IEEE POWER & ENERGY SOCIETY
GOVERNING BOARD
ROLES AND RESPONSIBILITIES

ELECTED POSITIONS
The following roles and responsibilities for PES Governing Board **appointed** positions can be found in various PES governing documents (constitution, bylaws and operations manual). The following positions are **elected** by the membership through the PES Nominations and Appointment Committee process; President-Elect, Treasurer, Secretary, and Division VII Director-Elect.

*As per the PES Operations Manual*

**PES OFFICERS**

The Officers shall be IEEE Fellows or Senior Members and shall be elected by the Society Members in a manner and for terms as prescribed in the Bylaws.

**PES PRESIDENT-ELECT**

In accordance with PES Bylaws - shall be elected by PES voting members. To be eligible for nomination to the office of President-Elect, the nominee shall have served as a Member of the Governing Board in some capacity for at least two years. The President-Elect shall serve a term of two years during which he or she shall be Vice President of the Board. The President-Elect. Other duties may also be assigned by the Board or the President.

**Functions & Responsibilities**

1. Serve as Vice Chair of the PES Governing Board and PES Executive Committee
2. Shall assume the duties of the President in the event of their absence or incapacity
3. Shall serve as an alternate to serve on the IEEE Technical Activities Board in the absence of the IEEE PES President.
4. Update and maintain the PES liaison list. Include changes in the President-Elect reports. Change notices need to be sent to the PES Executive Office to update the IEEE PES website.
5. Develop and maintain the strategic long-range plan (LRP) and provide leadership for the Long Range Planning committee which reports to the President-Elect. Organize two meetings per year, typically scheduled in conjunction with Governing Board meetings.
6. Release an update of the LRP report every two years.
7. Nominate an LRP committee comprised of the Members-At-Large and those appointed by the President-Elect which should consider gender, stakeholder, years-in-service and geographic diversity. LRP committee members can be assigned to sub-committees to build organization structure for the Board as needed.
8. At each PES Board Meeting and PES ExCom meeting, recommended an LRP topic to be a dedicated part of the agenda for the purpose of getting feedback on accomplishments, future direction and priority. As appropriate, action items in the LRP may be transferred to the IEEE PES Secretary’s Action Item List for closer monitoring on implementation progress.
9. Maintain the file of the IEEE PES – Governing Board membership summary. Update it annually and advise the President and the IEEE PES Board of positions where term expiration is pending.

10. The Nominations and Appointments Committee—reports to the President-Elect.

11. Speak on behalf of PES to communicate the vision of the IEEE PES Board to Technical Committees, Chapters, and other interested groups.

12. Participate on the IAS Board as an ex-officio member to facilitate communications and collaborative activities between the Societies.

13. Create a President-Elect Board report and distribute it before Governing Board and ExCom meetings as requested by the Secretary. The President-Elect Board report should include (but not be limited to) the following:
   a. PES Liaisons
   b. PES Long Range Planning Activities
   c. Liaison activity with the Industry Applications Society (IAS)
   d. Nominating and Appointment Committee Status update
   e. Progress on President-Elect assigned goals

**PES PRESIDENT**

In accordance with PES Bylaws, shall assume office after serving a single term of two years as President-Elect, the holder of the office shall serve as President for two years and two years as Past President. The President shall be ineligible to serve a second full term in that office.

**Functions & Responsibilities**

5. Develop the agenda for and preside over all meetings of the PES Governing Board and PES Executive Committee. (TAB Operations Manual 2.8.B)
7. Serve as the communications link between the Society and the TAB Officers, Division Directors and the Technical Activities Department of the IEEE. (TAB Operations Manual 2.8.B)
10. Serve as an ex officio Member of all Standing Committees
11. Arrange for at least two Governing Board meetings and two Executive committee meetings annually.
13. Establish society goals in conjunction with the Governing Board and ExCom
14. Represent PES at featured events, typically providing keynote and welcoming speeches, recognition, awards, welcoming letters, and networking.
15. Oversee activities of the Executive Director of the Society, who reports to the Governing Board via the President.
16. Identify and assign volunteers and necessary working groups as needed
17. Utilize input from the PES Long Range Planning process to provide society guidance and direction
18. Provide leadership for the Fellows committee
19. Speak on behalf of PES to communicate the vision of the IEEE PES Board to Technical Committees, Chapters, and other interested groups.
20. Ensure coordination of activities and scope across all PES Governing Board members.
21. Identify opportunities to contribute to the betterment of IEEE and to leverage IEEE resources for the betterment of PES.
22. Communicate progress, goals and direction to PES members at the annual PES Members Meeting
23. Advocate the power and energy profession and PES’ role to contribute to it.

IMMEDIATE PAST PES PRESIDENT
In accordance with PES Bylaws, shall assume office after serving a single term of two years as President.

Functions & Responsibilities
1. Shall serve & participate on the PES Governing Board
2. Shall serve & participate on the PES Executive Committee
3. Chair of the PES Nominations & Appointments Committee
4. Continuation and closure on special projects/activities related to initiatives during PES President tenure
5. Special projects/activities as requested by PES President or President-Elect

PES TREASURER
The Treasurer shall serve a term of two years during which he or she shall be Treasurer of the Board. The Treasurer shall be responsible, under direction of the Board and with advice of the Finance Committee, for the collection and disbursement of Society funds. With the assistance of the Finance Committee and with inputs from the Board Members, the Treasurer shall prepare the annual Society budget. The Treasurer shall report the financial condition of the Society to the Board at least annually. The Treasurer shall be eligible for reelection for a second term only.

Functions and Responsibilities
1. Prepare a Treasurer’s Report to be presented at each of the 4 regular meetings of the Governing Board or Executive Committee.
2. Lead the PES effort to develop a budget for the following year
3. Chair the PES Finance Committee
4. Provide advice to the Governing Board on PES financial affairs

July 2022
4. Work with the PES Executive Office and review monthly financial reports and resolve discrepancies

**PES SECRETARY**
The Secretary shall serve a term of two years during which he or she shall be Secretary of the Society. The Secretary shall be responsible for keeping records and minutes, maintaining a complete file of the minutes of the Board meetings, conducting voting by the Board in meetings or by ballot using mail, facsimile, or other electronic media, publishing notices to Members of proposed Constitutional or Bylaw Amendments as required by the Constitution, providing a cover letter for PES general membership elections and Constitutional Amendments votes, and informing Members of any Amendments or policy or procedural changes enacted by the Board. The Society Secretary shall be eligible for reelection for a second term only.

**Functions and Responsibilities**
1. Work with PES President to draft PES GB and ExCom Meeting agendas
2. Send out updated action items list to Governing Board approximately one month prior to a meeting asking for feedback on status of items. Request feedback for these items by two weeks before meeting.
3. Distribute the PES meeting agenda at least 21 days prior to the meeting
4. Submit revised minutes from previous meeting to Governing Board two weeks before meeting for final review before approval at meeting.
5. Transmit an updated action items list to the Governing Board at least one week before the meeting.
6. Take attendance of members and visitors present during the meeting.
7. Send final copy of minutes approved at meeting to PES Executive Office.
8. Email updated action items including new ones from recent meetings to Governing Board and Executive Office staff for review and action within one week of meeting.
9. Prepare draft meeting minutes within thirty days of the meeting.
10. Email draft meeting minutes to PES President & Executive Director for comments prior to distribution to the Governing Board or Executive Committee for their review and comments.
11. As necessary, conduct Governing Board or Executive Committee votes between meetings. Record the final vote and include that in the Secretary’s report for the next meeting.
12. Working with the PES Executive Office, develop the cover letter for any PES-wide elections or votes.
13. Constitution & Bylaws Committee
   a. Ensure all PES changes are accurately incorporated and the procedures for review and approval are followed.
   b. Develop notices and other updates related to constitution and bylaws that must be published to PES membership in Power & Energy Magazine or other venues.
   c. Develop necessary communications working with PES Executive Director related to changes in PES Constitution and/or By-laws. This includes TAB notification as necessary.
14. History Committee
   a. Work with the History Committee Chair to define and update the scope of the committee.

DIVISION VII DIRECTOR-ELECT / DIVISION VII DIRECTOR
The functions, qualifications, duties and responsibilities of the Division Director are noted in the TAB Operations Manual 2.8.A. The Division VII Director shall serve for two years on the PES Governing Board and the PES Executive Committee in accordance with their term of office as Division Director.

The functions, qualifications, duties and responsibilities of the Division Director-elect are noted in the TAB Operations Manual 2.9.A. The Division VII Director-elect shall serve for one year on the PES Governing Board and the PES Executive Committee in accordance with their term of office as Division Director-elect.

During even-numbered years, the IEEE Division VII Director-Elect Nomination Committee shall submit a slate of candidates to the PES Board for the office of Division VII Director-Elect. If the PES Board does not approve of the slate, the PES Board shall ask the Committee to reconsider the slate of nominations, which will then be returned to the PES Board for their approval. (Per PES Bylaws)