

# Operations Manual of the IEEE-IES Awards & Honor Committee

(revised October 11, 2011)

## Aim

The IEEE IES Awards & Honor Committee is a standing committee of the IES Administrative Committee (IES AdCom), whose role is to assist the President-Elect in operations for award activities.

## Committee composition (between 5 and 9)

- IES Awards & Honor Committee Chair (appointed by the IES President with the consent and advice of the IES AdCom)
- Five to nine representatives of the IES AdCom (appointed by the IES President with the consent and advice of the IES AdCom)

## Terms of the committee and membership

- The appointment of members follows the guidelines of the committee composition.
- The term of the members is **two years** (renewable but no more than one third can be renewed at the end of the term).

## Committee tasks

The objectives of the IEEE IES Awards & Honor Committee are to:

- Actively participate in IES award activities meeting its goals and guidelines both for IES awards and IEEE general awards.
- Solicit and review IES-award nominations, and recommend candidates to the IES AdCom.
- Provide recommendations and advice to the President, the President-Elect and the IES AdCom on matters related to the revision of IES-award policy.

## Reporting lines

- The Committee reports timely to the IES AdCom through the President-Elect on operational issues.
- The Committee reports timely to the IES AdCom through the President-Elect on strategic issues.

# Operations Manual of the IEEE-IES Constitution & Bylaws Committee

(revised October 11, 2011)

## Aim

The IEEE IES Constitution & Bylaws Committee is a standing committee of the IEEE Administrative Committee (IES AdCom), whose role is to recommend changes in the Constitution and Bylaws as required.

## Committee composition (5 members)

- IES Secretary, ex-officio – Chair
- IES President-Elect, ex-officio
- One past IES President (appointed by the IES President with the consent and advice of the IES AdCom)
- Vice-President Planning and Development, ex-officio
- IES Treasurer, ex-officio

## Terms of the committee and membership

- The Committee will meet before each IES AdCom meeting and as otherwise required.
- The appointment of members follows the guidelines of the committee composition.
- The term of the members is **two years**.

## Committee tasks

The objectives of IEEE IES Constitution and Bylaws Committee are to:

- Maintain records of the Constitution and Bylaws.
- Ascertain that the Constitution and Bylaws are not in conflict with any requirements or rules of IEEE Headquarters.
- Make recommended changes in the Constitution and Bylaws as necessary to conform to the developments of the IES, its Administrative Committee, and its membership and mode of operation.

## Reporting lines

- The Committee reports to the President-Elect on operational issues.
- The Committee reports to the IES AdCom through the President-Elect on strategic issues.

# Operations Manual of the IEEE-IES Chapters and Joint Chapters Committee

(revised October 11, 2011)

## Aim

The IEEE IES Membership Committee is a standing committee of IEEE Administrative Committee (IES AdCom), whose role is to assist the VP for Membership Activities in the communication with local chapters.

## Committee composition (up to 11 members)

- IES VP Membership Activities, ex-officio – Chair
- Regional membership and chapter coordinators (up to 10). (The aim is to have one coordinator in each region, but it is possible to share coordinator between neighbor regions)

All members are appointed by IES President with consent and advice of the IES AdCom.

## Terms of the committee and membership

- The Committee will meet before each IES AdCom meeting.
- The term of the members is **two years** and they can be reappointed.

## Committee tasks

The main tasks of the committee are:

- Promote IES membership in all 10 regions.
- Recover members in arrears.
- Assist IES chapters all over the world.
- Inform about the Distinguished Lecturers Program to IES and Joint Chapters.
- Establish special programs to promote local activities and to recognize outstanding performance.
- Evaluate the applications received and select the recipient of the Best Chapter Award every year.
- Recognize opportunities and promote the creation of new chapters in different geographical units.
- Promote Chapter Chairs Meetings.

## Reporting lines

- The Committee reports to the VP for Membership Activities on operational issues.
- The Committee reports to the IES AdCom through the VP for Membership Activities.

## **Operations Manual of the IEEE-IES Conferences Committee**

(revised October 11, 2011)

### **Aim**

The primary aim of the IEEE IES Conferences Committee is to attain the highest possible standard of IES' conferences and workshops by executing the tasks listed below. It is a standing committee of IEEE-IES Administrative Committee (IES AdCom), whose role is to assist the Vice-President for Conference Activities and Vice-President for Workshop Activities in planning and supervision of conferences and workshops activities.

### **Committee composition**

- IES VP Conference Activities, ex-officio - Chair
- IES VP Workshop Activities, ex-officio - Co-Chair
- IES President Elect, ex-officio
- IES VP Technical Activities, ex-officio
- IES VP Membership Activities, ex-officio
- IES Treasurer, ex-officio
- One representative of IES WIC (appointed by the IES President with consent and advice of the IES AdCom)
- Three IES AdCom members representing the three world large geographical areas (appointed by the IES President with consent and advice of the IES AdCom)
- Previous IES VP Conference Activities (appointed by the IES President with consent and advice of the IES AdCom)
- Previous IES VP Workshop Activities (appointed by the IES President with consent and advice of the IES AdCom)

### **Terms of the committee and membership**

- The Committee will meet before each IES AdCom meeting.
- The appointment of members follows the guidelines of the committee composition.
- The term of the members is one year.

### **Committee tasks**

The objectives of IEEE IES Conferences Committee are to:

- Assure a short and long term planning for all IES sponsored conferences and workshops.
- Analyze all conferences and workshop proposals, according with IEEE general rules and considering specific guidelines for IES events, namely on committee composition, on tools selection for supporting paper review process, as well on specific financial aspects.

- Timely follow up all conference activities, since the preparatory steps till the conference proceedings publication in the IEEE digital library and conference closing.
- Approve technical (co-)sponsorship upon request to conference and workshops within the topics of interest of IES, considering specific guidelines for requesting IES technical co-sponsorship.
- Identify opportunities to improve the efficiency and effectiveness of collaboration between IES and other IEEE Societies and OUs, as well as with other Professional and Scientific Organizations, promoting events in topics of common interest.
- Assure availability of electronic tools, including access to reviewers' database, to support the paper submission and review process, as well as to support production of proceedings and materials to be distributed to participants.
- Assure a good cooperation with IEEE-IES Technical Activities Committee to promote organization of Special Sessions or dedicated events on specific topics allowing specific discussions and advances in specific subjects for small groups of people.
- Assure a good cooperation with IEEE-IES Technical Activities Committee to promote organization of tutorials allowing dissemination of well-established bodies of theory and technologies, as well as addressing the edges of new technologies.
- Assure a good cooperation with IEEE-IES Education Committee and IEEE-IES Publication Committee (in particular with IEEE Industrial Electronics Magazine) to proper dissemination of contents of tutorials and invited speakers lectures.
- Propose on a yearly basis a paper to receive the IES Conference Best Paper Award; the paper needs to be presented in one of the major IES sponsored conferences and available through IEEE Xplore.

### **Reporting lines**

The Committee reports to the IES AdCom through the VP Conference Activities and VP Workshop Activities.

## **Operations Manual of the IEEE-IES Education Committee**

(revised October 11, 2011)

### **Aim**

The IES Education Committee (IES-EC) is a standing committee of the IEEE Industrial Electronics Society that aims at providing educational support and continuing education to industry professionals and students in IES areas of interest.

### **Composition (8 members)**

- Chair
- IES President-Elect, ex-officio
- IES VP-Conference activities, ex-officio
- IES VP-Workshop activities, ex-officio
- 4 members representing geographical areas all over the world

### **Terms of the committee and membership**

- The IES-EC will meet before each IES AdCom meeting.
- The chair and non-officer members of the IES-EC will be appointed by IES President with the consent and advice of the IES AdCom.
- The term of these members and the chair is three years (renewable).

### **Committee tasks**

- Identify high-quality tutorials to be included in the IEEE e-Learning Library under IES sponsorship.
- Make available to IES membership:
  - Tutorials from IES conferences and other sources.
  - Lectures from IES Distinguished Lectures and other sources.
  - Information about educational activities, such as seminars, training courses, or student internships.
- Support student competitions.

### **Reporting lines**

IES-EC reports to the IES President-Elect and through him/her to the IES AdCom.

## **Operations Manual of the IEEE-IES Fellow Committee**

(revised October 11, 2011)

### **Aim**

The aim of the IEEE-IES Fellow Committee is to evaluate in an accurate and timely manner the candidates for IEEE Fellow in any given year who select the IES as their evaluating society.

### **Composition**

The committee consists of a Chair, a Vice Chair and anywhere from five to ten evaluators who are Fellows in the Industrial Electronics Society.

### **Terms of the committee and membership**

The terms of the committee members are not fixed but rather based upon their ability and willingness to devote their time and energy in service to the committee. The members have to be IEEE Fellows and are selected in a manner which ensures that they do not play any other role in the Fellow evaluation process, e.g. as a reference for a candidate.

The Chair of the Fellow Committee is selected by the President of the IES and the Chair is responsible for selecting a Vice Chair and all the committee members with the advice and consent of the IES AdCom.

### **Committee tasks**

Based upon the guidelines provided by the IEEE, the members of the Fellow Committee evaluate the candidates assigned by the Chair in concert with the Vice Chair. The evaluation process involves a critical review of the candidate's credentials as provided in the nomination form, and the completion of an online questionnaire provided by IEEE Headquarters which, in addition to providing an analysis of the candidate's record, asks for a ranking of the candidates. This information is compiled by the Chair and Vice Chair and then the Chair must complete the final evaluation form that is forwarded to IEEE for use by the IEEE Fellow Committee in their evaluations.

### **Reporting lines**

The IES Fellow Committee receives the material from IEEE Headquarters around the first of May of each year and the final evaluations have to be sent in online to Headquarters no later than June 15.

In addition, the Chair of the IES Fellow Committee semiannually provides a report to the IES AdCom on the status of the Committee's work. This report falls under the umbrella of the IES President-elect and is submitted to the IES AdCom through that individual.

## **Operations Manual of the IEEE-IES Finances Committee**

(revised October 11, 2011)

### **Aim**

The IES Finance Committee serves as an oversight and advisory body. The Committee shall establish financial goals and procedures for the operations of IES, develop and implement the IES budget development process, and project and monitor the financial performance of IES activities. The IES Finance Committee is responsible for making recommendations on all financial matters to the IES AdCom and for keeping the IES AdCom fully informed on all financial issues.

### **Committee composition**

The Finance Committee is composed of the IES Treasurer (Chairman) and four members of the IES AdCom (appointed by the IES President with consent and advice of the IES AdCom).

### **Terms of the committee and membership**

The term of the committee members is two years. Committee members may be reappointed for successive terms.

### **Committee tasks**

The functions of the Finance Committee shall be to:

- Compile and analyze financial data for the annual budget and make appropriate recommendations to the different IES Standing and AdHoc Committees on such items.
- Act as consultant and functional supervisor to treasurers of various meetings held by the IES.
- Make periodic reports to the AdCom on the financial status of the IES.
- Observe financial operations of the IES and take appropriate actions to see that the money is spent or invested wisely and in the best interest of the IES.
- Prepare all the financial reports to be sent to the IEEE Headquarters.

### **Reporting lines**

The Finance Committee reports to the IES AdCom through the IES Treasurer.



# **Operations Manual of the IEEE-IES Industry Forum Committee**

(revised October 11, 2011)

## **Aim**

The IEEE IES Industry Forum Committee is an Ad Hoc committee of IEEE Administrative Committee (IES AdCom), whose role is to design and facilitate programs to attract industry participation into IES activities.

## **Committee composition (up to 6 members)**

- IES Industry Forum Chair – Chair
- IES Industry Forum Co-Chair
- IES President-Elect, ex-officio
- Up to three representatives of IES AdCom (appointed by the IES President with advice and consent of the IES AdCom)

It is recommended that the Standards Technical Committee chair be an Industry Forum Committee member since standards topics are common in the Industry Forum Series.

## **Terms of the committee and membership**

- The Committee will meet before each IES AdCom meeting
- The appointment of members follows the guidelines of the committee composition
- Members are approved by IES AdCom selected for their particular skills including multiple industry contacts and experience in common company operations and practices in industry
- The term of the members is two years.

Since it is an Ad Hoc committee, it can be dissolved at any time on IES President proposal with advice and consent of the IES AdCom. Membership could be renewed up to three times.

## **Committee tasks**

The objectives of IEEE IES Industry Forum committee are to:

- Design, plan and facilitate programs to attract industry participation in IEEE IES including conferences, publications, technical committees, and other involvements
- Organize at least one Industry Forum Series at a major IES conference following the goals, guidelines, and operations as defined in the Appendix.
- Identify opportunities for industry to become involved and interact with the IES community including speaker sessions at IES events and contribute to the development of resourcing initiatives to achieve these opportunities

- Provide recommendations and advice to the IEEE IES President, the President-Elect and the IES AdCom on matters related to attracting industry involvement in IES.

**Reporting lines**

- The Committee reports to the President-Elect on operational issues.
- The Committee reports to the IES AdCom through the Industry Forum Chair on strategic issues.

## **Operations Manual of the IEEE-IES Membership Committee**

(revised October 11, 2011)

### **Aim**

The IEEE IES Membership Committee is a standing committee of IEEE Administrative Committee (IES AdCom), whose role is to promote IES Membership in all 10 IEEE regions, supply assistance and information to IEEE geographical units and promote Students and GOLD activities. The Committee is chaired by the VP for Membership Activities.

### **Committee composition (up to 14 members)**

- IES VP Membership Activities, ex-officio – Chair
- Chair of the Distinguished Lecturer Program Sub-Committee
- Chair of the Student and GOLD Activities Sub-Committee
- Liaison with Women in Engineering
- Regional membership and chapter coordinators (up to 10)

All members are appointed by IES President with the consent and advice of the IES AdCom.

### **Organization**

The Membership Committee has several Sub-Committees to better comply with its goals.

**Distinguished Lecturer Program Sub-Committee:** This Sub-Committee is chaired by an appointed person. The members of the Sub-Committee are the last four past presidents of IES.

**Student and GOLD Activities Sub-Committee:** This Sub-Committee is chaired by an appointed person. The chair can select other volunteers to help him in this sub-committee.

**Conference On-Site Membership Promotion Committee:** This Sub-Committee is chaired by the VP for Membership. The members are the General Chairs or Co-Chairs of the main Conferences Sponsored by IES.

### **Terms of the committee and membership**

- The Committee will meet before each IES AdCom meeting.
- The term of the members is **two years** and they can be reappointed.

## **Committee tasks**

The main tasks of the committee are to promote IEEE IES increasing its membership and to satisfy its members all around the world. To comply with the Committee objectives, it is composed of several Sub Committees which have particular tasks to develop.

### **Distinguished Lecturer Program Sub-Committee:**

- Have a list of IES Distinguished Lecturers available to all IES chapters and Joint Chapters.
- Publicize the list of IES DLs through the IES Web Page and IES Magazine.
- Organize the IES DLs budget to better satisfy the requirements of the different chapters.

### **Student and GOLD Activities Sub-Committee:**

- Establish different programs to promote Student and GOLD Activities within IES.
- Distribute its budget to encourage Student participation from all around the world.

### **Conference On-Site Membership Promotion Committee:**

- Promote and assist the establishment of a Membership Desk in every IES sponsored or co-sponsored conference.
- Establish different campaigns to increase IES membership attracting new members at the conferences.
- Distribute promotional material at IES Conferences

## **Reporting lines**

- All the Sub-Committees reports to the VP for Membership on operational issues.
- The Committee reports to the IES AdCom through the VP for Membership.

## **Operations Manual of the IEEE-IES Nomination & Appointment (N&A) Committee**

(revised October 11, 2011)

### **Aim**

The IEEE IES N&A Committee is a standing committee of IEEE Administrative Committee (IES AdCom), whose role is to prepare a slate of nominees of IES AdCom members and elected-Officers for election, and assist the IES President and President Elect on IES election and personnel matters.

### **Committee composition (5-9 members)**

- IES Junior Past President, ex-officio – Chair
- 4-8 members appointed by the IES President with the consent and advice of the IES AdCom

### **Terms of the committee and membership**

- The Committee will meet before each IES AdCom meeting.
- The appointment of members follows the guidelines of the committee composition.
- The term of the members is two years.
- Continuity among the membership is highly recommended.

### **Committee tasks**

The objectives of IEEE IES N&A Committee are to:

- Prepare a slate of Senior IES AdCom Members and Life IES AdCom Members for appointment by the IES AdCom,
- Prepare a slate of nominees for IES AdCom Members-at-large for the election at IES AdCom.
- Prepare a slate of nominees for elected IES Officers for the election at IES AdCom.
- Receive nominations of IES AdCom Members-at-large by petition, signed by 22% of the voting IES AdCom.
- Run the election smoothly at the IES AdCom meeting.
- Assist the IES President in the IES-related personnel.

### **Reporting lines**

The Committee reports to the President-Elect on operational issues.

The Committee reports to the IES AdCom through N&A Chair on election issues.

# **Operations Manual of the IEEE-IES Planning & Development Committee**

(revised October 11, 2011)

## **Aim**

The IEEE IES Planning & Development Committee is a standing committee of IEEE Administrative Committee (IES AdCom), whose role is to assist the Vice-President (Planning & Development) (VP P&D) in the planning and development of future activities.

## **Committee composition (7 members)**

- IES VP P&D, ex-officio – Chair
- IES President-Elect, ex-officio
- Three Past IES Presidents (appointed by the IES President with consent and advice of the IES AdCom)
- One representative of IES AdCom (appointed by the IES President with consent and advice of the IES AdCom)

## **Terms of the committee and membership**

- The Committee will meet before each IES AdCom meeting
- The appointment of members follows the guidelines of the committee composition
- The term of the members is two years.

## **Committee tasks**

The objectives of IEEE IES P&D committee are to:

- Actively participate in the planning and direction setting of IES ensuring alignment with IEEE IES goals and priorities.
- Provide recommendations to the IES President, IES President-Elect and IES AdCom on matters related to strategy and planning of IES.
- Identify opportunities to improve the efficiency and effectiveness of the IES operations and contribute to the development of resourcing initiatives to achieve these improvements.
- Assist IES President and IES President-Elect in preparation of IEEE Reviews and any other matters deemed appropriate.

## **Reporting lines**

- The Committee reports to VP P&D on operational issues.
- The Committee reports to IES AdCom through VP P&D on strategic issues.

# **Operations Manual of the IEEE-IES Publications Committee**

(revised October 11, 2011)

## **Aim**

The Publications Committee role is to control the status of IES sponsored and co-sponsored publications and suggest to the IES President a list of possible Editors-in-Chief (EiCs), Co-Editors-in-Chief (Co-EiCs) and representatives for co-sponsored journals when requested.

## **Committee composition**

The number of committee members is variable since the IES journals and co-sponsored journals are always subject to modifications.

- IES VP Publications, ex-officio - Chair
- IES President-elect, ex-officio
- IES Treasurer, ex-officio
- All the EiCs and Co-EiCs of the fully sponsored IES journals, ex-officio
- One representative for each co-sponsored publications of the IES
- No more than 3 well-known experts

The last well-known experts can be proposed by the VP Publications to the IES President who will appoint them with consent and advice of the IES AdCom.

## **Terms of the committee and membership**

EiCs and Co-EiCs terms are limited to 3 years (no more than 50% of Co-EiCs can be changed at the same time). Under unusual circumstances, subject to the approval of the IES President with consent and advice of the IES AdCom, they may be invited to remain in office for another 3 years if appropriate individuals cannot be suitably appointed in time defined with their mandates.

The representatives and well-known experts terms expire with the term of the VP Publications (2 years).

## **Committee tasks**

The Publications Committee targets specific problems related to the technical quality and timeliness of the existing publications and the need of new publications forming ad-hoc committees.

The Publications Committee prepares the motions about page count of its main publications on the basis of:

- The indications of the EiC, supported by a detailed report about journal number of submissions, acceptance rate, backlog and journal interest and reputation measured with number of downloads/subscription and citation metrics
- The cost estimation made by the IES Treasurer
- The Publications Committee highlights the need to replace EiCs and/or Co-EiCs in case of severe misconducting.

- The Publication Committee expresses suggestions about:
  - the page count and the status of the co-sponsored journals on the basis of exhaustive report of IES representatives
  - The need to replace co-sponsored journals representatives in case they do not provide timely and exhaustive information.

#### **Reporting lines**

- The Publications Committee reports to the VP Publication on operational issues.
- The Publications Committee reports to the IES AdCom through the VP Publications on strategic issues.



## Operations Manual of the IEEE-IES Standards Committee

(revised October 11, 2011)

### Aim

The IEEE IES Standards Committee is an Standing committee of IEEE Administrative Committee (IES AdCom), whose role is to recommend Standards of Engineering Practices to be followed in the Fields of Interest of the IES; and coordinate and facilitate standards across the technical activities of IES. The Committee is also a Technical Committee within the IES Technical Activities Board.

### Committee composition (up to 8 members)

- IES Standards Committee Chair – Chair
- IES Standards Committee Co-Chair
- IES Standards Committee Secretary
- VP, Technical Activities (VPTA) , ex-officio
- Up to three members of IES TC who are Chairs of the Standards TC Subcommittees or IES Technology Council representatives (appointed by the VPTA)

It is recommended that the Standards Technical Committee chair be an Industry Forum Committee member since standards topics are common in the Industry Forum Series.

### Terms of the committee and membership

- The Committee will meet before each IES AdCom meeting
- The appointment of members follows the guidelines of the committee composition
- The technical members and the chair of the committee are approved by the IES AdCom, selected for their interest and expertise in the standards area of their fields of interest and willingness to facilitate standards for IES.
- The term of the members is **two years**. (renewable)

### Committee tasks

The objectives of IEEE IES Industry Forum committee are to:

- Recommend Standards of Engineering Practices to be followed in Fields of Interest of the IES
- Coordinate and facilitate standards across the technical activities of IES
- Assist the IES Technical Committees that generate and develop appropriate standards in its field of interest, for processing by the IEEE Standards Committee, and ensure it is in accordance to IEEE policies.
- Maintaining the IES Standards Sponsor Procedures and Practices (P&Ps) as per IEEE Standards Board and assist IES TCs in their standards development through the Standards Project Authorization Request (PAR) process.

- Monitor and report to the IES AdCom on Standards in the Fields of Interest of the IES that are proposed or established by other organizations
- Coordinate through subcommittees associated with other Technical Committees on standards being focused or developed in their areas, of which there are 4 present today.
- Active in article solicitation for publications in IE Magazine, formulate special sessions on standards at IES conferences

**Reporting lines**

The Committee reports to the VP Technical Activities (VPTA) on operational issues.

The Committee reports to the IES AdCom through the VP Technical Activities (VPTA) on strategic issues.

## **Operations Manual of the IEEE-IES Technical Activities Committee**

(revised October 11, 2011)

### **Aim**

The Technical Activities Committee (TAC) coordinates and plans the technical activities of the Industrial Electronics society. It is responsible for maintaining the technical interest and profile of the society. Besides its basic function of organizing, quality control, and managing the society technical activities, the Technical Activities Committee (TAC) suggests to IES AdCom the creation of new technical committees.

### **Committee composition**

IES has several technical committees (for more information about technical committees, please follow the link <http://iee-ies.org/index.php/members/committees/techcomm> ) covering the technical areas of interest of the society. The number of committee members is equal to the number of technical committee chairs, the IES president, the VPTA, plus four (4) other highly recognized experts from Industry and Academia. The Vice President for Technical Activities is the Chair of the Technical Activities Committee (TAC) of IES, hereafter called IES-TAC.

The IES-TAC is constituted by the following voting members:

- VP for technical activities, ex-officio –Chair
- Technical Committees Chairs (TCC),
- Four (4) IES members, two of them being from the industry

### **Terms of the committee and membership**

The term of the technical activities committee members is limited to 2 years. The term of each of the technical committee Chairs is limited to 2 years. To ensure continuity, only 50 percent of the technical committee chairs get elected or nominated every year. The term of the four (4) representatives and well-known experts expires with the term of the VP for technical activities (VPTA).

### **Committee tasks**

- The Technical activities committee tasks are to plan, organize and assume total quality control of all technically organized, sponsored, and cosponsored activities by IES.
- The Technical activities committee, constituted by highly specialized experts, proposes to IES AdCom strategic directions on technical activities development and new areas to be explored for the interest of IES members.
- The Technical activities committee plans the technical activities to be organized annually in each of IES scientific manifestations (conference, workshop, etc..) and IES Transactions and Magazines.

- The Technical activities committee coordinates and regulates the flow of information and interactions between members of the technical committee and the IES forums (Conferences, Transactions, Magazine, etc.).
- The Technical activities committee evaluates on an annual basis the work achieved, the level reached and the quality of activities realized by each of its technical committees.
- The Technical activities committee prepares the motions to IES AdCom for creating a new technical committee, the merger of two or more technical committees, or the dissolution of a technical committee.
- The Technical activities committee targets specific problems related to the technical committee and timelines of the existing committee and the need for a new technical committee.
- The Technical activities committee prepares timely an annual operating budget.
- The Technical activities committee highlights the need to replace a technical committee chair in case of misconduct or conflict of interest.

#### **Reporting lines**

- The Committee reports to the IES president on operational issues.
- The Committee reports to the IES AdCom through IES president on strategic issues

# **Operations Manual of the IEEE IES Web & Information Committee**

(revised October 11, 2011)

## **Aim**

The IEEE IES Web & Information Committee (WIC) is a standing committee of the IEEE Industrial Electronics Society, whose role is to provide support to the Society in all the matters related to Web and Information Technologies.

## **Committee composition**

- Chair
- 3 to 5 technical members
- IES President-Elect, ex-officio
- IES Treasurer, ex-officio
- IES VP for Conference Activities, ex-officio
- IES VP for Workshop Activities, ex-officio

## **Terms of the committee and membership**

- The technical members and the chair of the committee are appointed by the President with the consent and advice of the IES AdCom.
- The term of the members and chair is two years and can be renewed.
- The Committee will meet before each IES AdCom meeting.

## **Committee tasks**

The objectives of IEEE IES WIC are to:

- Maintain and improve the IES website.
- Provide support to conferences, maintaining submission and review sites, and assisting in the IT-related issues.
- Store all the Society information and archives in a secure server.
- Launch, improve and maintain all means of IES electronics information.
- Maintain social networking and related matters with any new available technology.
- Explore new technologies and study their deployment and use by the Society.
- Make appropriate budget and submit it to IES AdCom on time.

## **Reporting lines**

The Committee reports to the IES President-Elect on technical issues, and to the IES AdCom through the President-Elect.