CHAPTER CHAIRS
Regions 1-7, 2015
POWER & ENERGY SOCIETY
Executive Office
Pat Ryan
IEEE PES Executive Director
Denver
July 26, 2015
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
  » 6 Transactions; New PETS Journal
  » P&E Magazine and Electrification Magazine
  » Newsletter, e-Bulletin
  » Special Publications, compendiums
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
PES Administrator
Yuen Chan

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

Phone: 732-562-6848
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• Daily management of Society finances
• Support development and reporting of PES Business Unit plans
• Support development and maintain the Society budget
• Interface with other IEEE business operating units
• Supplier business management
• Expense tracking and reporting oversight
Publications Services

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Publications Services

- PES Transactions Process
  - Administer Manuscript Central review sites
    - Check new submissions for reviewability
    - Handle support issues
    - Manage special issues for each transactions / journal
  - Answer various author inquiries
  - Act as liaison with Editors in Chief and IEEE Publication Department
  - Process discussions and closures for PES Transactions papers
  - Update PES Author’s Kit
  - Post monthly abstract lists on PES web site
- Update and maintain the publications pages on the PES web site
- Work with P&E EIC and Q-Mags on digital version of P&E Magazine
- Coordinate PES special publications
- Work with various IEEE Departments on PES Legacy Data project
Publications Services

• Electrification Magazine
  – Work with EIC on issue timeliness
    • Develop schedule of due dates for each issue of the magazine
    • Work with guest editors on submission of authors final files for feature articles as well as columns
    • Contact various departments to compile information for various “departments” of the magazine
  • Submit all files through I-Thenticate
  • Submit files to IEEE Pubs
Publications Services

• General Meeting and Other Conferences
  – Development of PES sponsored conference paper submission and review sites
  – Train TCPCs and Reviewers as needed
  – Provide technical support to users
  – Schedule all technical sessions, technical committee meetings and administrative committee meetings
  – Create technical program for PES General Meeting and other major PES sponsored conferences (T&D & ISGT NA)
  – Produce proceedings for major PES sponsored conferences (GM, T&D, ISGT NA)
  – Coordinate production of PES General Meeting printed program
Membership Services

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Membership Services

• Develop tools and programs to assist PES volunteers and staff
• Administer the PES Awards & Recognition Program including Society-level, Technical Committee level and Chapter level awards
• Coordinate production of annual PES Directory
• Student, YP, Affinity coordination
• Chapter training /CDs.
• Provide PES promotional materials at conferences and upon request to volunteers
Membership Services

- Support administration of Society elections
- Web site and app maintenance
- Special projects as assigned
- Publish e-Bulletin
- Administer Membership and other targeted campaigns and outreach.
- Manage Marketing and Advertising Sales
Education and Meeting Services

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Kathy Heilman, Administrator, Education and Meeting Services
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Meeting Services

• Process and support the daily activities of PES meetings business
  – RFPs, MOUs, sponsorship requests, registration assistance, contract review and reporting, CB accounts, Meetings Calendar
  – Financially sponsored conferences as well as technically co-sponsored conferences
• Provide support for conference volunteers
• Analyze current meetings for quality and timeliness, including attendee surveys
• Support conference financial reporting including closing
• Conduct site visits
• Support the activities of Meeting Committees
Education Services

- 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

Plain Talk
- Administer Plain Talk courses and events
- Event planning and logistics
- Instructor administration and support
- Marketing, surveys, course development

Webinars
- Series: Technical, Young Professionals, WIP, Membership, Publications, Chapters, Students, DLP
- New PARS (Standards)
- New Industry Surveys
Scholarship Plus Initiative

Dan Toland, Director, Scholarship Plus Initiative

**Phone:** 732-562-5515  
**Email:** d.toland@ieee.org

- The program provides scholarships and real world experience for undergraduates in the U.S., Puerto Rico & Canada who are interested in PE engineering careers
- Working with PES Volunteers to expand Scholarship Program to Region 8, 9 & 10
- Supporting PES Careers

www.ee-scholarship.org
PES-Careers

- Free online service that helps connect students with employers in the power industry.
- Service Areas: US/Canada, Europe & Middle East and Australia – working on expanding to global areas
- Over 1,500 students and 300 employers users

http://www.pes-careers.org
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
  – Webinars
  – Studies
  – Software tools
PES-Resource Center

A website for PES Resources

www.ieee-pes.org

- Education
  - Webinars
  - Tutorials
  - Special Bulletins
- Special Publications
  - Compendiums
IEEE Smart Grid

Angelique Rajski Parashis, Program Manager

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• IEEE Smart Grid provides expertise and guidance for individuals and organizations involved in the modernization and optimization of the power grid.

• IEEE Smart Grid’s seven (7) functional committees focus on areas including: R&D, Education, Standards, Publications, Marketing, Meetings & Conferences, Policy Technical Support. All committees report to the IEEE Smart Grid Steering Committee.

• Collaborate with 13 organization units across IEEE, including:
IEEE Smart Village

Mike Wilson, Sr. Project Manager, IEEE Smart Village

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Email: m.m.wilson@ieee.org

- Assuring program continuity and staying on track with initiative's mission and vision
- Assist NGO Partner vetting, integration and project funding, metrics & reporting.
- Support volunteer engagement and enable with IEEE and program resources.
- Provide reports, feedback, budget review, program metrics, etc.
- Liaise & provide creative input & manage branding, promotional materials & conference activities
- Provide creative input, review, edit & assist in circulation of SV news releases, video promotion, web site, newsletter, etc.
- Outreach & coordination with other OU's supporting the program
- Assist in implementation plan development, committee building and membership engagement
- Coordinate/liaise with IEEE Foundation and other development and campaign cultivation efforts
IEEE Smart Village

IEEE Smart Village committees under formation:

<table>
<thead>
<tr>
<th>Operations</th>
<th>Engagement</th>
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<tbody>
<tr>
<td>Technology</td>
<td>New Initiatives</td>
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<tr>
<td>Education</td>
<td>Marketing &amp; Communications</td>
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<tr>
<td>Fundraising</td>
<td>Actively seeking member participation</td>
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</table>

Branding as “Smart Village” established.

- Website live: [www.ieee-smart-village.org](http://www.ieee-smart-village.org)
- Variety of printed & on-line support materials produced - Flyers, brochures, pocket folders, etc.
- Introductory Video of Smart Village produced
- Traveling conference booth display produced
- Range of program high-quality introductory materials for development team & members to share describing the initiative produced.
IEEE Smart Village

Currently active in seven countries

Nigeria  
Cameroon  
South Sudan  
Kenya  
Zambia  
Malawi  
Benin

Expanding into

India (multiple potential partners)  
Malawi (multiple potential partners)

On target to impact 50,000+ people with light & modest power by YE 2015

Goal to effect 100,000 people served in 2016
# Contact Information

<table>
<thead>
<tr>
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<th>Role</th>
<th>Email</th>
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<tbody>
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PES FAX NUMBER:  732-562-3881
Chapter Chairs

Encourage Activities in all PES functional areas

• Education
• Conferences
• Technical Activities and Standards
• Publications
• Smart Grid
• Scholarship Plus
• Smart Village

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

Questions?
Volunteerism

- CSI- Smart Village: is creating the organizational foundation
- IEEE Smart Grid Committees
- Scholarship Plus Region 8, 9 and 10
- IEEE Electrification Magazine
  - Board
  - Industry Involvement
- IEEE Power and Energy Technology Systems
  - Industry Involvement
Volunteerism (continued)

• Publication Reviewers

• Conference
  – Steering Committees
  – Local Organizing Committee

• Education
  – New Products, Tutorials, Webinars, Online

• Standards
  – International participation
  – Outreach
Volunteerism (continued)

• Standards (continued)
  – Education product development and support

• Membership
  – Regional development and value proposition
  – Marketing and Outreach for each PES activity

• Chapters
  – Leadership selection and training
  – Chapter involvement in Conferences, Education, Technical Committee outreach