

IEEE Young Professionals

Affinity Group Chair Checklist

January

[ ]  Review the [IEEE Young Professionals (YP) Program Goals](https://yp.ieee.org/guides-and-manuals/) and [AG Goals](https://yp.ieee.org/guides-and-manuals/). Create your own yearly goals that align.

[ ]  Review the [YP leaders and staff](https://yp.ieee.org/executive-team/) for the year.

[ ]  Send an email to all YP members in your section to introduce yourself and remind everyone of the date of your first YP meeting of the year. Use [vTools eNotice](https://enotice.vtools.ieee.org/).

[ ]  Make sure your YP AG Chair, Vice Chair, Secretary and Treasurer are reported in [vTools Officer Reporting](https://officers.vtools.ieee.org/).

# February

[ ]  Develop your [AG Business Plan](https://yp.ieee.org/volunteers/templates/) using the branded template and share it at the first YP Region meeting.

[ ]  Host a meeting with your Section’s YP members. Use the [YP Branded PowerPoint Template](https://yp.ieee.org/volunteers/templates/) for your presentation and, if needed, request a [WebEx Registration](https://vtools.ieee.org/webex-registration/) link to host the meeting.

[ ]  Review the [IEEE MGA Operations Manual](https://mga.ieee.org/images/files/MGA_Operations_Manual.pdf) to ensure you understand what is required to stay active and qualify for rebates. (Section 9.9)

[ ]  If you still need to fill committee positions, use the [IEEE Volunteering Platform](https://volunteer.ieee.org/) to find volunteers in your AG.

# March

[ ]  Read through the [YP funding page](https://yp.ieee.org/funding-opportunities/) to understand what resources are available for your AG.

# April

[ ]  Plan for a STEP event.

# May

[ ]  Host your STEP event.

# June

[ ]  Ensure that all events held by your AG so far are reported in vTools

# July

[ ]  New Member Year Alert: Spread the word to all YP members in your local Section to be sure they [renew their IEEE Membership](https://www.ieee.org/membership/join/dues.html). See lifecycle image on next page.

# August

[ ]  Plan for a Local Activity event.

# September

[ ]  Host your Local Activity event.

# October

[ ]  Hold an activity to celebrate [IEEE Day](https://ieeeday.org/) with local organizational units.

# November

[ ]  Take some time to thank your volunteers and members for all their hard work. This can be through email, eNotice, or a fun meeting/activity.

# December

[ ]  Be sure all activities attended or held by your AG are reported in [vTools Events](https://events.vtools.ieee.org/) before the 31 December deadline.

[ ]  Help the next round of officers to understand the role/requirements and [report all incoming officers.](https://officers.vtools.ieee.org/) It is helpful to host a meeting with the new officers to help ease them into their new position. If there are no new officers, use the [IEEE Volunteering Platform](https://volunteer.ieee.org/) to find interested volunteers.

# AG Information

[ ]  Affinity Groups must organize and report on vTools at least 2 activities per year to be considered active and receive the rebate. If there are 6 or more activities reported, the AG shall receive an additional bonus in the rebate.

* If a YP AG does not report 2 activities in a year, it will not receive the rebate.
* If a YP AG does not report 2 activities for three (3) consecutive years, it will be dissolved.

[ ]  Every YP AG must report their current Officers on vTools Officers.

[ ]  Student Branches are not allowed to have YP AGs. They can, however, have a YP liaison.

# For More Information

* [YP Logos and Branding / Templates](https://yp.ieee.org/volunteers/templates/)
* [Guides and Manuals](https://yp.ieee.org/guides-and-manuals/)
* [vTools Instructions](https://yp.ieee.org/guides-and-manuals/)

