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.