IEEE Region 3
Senior Membership Program
Awards and Recognitions Plan

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IEEE REGION 3 SENIOR MEMBERSHIP ELEVATION TEAM – AWARDS AND RECOGNITIONS LEADER

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Senior Membership Program Awards

<u>Mission</u>

Celebrating and honoring exceptional achievements and volunteering within the IEEE Region 3 Senior Member Elevation Committee program with tangible recognition through letters, certificates, and announcements.

<u>Vision</u>

Championing flawless execution, equity-driven inclusivity, and honoring pioneering support to IEEE members.

Awards & Recognition

Type of Awards & Recognitions

1. Student Interview Project

   - Interviewee (Professional/academician)
   - Interviewer (Student)
   - Students may also request letters of recommendation for graduate school

   Frequency: Per month

   Mode of communication: email

2. Senior Member Elevation Committee

   - Senior Member Reference Provider
   - Senior Member Nominator
   - Section Recognition (Annually)

   Frequency:

   - Certificate after each roundup meeting
   - Annual letter for Section Recognition

   Mode of communication: email

3. Committee Members

   - Recommending member to region level awards
   - Personalized Letter & certificate along with any of the following:
   - Personalized post on social media (e.g LinkedIn)
   - Highlighting their achievements in dedicated time slot in Roundup meets

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- Providing recommendations in LinkedIn profile
- **Frequency**: Annual
- **Mode of communication:** social media, email, visual and verbal

4. Distinguished Members
   - Search out during the year those individuals who distinguish themselves for their service to IEEE and the SMEC in order to recognize them with Region 3 or MGA award nominations.
   - **Frequency:** Annual
   - **Mode of communication:** Awards nomination

Request Intake Process

For a certificate, share following information with the awards coordinator to initiate the request:

- Full Name of volunteer or list of volunteers
- Date
- Type of contribution (completion or appreciation)

For a letter, share following information to initiate the request for letter:

- Full Name of volunteer
- Date
- Type of contribution
- Type of letter (appreciation or recommendation)
- Writeup about the volunteer

Review draft letter or certificate with the requester and committee members. On approval, the recognition is sent to the recipient by the chair or vice chair.

Resources

IEEE Certificate or Letter Templates are located at the IEEE Brand Experience site:

https://brand-experience.ieee.org/templates/print-collateral-editable-templates/

Archives of certificates and letters will be stored in the SMEC Google Drive

Metrics

The awards coordinator will track the number and types of awards presented through the course of a year and provide an end of year report to the SMEC chair on the awards program.