



2019



# Standing Committee Policies and Procedures

## *Membership Committee*

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## 1.0 Introduction & Function

The Power Electronics Society (PELS) has a number of Standing Committees which are listed in the Bylaws with a scope approved by the PELS Advisory Committee (AdCom). This document defines the function and procedures that govern the operations for the *Membership Committee*. Note that both the IEEE and the IEEE PELS Constitutions and Bylaws each take precedence over these procedures.

The functions of the *Membership Committee* will be to:

- a. Monitor the Society membership and advise the AdCom of trends and opportunities;
- b. Provide promotional material and plan membership drives;
- c. Encourage eligible members to apply for advancement to Senior Member; and
- d. Provide liaison with the IEEE Membership Development Committee, the Admission and Advancement Committee, the Section and Chapter officers, and with members of the other staff committees involved with membership.

## 2.0 Chair and Membership

The Chair of the *Membership Committee* shall be the *Vice President for Membership*. Committee members shall be appointed with the consent of the AdCom on the recommendation of the Committee Chair. The *Vice President for Membership* reports directly to the *Society's President*.

*The members of the Membership Committee currently include:*

PELS Regional Chairs, PELS Regional Vice Chairs/Country Liaisons, PELS Women-In-Engineering (WIE) Chair, PELS Young Professional (YP) Chair, PELS Student Representative, PELS Industry Liaison (who is also the Chair of the PELS Industry Advisory Board), PELS Mentorship Chair and PELS Distinguished Lecturer (DL) & Regional DL (RDL) Program Chair.

## 3.0 Conduction of Meetings

The *Membership Committee* shall meet at places deemed convenient for its membership and will typically be chosen from among the major IEEE Power Electronics Society conferences, currently APEC, INTELEC, SPEC, ECCE, ECCE-Asia, and ECCE-Europe. Meetings will be announced at

least two weeks in advance on the committee mailing list. Meetings are open to all members of AdCom.

## 4.0 Responsibilities of Committee Members

The common responsibilities of the members of the *Membership Committee* shall be to:

- a. Attend PELS Membership Committee Meetings physically at least once a year; and
- b. At each Membership Meeting give a report on goals and period accomplishments, and submit program and service request proposals to help the committee present budget requests contained in motions to *PELS AdCom*.

Additional responsibilities of a *Regional Chair or Regional Vice Chair/Country Liaison* shall be to:

- a. Make at least two physical visits a year to PELS Chapters and two times a year reaching out through internet to all local PELS Chapters in the corresponding region/country;
- b. Organize once a year a regional chapter chairs meeting;
- c. Review L-31 reports and follow up with chapters on status/activities;
- d. Help promoting DL & RDL program;
- e. Promote collaboration of PELS Chapters among different regions/countries; and
- f. Help with PELS senior member program.

Additional responsibilities of *PELS WIE Chair* shall be to:

- a. Form a PELS WIE sub-committee and organize regular meetings of the sub-committee;
- b. Lead the sub-committee to organize PELS flagship WIE event (currently WIE breakfast) for every major PELS sponsored conference; and
- c. Lead the sub-committee to organize other WIE events.

Additional responsibilities of *PELS YP Chair* shall be to:

- a. Form a PELS YP sub-committee and organize regular meetings of the sub-committee;
- b. Lead the sub-committee to organize PELS flagship YP event (currently YP reception) for every major PELS sponsored conference; and

- c. Lead the sub-committee to organize other YP events.

Additional responsibilities of *PELS Mentorship Chair* shall be to:

- a. Form a PEELS Mentorship sub-committee and organize regular meetings of the sub-committee;
- b. Lead the sub-committee to organize PEELS flagship mentorship event (currently Mentorship Roundtables) for every major PEELS sponsored conference; and
- c. Lead the sub-committee to organize other Mentorship events.

Additional responsibilities of *PELS DL & RDL Program Chair* shall be to:

- a. Monitor the Society DL & RDL program, maintain the written guidelines for the program operation, and advise the Membership Committee of trends and opportunities;
- b. Organize and overlook the nomination process for PEELS Distinguished Lecturers, and lead the DL Selection Committee which is chaired by the DL Program Chair of PEELS, and is made of the VP of Operations, VP of Meetings, VP of Products, VP for Membership, Chair of Award Committee of PEELS, and two independent members appointed by the President of PEELS;
- c. Support and overlook the nomination and selection process of PEELS Regional Distinguished Lecturers. PEELS RDLs should be nominated by the PEELS Regional Chairs, and concurred by the VP for Membership and the DL & RDL Program Chair of PEELS.