

IEEE PES Outstanding Chapter Award (OCA)

Overview

Each year the Power & Energy Society Outstanding Chapter Award (OCA) is given to the chapter that is judged to provide the greatest overall contribution and service to its members.

Two separate but equal OCA competitions are utilized so that similar-sized chapters will compete only against each other:

1. Outstanding Large Chapter Award (>100 members)
2. Outstanding Small Chapter Award (<= 100 members)

Award

Winning Chapters:

- \$1000
- OCA Banner suitable for display at chapter meeting and other events
- Plaques for each of the Chapter Officers and Region/Chapter Representative
- Presentation of the award to the Chapter Chair at the annual Power & Energy General Meeting General Meeting. Travel expenses will be covered (up to \$2000)
- Recognition in various PES publications

Qualifying Runner Up Chapters:

- \$250 each
- Recognition Certificate for the Chapter Chair

Eligibility Requirements

- Any active PES chapter is eligible to apply for the Outstanding Chapter Award
- Chapter chair must apply for the program each year using the defined format
- Chapter shall not have won the OCA for the immediate three successive preceding competitions

Selection Committee

Composition of the OCA Selection Committee:

- Vice President, Chapters
- Region 1-7 Representative
- Region 8-10 Representative
- Chair, Chapters Awards and Resources Committee

Should any of the individual Membership/Chapters positions listed above be vacant, the Vice President, Chapters can appoint an alternate judge.

OCA Submission Deadline, Content, and Format

- Submission of the OCA report shall be made electronically to the Chapter Awards Chair at pes.chapters.awards@ieee.org by April 1.
- Submission shall describe the activities of an entire program year. For example, the OCA submission provided in 2013 will describe activities from January 1, 2012 through December 31, 2012. If the chapter operates on a program year different than the calendar year, provide the most recent full program year period.
- Chapters are free to use their own format (font, cover sheet, table of contents, pictures, etc.) however the chapter **must** organize, number and label each section exactly as described in the **Submission Organization** section. Each section should fully describe the programs and/or activities of that category.

Submission Organization

OCA Submission shall be organized as shown below and submitted in electronic format.

1) Executive Summary / Nomination

- 1.a Executive Summary
- 1.b Region Representative Nomination

2) Activities

- 2.a - Technical Activities
- 2.b - Educational Activities
- 2.c - PES/Engineering Profession Promotion
- 2.d - Student Activities
- 2.e - Affinity Groups (WIE, GOLD, etc.)
- 2.f - PES Conferences

3) Members

- 3.a - Member Awards / Recognition / Nominations
- 3.b - Member Advancement
- 3.c - Membership Growth / Retention

4) Chapter Operations

- 4.a - Chapter Web Page
- 4.a - PES Only (non-joint) Chapter

5) Other Activities

Evaluation Criteria

- Each chapter will be evaluated and scored using the criteria below
- Credit for an activity will only be applied in one category. For example, a technical tutorial may be applied to either the Technical Activities section or the Educational Activity section, but not both.
- Points will be awarded based upon quality, content and results in the various criteria areas
- Maximum achievable points: 100
- Chapter must meet minimum defined criteria and achieve a minimum score of 45 points to qualify

1) Executive Summary / Nomination

1.a Executive Summary (required)

Chapter Chair shall provide a one page Executive Summary of the OCA submission highlighting key activities, initiatives and accomplishments of the submission. This overview shall also include a listing of all Chapter Officers (Chair, Vice Chair, Secretary, Treasurer).

1.a Nomination Letter (required)

Region Representative must nominate the chapter for the Outstanding Chapter Award via a letter addressed to the Awards and Resources Chair. The nomination must clearly indicate support for the OCA submission along with a brief commentary on key activities.

2) Activities

2.a - Technical Activities (16 points)

May consist of meetings, tours, or full or 1/2 day conferences and must be on a technical topic. Full day conferences (if chapter organized and run) are considered as two activities. Chapter must have a minimum of four technical activities.

2.b - Educational Activities (10 points)

Demonstrate educational focused program and chapter-sponsored activities. An educational activity is defined as an event which offers a tutorial, short course, lecture series, or other activity directly related to the education of its members. This can include technical, professional, business, project management, or other topics of interest to the chapter's membership. Chapter must hold a minimum of one educational activity. *Note: This section is not for student activities*

2.c - PES/Engineering Profession Promotion (7 points)

Demonstrate activities focused on the promotion of the Power and Energy Society mission and objectives, and/or the advance the engineering profession. May consist of meetings or activities open to the public, news media, government, or other

external groups focusing on relevant topics. Specific activities to help develop future engineers may be include here or in the Student Activities section (but not in both locations). Chapter must have a minimum of one activity in this area.

2.d - Student Activities (10 points)

Demonstrate chapter support of student-related activities and development. This includes demonstrated activities with respect to IEEE Student Chapters at the college level and/or with students in grades K-12 (or equivalent) that support the PES objectives/topics or the engineering profession in general. Chapter must have a minimum of two student related activities.

2.e – Affinity Groups (WIE, GOLD, etc.) (8 points)

Demonstrate a chapter GOLD (Graduate Of The Last Decade) program that is focused on increasing the number of PES members who have graduated from college in the last ten years. This could include awarding a chapter developed outstanding GOLD member award at the chapter level or adding a GOLD member to the chapter's Executive Committee or other steps to develop PES GOLD membership. Demonstrate a chapter WIE (Women in Engineering) program that is focused on the WIE mission to inspire, engage, encourage, and empower women within the chapter. Examples include increasing the participation of women PES members in the various chapter activities, chapter committees, and chapter activities to promote WIE. Demonstrate other affinity group activities to promote a specific demographic or area of focus. Chapter must have a minimum of two affinity group related activities.

2.f – PES Conferences (7 points)

Demonstrate chapter support and involvement in a PES recognized conference. Other local conference may also be considered. No minimum requirement.

3) Members

3.a – Member Awards / Recognition / Nominations (13 points)

Demonstrate a defined program and activities to recognize contributions/support by chapter members. Activities include using the Chapter Outstanding Engineer Award (OEA), and/or other formal programs or events that recognize the chapter members/volunteers. Chapter should also nominate chapter members for various chapter, PES, or IEEE awards. Chapter must have a clearly defined recognition program/committee along with at least 2 recognition activities.

3.b Member Advancement (5 points)

Demonstrate a program to promote and achieve membership grade advancement (Sr. members, Fellow nominations). Provide details of the programs and statistics on number of number of advancement nominations / successes. As a minimum, chapter must have a clearly defined advancement program/committee. Measureable results will be a portion of overall points awarded.

3.c - Membership Growth / Retention (10 points)

Demonstrate a chapter membership Growth / Retention program geared to increase the membership of the chapter. The program should include a plan and a set of actions to achieve chapter membership growth (or retention). As a minimum, chapter must have a defined program. Measureable results will be a significant part of overall points awarded.

4) Chapter Operations

4.a Chapter Web Page (6 points)

The chapter must maintain an active PES chapter's web page/site. The web page/site must include, at a minimum:

- 1- A complete list of chapter officers including e-mail addresses
- 2- Information on programmed activities including date, time and location of activity, details on the activity and the speaker.
- 3- Details of past activities.
- 4- Date of last update.
- 5- A webmaster or other contact

Chapter web site must be maintained and be current throughout the year. Web Page must be accessible to all members through a link on the PES chapter's web site.

[Please note that a chapter may use a section's web site with a defined sub section for the PES Chapter activities.]

4.a PES Only (non-joint) Chapter (3 points)

Points will be awarded if the Chapter is a dedicated, PES only chapter. This is to recognize a more PES focused chapter and also take into account the opportunities afforded by a joint chapter (vs. a PES only chapter) for more readily available volunteer resources, financial resources, speaker resources, etc.

5) Other Activities, Overall Submission Subjective (3 points)

Details on other chapter activities not listed here may be provided and may be considered. Overall content, quality and presentation format of the submission will also be scored in this criteria.

Summary -- Plan To Compete in for the Outstanding Chapter Award Now

Having committed chapter officers and a committed Chapter Representative is the first step toward winning the Outstanding Chapter Award. The next steps to be taken are generally as follows:

- Know the requirements for the Outstanding Chapter Award.
- Assign specific people for each criterion with responsibility for goals and objectives.
- Organize and dedicate the chapter to "win."
- Establish deadlines and periodic reviews.

- Implement and follow through.
- Keep the Chapter Representative well informed of all activities.

Finally, give this award your best effort. With over 200 PES chapters, what an honor it will be to be selected as the Outstanding Large Chapter or Outstanding Small Chapter! But even more important, you will be justly proud of serving your members well.

It is that easy! If there are any questions, contact the Chapters Awards and Resources chair at pes.chapters.awards@ieee.org or your Chapters Representative.

Revision History

PES Chapters Department Created: July 11, 1977

PES Chapters Department Revised: March 15, 1980 January 25, 1982

PES Chapters Council Revised: January 28, 1983 January 19, 1990 November 28, 1995 February 5, 1986 January 4, 1992 December 5, 1996 December 23, 1987 November 11, 1992 December 28, 1997 October 12, 1988 December 28, 1993 January 4, 1989 November 27, 1994

PES Membership/Chapters Revised: January 5, 1999 January 10, 2000 November 7, 2000 April 30, 2004

PES Chapter Leadership Revised: June 6, 2009; July 23, 2013; September 6, 2013

IEEE PES Chapter Outstanding Chapter Award - Evaluation Scoring Guideline 09/06/2013

	Evaluation Criteria Description	OCA Weight	Judging Criteria Guideline (minimum requirements)	Max Base Pts	Judging Criteria Guideline	Max Add'l Pts
1	Executive Summary/Nomination	Req'd	Support of Submittal by Region or Chapter Rep			
2	Activities					
2a	Technical	16%	4 activities	10	1 point each add'l meeting	6
2b	Educational	10%	1 full day activity	5	Additional activities	5
2c	PES / Engineer Promotion	7%	Robust program, 1 activity	5	Additional activities	2
2d	Student	10%	Robust program, 2 activities	5	Additional activities	5
2e	Affinity Groups (WIE, GOLD)	8%	Robust program, 2 activities	5	Additional activities	3
2f	PES Conferences	7%			PES conference w/ chapter participation	7
3	Member Support					
3a	Awards / Recognition / Nominations	13%	Clearly defined program, 2 recipients	8	Add'l recognitions, nominations	5
3b	Advancements	5%	Clearly defined program	2	1 pt for each 0.4% advanced	3
3c	Growth	10%	Clearly defined program	3	1 pt for each 0.75% growth	7
4	Chapter Operations					
4a	Web Page	6%	Operational Web page	2	Quality/Content/Timeliness	4
4b	PES Only (not joint)	4%			If PES only chapter	4
5	Other	4%			Other activities/ Subjective evaluation	4
	Totals	100%		45		55