



2020



Standing Committee Policies and Procedures

*Strategic Planning
Committee*

Date of Approval: April 2020

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 PEELS Administrative Committee (AdCom). This document defines the function and procedures that govern the operations for the *Strategic Planning Committee (SPC)*. Both the IEEE and the IEEE PEELS Constitutions and Bylaws each takes precedence over these procedures.

The functions of the *Strategic Planning Committee* will be to:

- a. Propose five-year goals for the Society and strategies by which to reach these goals, and
- b. Update and present the five-year plan to the AdCom for approval at its fall meeting in every even-numbered year.

The *Strategic Planning Committee* oversees two major events for the society:

- a. The Long Range Planning (LRP) Meeting, which happens on an even year, and
- b. The Future of Electronic Power Processing Conference (FEPPCON), which happens on an odd year.

The *LRP Meeting* focuses on the strategic infrastructure and organizational effectiveness issues facing the society. The *FEPPCON* focuses on technical challenges facing the society, ensuring PEELS's strategic technical leadership. Both events are by invitation only.

2.0 Chair and Membership

The Chair of the *Strategic Planning Committee* shall be the *Senior Past President*. The committee is comprised of the Senior Past President, Immediate Past President and Young Professionals Chair. The *Strategic Planning Committee* will meet at places deemed convenient for its membership. Meetings will be announced at least two weeks in advance on the committee mailing list. Meetings are only open to committee members and invitees by the Chair.

The *Strategic Planning Committee* Chair reports directly to the Society President. The Chair will discuss arrangements for the meetings defined in Section 3.0 with the Society President before any announcement. Also reports from the Long Range Planning Meeting and the Future of Electronic Power Processing Conference will also be provided to the Society President within two weeks of each event.

The Chair should review this document towards the end of his/her term of office and report the need for any changes to the *Society President* and the *Chair of the Constitution and Bylaws Committee*.

3.0 Conduction of Meetings

3.1 The Long Range Planning (LRP) Meeting

The *Long Range Planning Meeting* is governed by the *Strategic Planning Committee*. This committee is responsible for meeting location, dates, hotel accommodations, budget, program and inviting the additional members/advisers.

The attendees of the *Long Range Planning Meeting* will be the *Strategic Planning Committee* and up to six (6) additional members giving the meeting global representation. These additional members are to be chosen by the Committee Chair with the advice and consent of the AdCom. The *Society President*, *Society Treasurer* and *Vice-Presidents* may be invited to the meeting as advisers.

3.2 The Future of Electronic Power Processing Conference (FEPPCON)

The Future of Electronic Power Processing Conference is governed by the *Strategic Planning Committee*. This committee is responsible for conference site, dates, hotel accommodations, budget and invitation list of relevant technical experts. The *Strategic Planning Committee* may appoint a *Local Arrangements Committee* as appropriate.

The *FEPPCON Program Committee* will be the *Strategic Planning Committee*; six members chosen by the Chair from the *Technical Committee Chairs* and the *AdCom Members at Large*, and up to two (2) additional members. These additional members are to be chosen by the Committee Chair with the consent of the AdCom. This committee will be responsible for developing the technical focus areas and compiling the technical program.