



The Institute of Electrical and  
Electronics Engineers

# Angel Manual

2016

Electromagnetic Compatibility Society

## INTRODUCTION

This guide is intended to help make your job as a Chapter "Angel" easier. We aim to delineate your responsibilities as a Chapter "Angel" and the manner we may help you to fulfill that role. We also recognize that you are a busy professional. For that reason we tried to organize this guide in a manner that reduces the time required for you to obtain the necessary guidance from it.

For any assistance please e-mail us.

Good luck,

**Caroline Chan**

Chapter Coordinator

e-mail: [caroline.chan.us@ieee.org](mailto:caroline.chan.us@ieee.org)

**Vignesh Rajamani**

VP Member Services

e-mail: [vignesh@ieee.org](mailto:vignesh@ieee.org)

## ANGEL TASK DEFINITION

The Chapter Angels serve as liaisons between the EMC Society Board of Directors (BoD) and the Chapters on all matters relating to Chapter Activities. When a Chapter encounters problems either with their own organization or with other parts of the EMC organization, the Chapter "Angel" may be able to help.

All IEEE EMC chapters, in all regions of IEEE around the world have been assigned an "Angel" selected from the members of the BoD as a liaison person to communicate with on all issues that arise.

Information for Chapters, including all Angel documentation, is available on the EMC Society website at [http://www.emcs.org/chapters\\_main.html](http://www.emcs.org/chapters_main.html). The list of Chapter Angels and the Chapters they support can be found by following the "Chapter Angel List" link in the navigation bar. A listing of all Chapters with contact information for the Chapter Chair can be found by following the "Chapters & Chairs" link in the navigation bar.

## YOUR RESPONSIBILITIES AS CHAPTER ANGEL

### A. Chapter Guidance and Support

Angels should employ a proactive approach in their chapter support activities, as recommended herein.

- a) "Angels" should initiate contacts with the Chapter Chair, identify themselves and provide him with their contact information coordinates.
- b) "Angels" should keep in close communications with the chapters under their responsibility.
- c) "Angels" are responsible for evaluating "Angel Funds" (see Section B below) requests submitted by the Chapters and make their recommendations to VP for Member services.

- d) "Angels" should help the Chapter Coordinator in communicating with their Chapters, as necessary, and should be copied on such Communications. For this purpose they are also added to the Chapter-Chairs Reflector by the Chapter Coordinator.
- e) "Angels" are strongly recommended to contact the Chapter's chair under their responsibility every year in the month of December with the purpose of
  - ❖ encouraging the chapters to report their activity to the EMC-S through the online form available at [http://www.emcs.org/chapters/chapter\\_reporting.html](http://www.emcs.org/chapters/chapter_reporting.html)
  - ❖ checking the Officers status for the next year.
- f) "Angels" should request the chapters to copy them on meeting reports (Vtools Meetings L31).
- g) "Angels" should request the chapters to copy them on meeting invitations, and whenever possible, the "Angels" should try to attend Chapter meetings under their responsibility.
- h) "Angels" should act as "coaches" or "mentors" to the Chapters to better improve their activities.
- i) "Angels" should be accessible, on a regular basis, at least by e-mail and should be willing to respond to chapter communications.

## **B. "Bob Haislmaier Angel Fund"**

A Chapter's first source of funding is the local IEEE Section. Each IEEE Section receives funds based on number of meetings a Society Chapter has per year and number of attendees per meeting.

The EMC Society Board of Directors is authorized to provide Chapters with additional support for activities under certain circumstances. This program, which falls under the auspices of the VP Member Services, is called the "Bob Haislmaier Angel Program". The following guidance is provided for Chapters submitting a request for additional funding from the "Bob Haislmaier Angel Fund."

### **Purpose.**

The "Bob Haislmaier Angel Fund" is intended to provide additional financial support to enable chapters to host programs for their members that they would otherwise have difficulty in funding. Activities or expenses intended to be funded by other means (e.g., speaker travel funded under the Distinguished Lecturer Program) are not eligible for Angel Fund financing. Angel Fund financing may be used to offset other costs in an activity, such as food, venue or program materials.

### **Requests.**

- A maximum of \$600 per Chapter per year is available from the Fund.
- A maximum of \$600 per activity per year is available from the Fund.
- Chapters may submit multiple requests per year to receive funding from the Fund, as long as the total sum received per year does not exceed the yearly maximum.
- Chapters shall not submit more than one request for a single activity. Multiple Chapters shall not combine requests to obtain more than \$600 for a single activity. Each request shall be submitted, justified and considered separately.

- Chapters shall submit requests using the Angel Request Form. Sufficient information should be provided to allow the Chapter Angel to evaluate the request.
- Chapters should submit requests in advance of the planned activity to ensure that funding is approved and available.
- Requests should be submitted by November 1 of the year prior to the planned activity. Received requests will be evaluated and approved/denied by December 1 of the year prior to the planned activity. Chapters may submit requests after the above deadline; however, funds may no longer be available.
- Requests submitted by Chapters that have not received Angel funds within the last 2 years will be prioritized over other requests.
- Requests submitted by Chapters that have submitted a meeting summary to the EMC Magazine describing the use of the Angel Funds for the most recently funded event will be prioritized over other requests.

### **Payments**

- Payments shall only be made to a Chapter (or its Section). The Chapter or Section shall have an authorized bank account to receive funds. No check shall be made payable to an individual.
- Funding shall be in accordance with the EMC Financial Policy available on the EMCS website.
- The financial year of the Fund is the calendar year. New funds are made available to the Fund on January 1 of the year. No funds will be distributed in December to allow the Treasurer to comply with the IEEE's end-of-year financial requirements.

### **Process.**

1. The Chapter Chair submits a completed Angel Request Form to the Chapter Angel.
2. The Chapter Angel evaluates the request. The Chapter Angel may seek additional information from the Chapter. Upon approval of the request, the Angel will forward the request to the VP for Member Services. If the request is not approved, the Chapter Angel will inform the Chapter of the reason why approval was not granted.
3. The VP for Member Services evaluates the request, prioritizes the request against other received requests, and determines funds available to support the activity. The VP for Member Services may seek additional information from the Chapter and/or the Chapter Angel. Upon approval of the request, the VP for Member Services will forward the request to the EMCS Treasurer for funding. If the request is not approved, the VP for Member Services will inform the Chapter Angel and the Chapter of the reason why approval was not granted.
4. The EMCS Treasurer will have IEEE headquarters issue a check or bank transfer for the approved amount to the Chapter.