



## **GOVERNING BOARD - ROLES AND RESPONSIBILITIES**

### **OPEN APPOINTED POSITIONS**

#### **Vice Presidents**

- Chapters & Membership
- Education
- Conferences & Meetings
- New Initiatives & Outreach
- Publications
- Strategic Communications and Partnerships

#### **Regional Representative**

- Region 8
- Region 10

#### **Members-at-Large**

- Awards & Recognition
- Sustainability & Climate Change
- Diversity, Equity and Inclusion
- Women in Power

## VP - Chapters & Membership

Responsible for PES Chapters, student activities, Affinity Groups, member development, including recruitment, retention, elevation, service and products, as well as related operational and budget matters.

### Functions and Responsibilities:

- Shall be empowered to determine and staff the Committees, Subcommittees, etc. as required to promote the Chapter scope and functions of the Society. This organization shall include the following Region Representatives, who report to this Vice President:
  - Up to seven Region Representatives for USA & Canada.
  - One Region Representative for Latin America.
  - One Region Representative for Europe, Middle East & Africa.
  - One Region Representative for Asia & Pacific.
- Shall determine which one of the Region Representatives for Canada and the USA to nominate to serve on the Governing Board, joining the Region Representative for Latin America, the Region Representative for Europe, Middle East & Africa, and the Region Representative for Asia & Pacific.
- Shall promote the organization and effective performance of Society Chapters. The Vice President shall also represent the interests of individual Chapters in the policies and decisions of the Society.
- The Chapter Representatives shall report to their respective Region Representatives.
- The Distinguished Lecturers Program will be managed by the VP-Chapters & Membership or a designee.
- Line responsibility for Chapters throughout Regions 1 – 10 and staff responsibility for the support functions within the Chapters organization:
  - Six Region Representatives for USA
  - Region Representatives for Canada
  - Region Representative for Latin America
  - Region Representative for Europe, Middle East & Africa
  - Region Representative for Asia & Pacific
  - Student Branch Chapters Coordinator
  - Electronic Communications Coordinator
  - Chapters Awards and Resources Coordinator
  - Distinguished Lecturers Program (DLP) Coordinator
- Nominate one of the Region Representatives for Canada and the USA to serve on the Governing Board together with the Region Representatives for Latin America, the Region Representative for Europe, Middle East & Africa, and the Region Representative for Asia & Pacific.
- Nominate candidates to serve as Region Representative for a two-year term, with a three consecutive terms maximum, to replace those whose terms expire at the end of the year.
- Consult with the appropriate Region Representatives and provide, as information to the Board, a list of appointments of Chapters Representatives to replace those whose terms expire at the end of the year or when required.
- Establish, maintain, enhance and eliminate committees dedicated to important member demographics such as women, students, young professionals and life members.
- Track and monitor PES membership statistics including membership by Region, gender, IEEE Membership Grade.
- Designates volunteers for the Chapters Organization as required to promote the scope and mission of the Society.
- Responsible for the presentation of VP budget to the PES Governing Board for approval. The budget shall include all expenses for the corresponding year including all programs awards, meetings, DLP and VP travel expenses to PES Meetings.

- Provides assistance for the creation of new PES Chapters, with coordination of Regional and Chapter Representatives, in preparation and submission of the required petitions.
- Responsible with the corresponding Regional Representative for conducting Chapter Chair Training. Regions 1-7 training is held annually prior to the General Meeting. Regions 8, 9 and 10 training is held annually in conjunction with an event in their Region.
- Work closely with other PES VPs and staff for the implementation of programs, contests or activities at the Chapter level.
- Responsible with the corresponding Regional Representatives and/or Chapter Representatives/Councils for conducting regular Chapter Chair meetings (recommended at least quarterly) to inform Chapters of changes that may occur in both IEEE and PES.
- Work with the volunteers to run programs to grow, diversify and enhance membership.
- Responsible, with the support from Region Representatives, for providing information to PES P&E Magazine on Chapters activities for e-news.
- Student Branch Chapters:
  - Responsible, with the support from the Student Branch Coordinator, for growth, performance and support of PES Student Branch Chapters in Regions 1 – 10.
  - Responsible, with the support from the Student Branch Coordinator, for conducting the High Performance Student Branch Chapter Program.
  - Responsible, with the support from the Student Branch Coordinator, for planning and conducting bi-annual Student Congress.
- Electronic Communications:
  - Responsible, with the support from the Electronic Communications Coordinator, to maintain the Chapter's web site and Chapter Locator with up to date and accurate information.
  - Responsible, with the support from the Electronic Communications Coordinator, to maintain the chapter's e-mail distribution lists up to date with changes in chapter leadership as they occur.
- Chapter Awards and Resources:
  - Responsible, with the support from the Chapter Awards and Resources Coordinator, for running programs, contests and awards promoting activities within the chapters including:
    - Chapters Social Media Presence Contest
    - Frank Lambert Outstanding Chapter Award
    - Outstanding Chapter Engineer awards
    - Outstanding Chapter Volunteer award
    - Distinguished Lecturers Program (DLP)
    - High Performance Chapter Program
- Distinguished Lecturers Program:
  - Responsible, with the support from the DLP Coordinator, to maintain the active DLP list of speakers and search for new lecturers on topics not covered.
  - Responsible, with the support from the DLP Coordinator, for the DLP Speaker Review Committee (DLP Coordinator, VP Chapters, appropriate Region Rep, VP Education and President-Elect) to recommend Distinguished Lecturers to the Governing Board or ExCom for approval.
  - Responsible, with the support from the DLP Coordinator, to evaluate DLP requests.
- In consultation with PES President, PES N&A Committee - appoint the PES Young Professionals Committee Chair
- In consultation with PES President, PES N&A Committee - Appoint the PES representative to the IEEE Women in Engineering Committee and PES Women in Power Chair

## **VP - Education**

The Vice President Education is a PES Board position appointed by the PES President. The VP - Education is responsible for organizing and administering the PES Education activities. This is achieved through continuous interaction with the PES University, the Power and Energy Education Committee and the PES education staff.

### **Functions and Responsibilities**

- Shall be empowered to determine and appoint the Committees, Subcommittees, etc. as required to promote power engineering education and life-long learning functions of the Society.
- Provides leadership for that described in the PES Bylaws, PES Operations Manual and Article IX of the Society Constitution.
- The Vice President - Education or their designee will oversee and promote student scholarships administered by the Society.
- The Vice President - Education or their designee will oversee and promote the Resource Center.
- Serve as a member of Education (Subcommittee 4) for the Long Range Planning effort.
- Serve with the VP - Chapters & Membership to approve new Distinguished Lecturers for PES.
- Lead the Scholarship Plus Initiative and work with the IEEE and PES staff and region volunteers on implementation.
- Work with the PES University and the PES staff to ensure good courses/tutorials are offered at PES conferences covering a wide range of “industry and academic technical” topics of current interest. Ensure that the surplus revenue sharing policy is properly implemented and disbursements to the course instructors are made in a timely manner.
- Organize the development of electronic modules on appropriate power industry topics through interaction with the IEEE Educational Activities Department and the PES staff. This includes serving on the webinar and tutorial review committees.
- Assist the PES Executive Office staff in developing new courses under the “Plain Talk” series for Non-Power Engineering Professionals, by suggesting appropriate topics and identifying potential instructors.
- Interact with the Students Activities Subcommittee of PEEC and ensure that student activities are well organized and supported at PES conferences and NAPS. Strive to get increased financial support from Industrial Partners for such activities.
- Assist the PES Treasurer in preparing the annual budget by providing the financial information related to educational activities.

## VP - Conferences & Meetings

Responsible for the overall management of financially sponsored meetings and conferences from a strategic planning, implementation and sustainability standpoint.

### Functions and Responsibilities

- Shall be empowered to determine and appoint the Committees, Subcommittees, etc., as required promoting the meetings policy scope and functions of the Society.
- Provides leadership for that described herein in the PES Operations Manual, PES Bylaws and Article VIII of the Society Constitution and shall be responsible for working with the PES Executive Office and coordinate as necessary across the Society and within IEEE.
- Develops the overall strategic planning of meetings and conferences for the PES. This includes the development of various steering committees of conferences and regions, as necessary.
- Works with the PES Executive Office to report on the overall status of PES Conferences.
- Works with, and provides guidance to, PES conference steering committees to set goals and strategic direction for meetings.
- Works with the PES Governing Board to identify potential meeting sites based on several factors, including but not limited to trends in the power and energy field.
- Assures the negotiations and reviews all hotel and convention center contracts with participation by PES EO follows best practices and the necessary requirements of IEEE PES.
- Participates in the selection of the host utility for the PES General Meeting and the PES Transmission & Distribution conference and exposition.
- Appoints the PES Conference Steering Committee Chairs which includes but isn't limited to the PES General Meeting, PES Transmission & Distribution, Joint Technical Committee Meeting, ISGT series of conferences and other PES Financially sponsored conferences.
- Present PES Financial sponsored conferences budgets to the PES Finance Committee for approval.
- As requested, attends post conference meetings for core conferences, including review of evaluations and discussion of targets met and not met, successes, and lessons learned.
- Reviews new proposals received for financial sponsorship.
- Is responsible for the PES Conference Advisory Committee.
- Acts as liaison to the Board of Governors for all conference activity
- Represents the Society to IEEE or to other organizations, on behalf of the Society, on matters concerned with the Society's conferences.

## **VP - New Initiatives & Outreach**

Serves in the role of being the focal point for new initiatives that PES engages in and reaching out to both PES members and beyond showcasing the programs and opportunities that the society makes available to the technical community and the public at large. The guiding principle of this vice presidency is to take a proactive role in developing and nurturing new activities (e.g., conferences, publications, educational materials) and then hand those over to line vice presidents for them to operate these as standard PES offerings.

### **Functions and Responsibilities:**

- Shall be empowered to determine and appoint the committees, subcommittees, etc. as required to promote the energy initiatives, public affairs, and outreach functions for the Society.
- Shall be responsible for outreach and coordination within PES, other Societies, and industry-related entities to identify and pursue collaborative opportunities.
- Shall be responsible to monitor interests worldwide and maintain knowledge of topical issues. Collaborative opportunities will be identified to pursue emerging technologies, related conferences and new publication and educational venues.
- Shall be responsible for incubating new ideas. Once initiated, efforts to coordinate necessary Society organization structure for sustaining operations will be pursued.
- Will develop channels with industry leadership, seek executive support for the Society and its members and coordinate the industry executive focus group meetings and Plenary Sessions held annually at the General Meeting.
- Be proactive in reaching out to society members to seek out and propose major new initiatives.
- Help to co-sponsor high quality conferences with non-PES entities such that the PES's leadership in the power and energy community is enhanced, and its share of the intellectual property in IEEE Xplore is increased.
- Explore opportunities for launching specialized conferences and new periodicals to provide platforms for discourse in emerging technologies and systems as well as providing technical expertise to address global issues like climate change.

## VP - Publications

Shall provide oversight on services and products which disseminate information on technical, scientific, professional, and newsworthy topics of interest to PES members, the engineering and scientific community, and the general public.

### Functions and Responsibilities:

- Shall be empowered to determine and appoint the Committees, Subcommittees, etc. as required to promote the publication policy scope and functions of the Society and provide leadership for the area described in the PES Bylaws, PES Operations Manual and Article X of the Society Constitution. This organization shall also be responsible for the solicitation, selection, and grading of technical papers to be published in the Transactions.
- Serve as Chair of the PES Publications Board which determines the overall Society publication policy. The Board includes the Vice President–Technical Activities, President, President-Elect, Treasurer and the Executive Director of the Society.
- Shall be responsible for working with the Editors of the Society’s periodicals.
- Shall be responsible for the archiving of PES materials within IEEE publications.
- Review and recommend the appointment of Editors-in-Chief and Regional Editors. (Power & Energy Magazine, Electrification Magazine, PES e-News, Power Engineering Letters, Transactions on Energy Conservation, Energy, Market, Policy & Regulations, Open Access Journal of Power and Energy Power Delivery, Power Systems, Smart Grid, and Sustainable Energy respectively)
- Work with other PES vice presidents on enhancing the existing PES publications and launching new IEEE/PES Transactions and magazines
- Attend the IEEE Panel of Editors meetings and work as a liaison with IEEE on streamlining IEEE publication issues
- Lead the activities and prepare the report for the 5-year review of the PES publications by the IEEE Technical Activities Board
- Lead the process and work with the IEEE Intellectual Property Office on reviewing the publication misconduct and plagiarism cases
- Work with EICs for PES publications on improving the metrics (papers received, decisions rendered, papers in review 180 days or more, and papers decided within 90 days)
- Moderate disputes between authors and EICs/Editorial Boards
- Work with EICs for PES publications to enhance and expand PES e-Newsletter
- Work with the PES Office staff and EICs on enhancing the Manuscript Central updates and applications
- Work with the PES Office to enhance and expand the IEEE Xplore applications and expand the Xplore legacy database.
- Lead the development of special publications such as T&D special issue, ESMO special issue, P&E Compendium
- Serve on the IEEE PES Finance Committee
- Work with PES VP Technical Activities and VP Conference & Meetings to provide consistency between conference and journal articles
- Promote special initiatives such as magazine and special issue translations, webinars, etc.
- Provide liaison with other IEEE Publication boards and societies

## **VP - Strategic Communications and Partnerships**

Shall be responsible for overseeing partnership agreements, awards and recognition, and developing and delivering core messaging across all channels and platforms to PES members, the technical community and general public.

### **Functions and Responsibilities**

- In consultation with PES President, PES N&A Committee - appoint the PES Awards & Recognition Committee Chair
- In consultation with PES President, PES N&A Committee - appoint the PES Day Committee Chair.



## **Regional Representative – Region 8**

## **Regional Representative – Region 10**

Working closely with Chapter Chairs and Conference organizers, this individual shall take lead in coordinating PES activities within their Region.

### **Functions and Responsibilities**

- Work with the PES VP – Chapters and Membership to coordinate the training for all chapters in their Region.
- Review and coordinate the site selection of PES financially sponsored conferences within the Region.
- Promote the call for PES Award nominations within the Region
- Work closely with Chapter representatives to ensure that they are actively engaged with the membership within their Chapters.
- Ensure that PES Chapters are operating within approved PES and IEEE guidelines
- Promote the PES membership within the Region
- Encourage and promote PES Technical Activities in the Region.

## **PES Member-at-Large – Awards & Recognition (2025)**

Works with the PES Governing Board and VP - Strategic Communications & Partnerships on developing and executing the PES awards and recognition programs for the society.

The Member-at-Large will help to set the vision for these programs and work cross functionally with board members and other volunteers to accomplish established goals.

### **Responsibilities And Key Accountabilities**

- Review portfolio of society awards, identify gaps and overlap, and present any related recommendations.
- Ensure succession planning in place for award boards.
- Review how we create recognition opportunities outside of our formal awards program.
- Develop plans to increase diversity in award recipients.
- Other items related to awards and recognition as agreed upon by the PES President and VP - Strategic Communications and Partnerships.

## **PES Member-at-Large – Sustainability and Climate Change (2025)**

At PES, we are encouraged by IEEE's mission on advancing technology for the benefit of humanity. Today the world faces its largest modern-day threat—climate change. We recognize this global crisis and are committed to helping combat and mitigate the effects of climate change through pragmatic and accessible technical solutions, sharing lessons learned, developing standards and providing engineers and technologists with a neutral space for discussion and action.

### **Responsibilities And Key Accountabilities**

- Responsible for implementation of holistic climate change and sustainability strategy across PES conferences, Publications, and technical activities
- Collaborate closely with the PES VP Chapters and Membership, YP Representative, WiP, and more to develop climate change related events and programs
- Represent PES at the IEEE and TAB climate change initiatives
- Create infrastructure of volunteers for sustainable implementation of climate change and sustainability strategy
- Collaborate with the VP of Communication and strategic partnership to identify organizations to partner globally on sustainability and climate change
- Identify opportunities for PES to increase our visibility in this area with the use of subject matter experts.
- Help PES to be the “go-to” society within IEEE for all things climate change related.
- Provide GB with progress reports on PES climate change activities

## **PES Member-at-Large – Diversity, Equity & Inclusion (2025)**

Provides expertise, strategic, and thought leadership to drive the implementation and execution of PES-wide diversity, equity and inclusion (DEI) initiatives. This position will cultivate, promote, and champion a DEI society on PES's mission, vision, and values. The Member-at-Large creates partnerships and serves as a thought leader and internal consultant on diversity, equity and inclusion topics. Additionally, this position will partner with functional leaders across the PES Governing Board.

### **Responsibilities And Key Accountabilities**

- Serve as a champion for diversity, equity and inclusion including internal and external engagements and communications.
- Promote PES commitment through inclusive access to impactful global experiences.
- Serves as a leader and strategic advisor to PES Governing Board on global diversity, equity and inclusion topics to drive transparency, accountability on diversity, equity and inclusion at PES conferences, committees and publications
- Plan and implement diversity and inclusion initiatives and activities that effectively engage student populations.
- Develop, track and report on KPI's to help focus efforts, showcase impact, and ensure diversity and inclusion program success
- Utilize data and analytics-based insights to drive improvements of PES D&I initiatives.
- Further develop the PES diversity, equity and inclusion statement.
- Increase the visibility for PES's diversity, equity and inclusion efforts across web and social media channels.

## **PES Member-at-Large – Women in Power (2025)**

Works closely with PES President, the VP - Chapters & Membership and Member-at-Large - PES board, Diversity, Equity & Inclusion on ensuring that PES Women in Power (WiP) to develop strategic plan, execute on their vision and activities aimed at reducing disparities of representation of women in the energy industry, at all career levels.

### **Responsibilities And Key Accountabilities**

- Work with volunteer leaders, PES WiP and staff to develop a strategic plan and programs.
- Create a communication and marketing strategy to help increase awareness of this important program.
- Incorporate PES WiP activities across our events & conference portfolio.
- Develop stakeholder engagement plan.
- Identify how PES WiP can be instituted horizontally across what we do as a society to ensure it remains relevant and featured as part of what we do as a society.

## Qualifications

Should have the following skills:

- Knowledge of the workings of the PES Governing Board
- Must possess a willingness to develop an understanding of the PES strategic directions and commit to its implementation and operating principles
- Should have three to five years of increasingly responsible management experience and excellent leadership qualities
- Should have experience in implementing and operationalizing a strategic vision and providing direction and guidance to the design and implementation of teams that carry out the mission
- Must possess an understanding of the role as related to the other IEEE Operating Units
- Ability to get to the bottom of issues
- Positive attitude towards change and progress
- Understanding of organization structures and their impacts on success
- Strong meeting management skills
- Strategic thinking
- Program management (To ensure implementation of the strategic plan)
- Solid delegation skills
- Willing to make a large time commitment (2 to 3 hours per day, average)
- Able to resolve conflicts
- Able to deal with difficult people
- Focus on outcomes and results in strategy and operations
- Recognition of achievements of contributors
- Willingness to change course if direction is incorrect
- Focus on continuity of purpose and good of the whole over personal gain and legacy
- To summarize, time required for these appointed positions is roughly 58 days per year, which includes travel (a number of these days are over the weekend). These positions are a major time commitment.

All PES Governing Board members shall:

- Attend & participate in all PES GB meetings (Typically 2 face to face events)
- Complete assigned tasks on time.
- Provide timely reports on assigned tasks to the GB.
- Discuss and vote on GB motions.
- Interact and coordinate with other GB members as needed.
- Respond to new GB action requests and new task assignments