CHAPTER CHAIRS
Regions 1-7, 2014
POWER & ENERGY SOCIETY
Executive Office
Pat Ryan
IEEE PES Executive Director
National Harbor, MD
July 27, 2014
Executive Office Responsibilities

• Manage Society Finances:
  • Budget
  • Procurement
  • Expense Reporting
  • Endowments
  • Subcontractors

• Maintain and Implement Society & IEEE Policies and Governance Requirements
Executive Office Responsibilities

- Interface Between IEEE Societies & IEEE Operating Units
  - IEEE Foundation
  - TAB Awards, Finance and other committees
  - IEEE Conference Services
  - TAB Finance and other committees
  - IEEE Accounting, Procurement and Marketing
  - Member and Geographical Activities
  - Standards Activities
  - Publications Board and PSPB Committees
Executive Office Responsibilities

• Oversee and Report on Society Operations

  • Conference
    – Schedule posting and marketing
    – Conference Finances
      » MOUs
      » Budgets
      » Loans
      » Final Submissions and Reporting
    – Conference Publications
      » Acquisition of proceedings
      » Manage process for large meetings

  • Publications
    » Transactions
    » P&E Magazine
    » Newsletter
    » Special Publications
Executive Office Responsibilities

- Oversee and Report on Society Operations

  - Education
    - Plain Talk and Tutorials
    - Coordinate tutorials
    - E-Learning modules
    - Webinars

  - Liaison with Standards Association
    - Support new projects
    - Marketing for activities
    - Coordination between activities

- Membership Services
  - Administer Awards; Chapters and all Society
  - Communications to members
  - Elections
  - Website
Executive Director
Pat Ryan

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- Working with the PES Governing Board and Executive Committee in:
  - Develop Business and Strategic Plans
  - Representing PES to other organizations and IEEE operating units

- Serve as an advisor to society officers and members

- Manage and provide leadership for the PES Executive Office staff
Administrative Assistant
Yuen Chan

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- Provide administrative support to the Executive Director
- Process society expense reports
- Maintain Governing Board roster
- Maintain pes@ieee.org email alias
- Maintain PES group email aliases
- Maintain PES meeting minutes
Operations and Resource Center Manager
Sissie Lin

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- Daily management of Society finances
- Support Development and reporting of PES Business Unit plans
- Develop and Maintain the operations plan
- Provide Office Management for PES Executive Office
- Interface with other IEEE business operating units
- Supplier business management
Publications Services

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Randi Scholnick, Volunteer Resources Coordinator
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Kathy Helman, Publication Production Assistant
Publications Services

- PES Transactions Process
  - Administer Manuscript Central review sites
    - Check new submissions for reviewability
    - Handle support issues
  - Answer various author inquiries
  - Act as liaison with Editors in Chief and IEEE Publication Department
  - Maintain PES Transactions publication information database
  - Process discussions and closures for PES Transactions papers
  - Update PES Author’s Kit
  - Post monthly abstract lists on PES web site
- Post Power & Energy Magazine on PES web site
- Coordinate PES Special Publications to Xplore
- Work with various IEEE Departments on PES Legacy Data project
Publications Services

• General Meeting and Other Conferences
  – Development of PES sponsored conference paper submission and review sites; and produce proceedings
  – Schedule/create technical program for PES General Meeting and other conferences
  – Process all committee meeting requests for the General Meeting
  – Coordinate production of PES General Meeting printed program
  – Post conference panel presentations on PES web site
Membership Services

Open Position, Sr. Manager, Marketing and Membership Services

Shanon Nason, Administrator, Membership Services
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Ryan Alfieri, Web Site Maintenance Administrator
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Membership Services

- Develop tools and programs to assist PES volunteers and staff
- Administer plaques, certificates and honorariums, as requested for the PES Awards & Recognition Program and Chapter Award Program
- Coordinate production of annual PES Directory
- Student, GOLD, Affinity coordination
- Chapter training /CDs
- Provide PES promotional material at conferences and to chapters
Membership Services

• Support administration of Society elections
• Web site maintenance
• Special projects as assigned
• Publish e-Bulletin
• Administer Membership e-Mail campaigns
Meeting Services

D’Nese Moore, Sr. Administrator, Meeting Services
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Roseanne Jones, Administrator, Meeting Services
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Meeting Services

• Process and support the daily activities of PES meetings business
  – MOUs, Sponsorship requests, Request For Proposals, contract review and reporting, Meetings Calendar
• Provide support for conference volunteers
• Analyze current meetings for quality and timeliness
• Support conference financial reporting
• Conduct site visits
• Support the activities of Meeting Committees
Education Services

Sue Koval, Sr. Administrator, Education Services
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• Manage the daily activities of PES education business
• Provide support, guidance and training for volunteers
• Analyze current education offering and recommend strategy for future offerings
• Approve education-related expenses in accordance with budgets
• Conduct site visits of locations as possible appropriate locations for the Society's education events
Education Services

LaToya Gourdine, Administrator, Education Services
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Plain Talk
• Administer Plain Talk courses and events
• Work with event logistics
• Support Instructors
• Conduct site visits of locations as possible appropriate locations for the Society's education events
Scholarship Plus Initiative

Dan Toland, Program Director, Scholarship Plus I.

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- Provide Program staff leadership
- Coordinate and support volunteer activities
- Program Management
- Coordinate and manage vendor partners
- Marketing, web communities, etc.
- Support PES-Careers as it relates to the Scholarship Plus Program
- Promote expansion to all IEEE Regions
PES-Careers

A web resource to bring students together with potential employers and Mentors

www.pes-careers.org

• Companies register and post for free
• Students post for free
• In Canada, USA and parts of Europe
• Now coming to Australia and New Zealand
• Would this be valuable in your area?
PES-Resource Center

A website for PES Resources

www.ieee-pes.org

• Conference archive material
  – Videos
  – Presentations
  – Abstracts

• Technical Committee Work
  – Video Tutorials
  – White Papers
  – Studies
  – Software tools
PES-Resource Center

A website for PES Resources

www.ieee-pes.org

• Education
  – Webinars
  – Tutorials
  – Special Bulletins

• Special Publications
  – Compendiums
Chapter Chairs

Encourage Activities in all PES functional areas
- Education
- Conferences
- Technical Activities and Standards
- Publications

The Executive Office is here to help and enable you and our members

Questions?