



2023



# Standing Committee Policies and Procedures

## *Industry Committee*

Function and Procedures - IEEE PELS Standing Committees  
IEEE PELS AdCom Approved: March 2023



## 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 Administrative Committee (AdCom). This document defines the function and procedures that govern the operations for the *Industry Committee (IC)*. Both the IEEE and the IEEE PELS Constitutions and Bylaws each takes precedence over these procedures.

The function of the *Industry Committee* will be to drive development of products and services for industry members. These products and services should meet one or more of the following criteria:

- a) Meeting the needs of industry members
- b) Being viewed as useful by industry members
- c) Increasing membership of industry members
- d) Increasing PELS engagement with industry members and gathering their feedback to inform of future product and service development
- e) Improving perceived value of PELS membership by industry members
- f) Attracting students to jobs in industry and improve student readiness for industry jobs

## 2.0 Chair and Membership

The Chair of the *Industry Committee* is appointed by the *Vice President of Industry and Standards*. The *Industry Committee Chair* proposes members of the *Industry Committee* to the *Vice President of Industry and Standards*, who then presents its membership for to AdCOM approval. The committee membership should strive to represent a diverse cross-section of Industry and individuals, such as large and small corporations, consultants, entrepreneurs, world regions, company products, job functions, and educational background. Representatives from important industrial consortia should also be encouraged. Membership includes a representative to the Power Electronics Magazine Advisory Board due to the strong role for the Magazine to serve the industrial members of PELS.

The *Industry Committee* Chair reports directly to the *Vice President of Industry & Standards*. The Chair shall provide update and progress reports of the *Industry Committee* at the *Industry & Standards Executive Committee Meetings*.

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

### **3.0 Conduction of Meetings**

*The Industry Committee* will meet at convenient times and places, including virtual meetings, which maximize participation, including consideration for members who typically do not attend conferences. At least two of the meetings should be before, but in close proximity to, the timing of the bi-annual *Industry & Standards Executive Committee* and *AdCOM*. Meetings will be announced at least two weeks in advance to the committee mailing list. Meetings will be run by the *Industry Committee Chair* or his/her designee. Meetings are only open to committee members and invitees from the Chair.

### **4.0 Responsibilities of Committee Members**

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

- a) Attend PELS Industry Committee meetings
- b) Facilitate the function of the *Industry Committee* by serving in at least one role which
  - Provides support for the McMurray Award
  - Assists with identification of Distinguished Lecturers from industry
  - Liaise and partners with PELS Education, Young Professionals, WIE, and DEI Committees
  - Engages with Student Chapters
  - Serves as representation and partners with PELS' Power Electronics Magazine
  - Liaise and partners with important industrial consortia
  - Drives, leads, or supports a product or service championed by the Industry Committee
  - Drives, leads, or supports a product or service owned by the Industry Committee