedings of the Section awards ceremony
6. Mentor and support all Sectional Level student activities, especially the Sri Lanka Section Congress.
7. Handle the next SSR selection process
8. Stay updated regarding SAC related projects on region level and make sure SL section offers quality participation
9. Mentor SSR regarding student branch related activities/problems
10. Prepare and send the year end activity report to ex-com to be presented at the AGM

Sectional Student Representative (SSR)

1. Sectional Student Representative (SSR) serves as the central point of contact for all student branches Ex-Com / student volunteers and societies/affinity groups at sectional level i.e (WIE, YP, IAS, PES etc.). SSR should always communicate to the section ex-com through the SAC Chair and keep SAC chair updated about all ongoing activities.
2. In case of any publicity/student volunteer call and/or need of resources allocation, it is the responsibility of the SSR to coordinate with the respective society ex-com.
3. Mentor newly formed student branches, and universities with a potential to form a new student branch
4. Coordinate and organize information sessions in new/potential student branches
5. Assist the SAC Chair on fund raising project(s)
6. Organize meetings with SAC Chair and student branches
7. Keep records of meeting minutes/decisions as required
8. Initiate call for volunteers for the SL Section Congress organizing committee (No later than 31st July. The congress will be held during the first two weeks of December). Application form used in the previous year can be obtained by previous SSR or SAC Chair
9. Serve in the advisory committee for SL Section Congress
10. Organize the Section awards ceremony together with the Organizing Committee of SL Congress
11. Organize an awareness session on v-tools and other student activities related resources targeting the SB ex-coms

12. Identify inactive student branches and coordinate to activate them again.
13. Coordinate with SAC chair regarding progress reports of student branches and rebates
14. Promote/Moderate and initiate inter-branch collaborative events
15. Send official warnings to SBs which do not continuously respond to section level activities and bring such action to the attention of the Sri Lanka Section ex-com, with proof, to reconsider rebates to the SB / dissolution if necessary.
16. Assist SAC Chair in preparing the year end activity report.
17. Identify and nominate suitable student candidates for Region level, society/chapter level as well as global level awards.
18. Disseminate information from Region and society level to the section student community.

Meetings can be called for Student branch chairs/ex-com accordingly throughout the year. Minimum, twice a year and ideally, 4 times per year.

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Student Activities Committee Chair, 2016/2017

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Annex

Student network:

The active volunteers of the section comprising of members from different universities and lead by the SSR. This team is formed mainly for the purpose of Section Congress, but also extends their leadership and active participation to other student activities in the section. There can be only one Student network in the section at a given time. Any act outside this practice should be carefully addressed through a joint assessment done by a committee where both SAC and SSR are members, and necessary steps should be taken to ensure that the Student Network is back in the original formation. Former SACs and SSRs shall be consulted and included in the said committee where necessary.

SSR selection process:

Unless otherwise overridden by a document issued either by IEEE Region 10 or IEEE MGA, the following process shall be followed.

This process shall be through and open call communicated to all student members of Sri Lanka section. Evaluation committee for the responses received shall comprise of former SACs and former student members with significant contribution to the section. The results of the open call, selection criteria and marks gained by each candidate should be available for inspection of any executive committee member of IEEE Sri Lanka section upon request. This detail shall not be confidential due to any reason, and good to be publicized if required.

Shortlisted candidates shall be presented to SL section ex-com for final decision.