

Purpose:

This Role Description document is to provide information about the roles, responsibilities, and expectations of the Officers and Administrative Committee (AdCom) within the Power Electronics Society (PELS). This ensures clarity, alignment with organizational goals, and consistency in operations. Additionally, the AdCom oversees the development, maintenance, and adherence to administrative procedures that enable effective governance, promote volunteer engagement, and uphold the standards established by IEEE, PELS Bylaws, and the PELS Policies and Procedures (P&P) documents. The IEEE Constitution, IEEE Bylaws, PELS Constitution, PELS Bylaws, and PELS P&P documents shall take precedence over the Role Description in all instances.

PELS Administrative Committee (AdCom):

Administrative Committee is consisted of 18 elected Members-at-Large, Officers, 6 representatives selected from the Technical Committee Chairs, and ex-officio members without voting rights.

- Responsible for governing and administering the Society under the society constitution and bylaws:
 - Approving strategic and development plans for PELS activities;
 - Approving governance regulations, including amendments to the Constitution and Bylaws;
 - Approving agreements with other entities for joint activities;
 - Electing the Officers and supervising the organizational structure of the Society;
 - Delegating to its Officers such authority as may be necessary to carry out the objectives of the society within the rules and regulations of IEEE;
 - Approving the annual budget and authorizing the expenditure of funds;
 - Approving plans for creating, developing, and terminating Technical Committees;
 - Approving plans for technical meetings;
 - Approving plans for publications and appointing the Editors-in-Chief of the IEEE archival journals sponsored or co-sponsored by the PELS;
 - Approving plans for educational initiatives;
 - Approving plans for members activities.

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Policy Name: PELS President Role Description

Background / Purpose: Keywords: **This document describes the PELS President's duties and responsibilities.**

Effective Date of Policy: **[September 13, 2024 Draft V1]**

Term: **2 Years**

Expected hours per week: **10-20 on average**

Basic Function According to the Bylaws: In accordance with PELS Bylaws, the President shall assume office after serving a single term of one year as President-Elect. President shall chair the AdCom and serve for two years, and subsequently two years as Immediate Past President and two years as Senior Past President. The President is responsible to represent the society on all matters not specifically delegated to others.

Functions & Activities:

- Preside at meetings of the AdCom and at general meetings of the Society; and shall have such other powers and perform such other duties as provided in the society Bylaws, or as may be delegated by vote of the AdCom.
- Develop the agenda with PELS staff for all meetings of the PELS Administrative Committee (AdCom) and PELS Officers.
- Provide counsel for and directly participate in the planning and activities associated with Society conferences.
- Establish society goals in conjunction with the Officers (i.e. the Executives Team).
- Represent PELS at featured events, typically providing keynote and welcoming speeches, recognition, awards, welcoming letters, and networking.
- Identify, appoint, assign volunteers and necessary working groups and committee as needed as described in the PELS Constitution and Bylaws.
- Utilize input from the PELS Strategic Planning meetings to provide society guidance and direction.
- Provide leadership for the Fellow Evaluations Committee.
- Ensure coordination of activities and scope across all PELS AdCom members.
- Identify opportunities to contribute to the betterment of IEEE and to leverage IEEE resources for the betterment of PELS.
- Communicate progress and goals to PELS members at the annual Townhall (PELS Members Meeting).

General Meeting(s):

- Plan and attend 2-3 AdCom Meetings per year.
- Attend and plan the Officers' Retreat in conjunction with PELS Staff.
- Attend the Long-Range Planning (Strategic Planning) Meeting.
- Attend FEPPCON.
- Conduct regular Officers' meetings.
- Attend all IEEE Technical Activities Board meetings.
- Organize the annual PELS Members Meeting in conjunction with PELS Staff.

Policy Name: **PELS President-Elect Role Description**

Background / Purpose: Keywords: **This document describes the PELS President-Elect's duties and responsibilities.**

Effective Date of Policy: **[September 13, 2024 Draft V1]**

Term: **1 Year**

Expected hours per week: **5 on average**

Basic Function According to the Bylaws: The President-Elect shall perform all duties incident to the office and any other duties prescribed by the Bylaws of PELS. The President-Elect shall automatically succeed to the presidency upon expiration of the President's term. If the office of President becomes vacant for any reason before the end of the term, the President-Elect shall succeed to the office of President. In that circumstance, the individual would serve both the unexpired term and the term for which he/she was originally elected. If the President requests, is absent, or is temporarily unable to act, the President-Elect shall perform the duties of President and, when so acting, shall have all of the powers of and be subject to all the restrictions upon the President. To be eligible, the President-Elect would have to serve as a Vice-President or Member-at-Large, prior to being nominated.

Activities:

- Assist the President in the administration of the Society.
- Serve as a member and attend meetings of the IEEE Technical Activities Board.
- Preside at the AdCom in the absence or incapacity of the President.
- Become familiar with the activities of the Society and the duties of the President in preparation for assuming that office the following year.
- Serve as an officer of PELS.
- Balloted by AdCom voting members.
- Non-voting member of AdCom.

General Meeting(s):

- Attend 2-3 AdCom Meetings per year.
- Attend and plan the Officers' Retreat in conjunction with PELS Staff.
- Attend the annual PELS Members Meeting.

Policy Name: **PELS Vice-President for Technical Operations Role Description**

Background / Purpose: Keywords: **This document describes the duties and responsibilities of the PELS Vice-President for Technical Operations.**

Effective Date of Policy: **[September 13, 2024 Draft V1]**

Term: **2 Year**

Expected hours per week: **7-15 on average**

Basic Function According to the Bylaws: In accordance with PELS' Bylaws, the Vice-President for Technical Operations shall take the lead in technical activities relating to the PELS Society. The Vice-President chairs the Technical Operations Committee, coordinates the operation of the technical committees under its umbrella and provides leadership and guidance to volunteers working to support technical activities. Additionally, the Vice-President ensures compliance with all requirements outlined in the relevant P&P documents.

Functions and Activities:

- Fulfill the duties of the President-Elect in his/her absence or incapacity.
- Oversee the operation of technical committees and their activities.
- Organize the meetings of the Technical Operations Committee.
- Review and change the scope and focuses of technical committees and programs.
- Ensure that PELS technical committees and volunteers lead and participate in the development of technical programs of PELS sponsored conferences and events.
- Prepare and manage the annual budget of the Technical Operations Committee.
- Represent AdCom for the entire portfolio of technical activities.
- Balloted by AdCom voting members.
- Voting member of AdCom.
- Fulfill the duties referenced in the Technical Committee Manual and sure that it is up to date.

General Meeting(s):

- Attend 2-3 AdCom Meetings per year.
- Attend the Officers' Retreat.
- Attend the annual PELS Members Meeting.

Policy Name: **PELS Vice-President for Conferences Role Description**

Background / Purpose: Keywords: **This document describes the duties and responsibilities of the PELS Vice-President for Conferences.**

Effective Date of Policy: **[September 13, 2024 Draft V1]**

Term: **2 Year**

Expected hours per week: **7-15 on average**

Basic Function According to the Bylaws: In accordance with PELS' Bylaws, the Vice-President for Conferences shall take the lead in all conference activities relating to the PELS Society. This Vice-President chairs the Conferences Committee and is an ex-officio member of steering committees for major Society-sponsored conferences. Additionally, the Vice-President ensures compliance with all requirements outlined in the relevant P&P documents.

Functions and Activities:

- Develop policies and procedures, guidelines and templates for the organization and management of Society-sponsored conferences and events (technical and financial).
- Define and support the execution of new initiatives and strategic developments for the overall conference portfolio of the Society, and look for new opportunities that will continue to support the Society into the future.
- Act as the focal point for the coordination as well as the exchange of experiences and best practice among different conferences.
- Review the proposals, budgets, and financial reports of all Society-sponsored conferences and events prior to submission to AdCom for approval.
- Screen proposals for involvement by the Society in new conferences and events prior to submission to AdCom for approval.
- Act as consultant and functional supervisor to Treasurers of various conferences and events sponsored by the Society;
- Propose requirements for co-sponsorship or cooperation of conferences and events.
- Ensure proper and timely closing of financially sponsored conferences and events.
- Balloted by AdCom voting members.
- Voting member of AdCom.

General Meeting(s):

- Attend 2-3 AdCom Meetings per year.
- Attend the Officers' Retreat.
- Attend the annual PELS Members Meeting.

Policy Name: **PELS Vice-President for Products Role Description**

Background / Purpose: Keywords: **This document describes the duties and responsibilities of the PELS Vice-President for Products.**

Effective Date of Policy: **[September 13, 2024 Draft V1]**

Term: **2 Year**

Expected hours per week: **7-15 on average**

Basic Function According to the Bylaws: In accordance with PELS' Bylaws, the PELS Vice-President for Products shall take the lead in all products activities relating to the PELS Society. This Vice-President chairs the Products Committee. Additionally, the Vice-President ensures compliance with all requirements outlined in the relevant P&P documents.

Functions and Activities:

- Lead the development and implementation of policies and plans for all Society-supported publications.
- Review the budgets and publication plans of all Society-supported publications prior to submission to the AdCom for approval.
- Provide an interface to IEEE publication organizations and staff.
- Take initiatives to strengthen the performance and growth of the publications of the Society.
- Recommend to the President and the AdCom for their approval names of prospective Editors-in-Chief (EiCs) for Society supported publications.
- Train editors for Society-supported publications.
- Balloted by AdCom voting members.
- Voting member of AdCom.

General Meeting(s):

- Attend 2-3 AdCom Meetings per year.
- Attend the Officers' Retreat.
- Attend the annual PELS Members Meeting.

Policy Name: **PELS Vice-President for Membership Role Description**

Background / Purpose: Keywords: **This document describes the duties and responsibilities of the PELS Vice-President for Membership.**

Effective Date of Policy: **[September 13, 2024 Draft V1]**

Term: **2 Year**

Expected hours per week: **7-15 on average**

Basic Function According to the Bylaws: In accordance with PELS' Bylaws, the PELS Vice-President for Membership shall take the lead in all membership activities relating to the PELS Society. This Vice-President chairs the Membership Committee and has the direct overall responsibilities for the development, operation, and improvement of the Society's membership. Additionally, the Vice-President ensures compliance with all requirements outlined in the relevant P&P documents.

Functions and Activities:

- Monitor the Society membership and advise the AdCom of trends and opportunities.
- Provide promotional materials and plan membership drives.
- Encourage eligible members to apply for advancement to Senior Members.
- Create and promote interest in the Sections for the formation of Chapters of the Society.
- Assist existing Chapters, particularly on special projects.
- Work with Chapters and Sections to provide plans and methods for promoting successful Section or Chapter meetings.
- Develop materials to assist Chapters and Sections in support of Student Branch activities.
- Maintain appropriate liaison with IEEE Regions and Sections and report to the AdCom on plans or issues.
- 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.
- Balloted by AdCom voting members.
- Voting member of AdCom.

General Meeting(s):

- Attend 2-3 AdCom Meetings per year.
- Attend the Officers' Retreat.
- Attend the annual PELS Members Meeting.

Policy Name: **PELS Vice-President for Industry and Standards Role Description**

Background / Purpose: Keywords: **This document describes the duties and responsibilities of the PELS Vice-President for Industry and Standards.**

Effective Date of Policy: **[September 13, 2024 Draft V1]**

Term: **2 Year**

Expected hours per week: **7-15 on average**

Basic Function According to the Bylaws: In accordance with PELS' Bylaws, the PELS Vice- President for Industry and Standards shall take the lead in all industry and standards activities relating to the PELS Society. This Vice-President oversees the operation of the Industry Committee and Standards Committee. Additionally, the Vice-President ensures compliance with all requirements outlined in the relevant P&P documents.

Functions and Activities:

- Chair the Industry & Standards Executive Committee, and organize its meetings.
- Responsible for the initiatives, activities and budget of the overall portfolio related to industry, standards and roadmaps of the Society.
- Manage the development and implementation of products and services for industry members.
- Oversee the development and maintenance of standards in the Power Electronics industry.
- Ensure the alignment with the IEEE PELS strategic plan.
- Balloted by AdCom voting members.
- Voting member of AdCom.

General Meeting(s):

- Attend 2-3 AdCom Meetings per year.
- Attend the Officers' Retreat.
- Attend the annual PELS Members Meeting.

Policy Name: **PELS Vice-President for Global Relations Role Description**

Background / Purpose: Keywords: **This document describes the duties and responsibilities of the PELS Vice-President for Global Relations.**

Effective Date of Policy: **[September 13, 2024 Draft V1]**

Term: **2 Year**

Expected hours per week: **7-15 on average**

Basic Function According to the Bylaws: In accordance with PELS' Bylaws, the PELS Vice-President for Global Relations shall take the lead in all global relations and education activities relating to the PELS Society. This Vice-President chairs the Global Relations Committee and has the responsibility for all Society relations with other IEEE or non-IEEE professional societies worldwide, fostering a strong global collaboration and coordination of activities. This Vice-President also oversees the educational activities and programs of the Society. Additionally, the Vice-President ensures compliance with all requirements outlined in the relevant P&P documents.

Functions and Activities:

- Support the Society's President in establishing and maintaining formal liaison with IEEE Sister Societies, Councils, Initiatives and Communities.
- Establish and maintain formal liaison with non-IEEE societies worldwide.
- Oversee the development of digital services to the Society.
- Manage the development of suitable educational material and programs, and promotion of the educational aims of the Society.
- Balloted by AdCom voting members.
- Voting member of AdCom.

General Meeting(s):

- Attend 2-3 AdCom Meetings per year.
- Attend the Officers' Retreat.
- Attend the annual PELS Members Meeting.

Policy Name: **PELS Treasurer Role Description**

Background / Purpose: Keywords: **This document describes the PELS Treasurer duties and responsibilities.**

Effective Date of Policy: **[September 13, 2024 Draft V1]**

Term: **2 Year**

Expected hours per week: **5-10 on average**

Basic Function According to the Bylaws: In accordance with PELS' Bylaws, PELS Treasurer shall take the lead in all fiduciary activities relating to the PELS Society. The Treasurer has the responsibility for the financial control and records of the Society, and reports to the AdCom on the financial status of the Society. Additionally, the Treasurer ensures compliance with all requirements outlined in the relevant P&P documents.

Functions and Activities:

- Compile financial and budget data.
- Analyze and make appropriate recommendations to the AdCom and other committees on such items as publication costs, meeting expenses, the total annual operation and long-term solvency of the Society.
- Prepare reports, budgets, and other documents in maintaining the financial health of the Society.
- Solicit from the Technical and Standing Committees and the editors, inputs for establishing the budget.
- Appointed by President-Elect.
- Voting member of AdCom.
- Update/maintain the PELS Financial Policies and Procedures document.

General Meeting(s):

- Attend 2-3 AdCom Meetings per year.
- Attend the Officers' Retreat.
- Attend the annual PELS Members Meeting.
- IEEE Treasurer's Workshop

Policy Name: **PELS Constitution & Bylaws Committee Chair Role Description**

Background / Purpose: Keywords: **This document describes the duties and responsibilities of the PELS Constitution & Bylaws Committee Chair.**

Effective Date of Policy: **[September 13, 2024 Draft V1]**

Term: **2 Years**

Expected hours per week: **3-8 on average**

Basic Function According to the Bylaws: In accordance with PELS' Bylaws, PELS Constitution & Bylaws Committee Chair shall take the lead in matters related to all governance documents of the PELS Society. The Constitution & Bylaws Committee Chair has the responsibility for reviewing and changing PELS Constitution and Bylaws as well as giving advice and guidance to the general committees on all operating procedures of the Society. Additionally, the Constitution & Bylaws Committee Chair ensures compliance with all requirements outlined in the relevant P&P documents.

Functions and Activities:

- Responsible for maintaining records of the Constitution and Bylaws.
- Ascertain that the Constitution and Bylaws are not in conflict with any requirements or rules of the IEEE.
- Make recommended changes in the Constitution or Bylaws as necessary to conform to the developments of its Society, its AdCom, membership and operation.
- Appointed by President.
- Voting member of AdCom.

General Meeting(s):

- Attend 2-3 AdCom Meetings per year.
- Attend the Officers' Retreat upon invitation.
- Attend the annual PELS Members Meeting.

Policy Name: **PELS Immediate Past-President Role Description**

Background / Purpose: Keywords: **This document describes the duties and responsibilities of the PELS Immediate Past-President .**

Effective Date of Policy: **[September 13, 2024 Draft V1]**

Term: **2 Years**

Expected hours per week: **2 hour per week on average**

Basic Function According to the Bylaws: The Immediate Past-President assists the President in the transition and chairs the PELS Nominations Committee, and is a member of the Strategic Planning Committee.

Functions and Activities:

- Oversee the nomination of candidates for AdCom Members-at-Large (MALs) and PELS Officers for annual election.
- Manage the MAL petition and election process, in coordination with the PELS and IEEE staff.
- Voting member of AdCom.

General Meeting(s):

- Attend 2-3 AdCom Meetings per year.
- Attend the Long Range (Strategic) Planning Meeting and FEPPCON.
- Attend the Officers' Retreat.
- Attend the annual PELS Members Meeting.

Policy Name: **PELS Senior Past-President Role Description**

Background / Purpose: Keywords: **This document describes the duties and responsibilities of the PELS Senior Past-President .**

Effective Date of Policy: **[September 13, 2024 Draft V1]**

Term: **2 Years**

Expected hours per week: **2-5 hour per week on average**

Basic Function According to the Bylaws: The Senior Past-President assists the President in the transition, and chairs the Strategic Planning Committee.

Functions and Activities:

- Responsible for strategic matters of the Society.
- Organize FEPPCON.
- Organize the Long Range (Strategic) Planning meeting.
- Voting member of AdCom.

General Meeting(s):

- Attend 2-3 AdCom Meetings per year.
- Attend the Long Range (Strategic) Planning Meeting and FEPPCON.
- Attend the Officers' Retreat.
- Attend the annual PELS Members Meeting.