

IEEE Young Professionals Affinity Group Chair Checklist

January

- Review the [IEEE Young Professionals \(YP\) Program Goals](#) and [AG Goals](#). Create your own yearly goals that align.
- Review the [YP leaders and staff](#) 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](#).
- Make sure your YP AG Chair, Vice Chair, Secretary and Treasurer are reported in [vTools Officer Reporting](#).

February

- Develop your [AG Business Plan](#) 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](#) for your presentation and, if needed, request a [WebEx Registration](#) link to host the meeting.
- Review the [IEEE MGA Operations Manual](#) 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](#) to find volunteers in your AG.

March

- Read through the [YP funding page](#) 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](#). 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](#) 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](#) before the 31 December deadline.
- Help the next round of officers to understand the role/requirements and [report all incoming officers](#). 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](#) 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](#)
- [Guides and Manuals](#)
- [vTools Instructions](#)

These are just general guidelines. You may complete these activities at your own pace. Be sure to keep deadlines in mind. Please contact yp@ieee.org with any questions.

