### 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**
- Make sure all events have been reported so far.

**July**
- New Member year alert

**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](#)

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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](mailto:yp@ieee.org) with any questions.