

IEEE PES COLUMBUS

Officer
Information
2019

WELCOME

- This presentation is intended to give Columbus region IEEE PES members a better understanding of the duties that officers perform, recruit new candidates that may be interested, and answer any other questions.
- Keep in mind that the guidelines in this document are not set in stone. Chapter officers are free to customize the Chapter's operations as needed, but certain minimum requirements must be adhered to (with regard to event-reporting, budgeting, etc.)

SNAPSHOT OF COLUMBUS PES

- Approximately 200 members in central Ohio, including undergrad/grad students
- PES is a subset of the IEEE Columbus Section, which sets the budget for the Chapter
- The majority of members come from AEP (Transmission, Distribution, Generation, etc.), but many other companies and universities are represented
- The group of officers schedules technical seminars, facility tours and other events (approx. 6-7 per year)
- Administers an Outstanding Engineer Award contest each August/September
- The PES officers typically meet every 1-2 months to plan the group's activities and brainstorm

CHAPTER OFFICER OVERVIEW

- The Columbus Chapter currently consists of the following official officers:
 - **Chair:** Sets the overall vision of the Chapter, typically sends out meeting notices
 - **Vice-Chair:** 2nd in line, also very involved with finding activities for the Chapter
 - **Treasurer:** Would organize the Chapter's budget, but given that this is quite small (\$600-\$1,200 historically), performs other duties as needed
 - **Secretary:** Record meeting activities, attendance and so forth
 - **Advisor:** An experienced PES member who can advise on best practices and historical customs
- However, given the small group size, the ExComm has operated as a cooperative team, with officers wearing different hats throughout the year.

OTHER AVAILABLE VOLUNTEER OPTIONS

- Besides the 5 official officers registered with IEEE, there could be high value to the following positions:
 - **Webmaster/IT:** would organize and improve the Chapter's web presence (website, Facebook page, and possibly other new options - Twitter, Instagram, LinkedIn?)
 - **Corporate Liaison:** establish relationships between PES and power/energy corporations in the area (e.g., AEP, SEL, EASi, Varo, Battelle, etc.)
 - **Higher Education Liaison:** establish relationships between PES and colleges within the region (OSU, DeVry, Ohio University, Zane State)
 - **STEM Outreach:** inform interested middle school & high school classes on the power & energy sector
 - **Fundraising Chair:** find solutions to increase the Chapter's budget, through corporate or philanthropic donations
 - **Young Professionals Liaison:** work with the IEEE YP organization, to recruit younger engineers into the industry
- Lastly, any other volunteer activities you can think of!

PERKS OF BEING AN OFFICER

- Learn a great deal about power/energy companies and educational partners in the region
- Able to organize valuable seminars, tours and social events for the roughly 200 PES members served in the region
- One officer each year gets a free trip to the IEEE PES General Meeting Chapter-Chair-training session. This is typically the Chair (if new) or “next-in-line” Chair.
- Interact with IEEE Columbus Section, with the ability to build relationships and become a Section officer if interested
- First-notice of continuing-education sessions for P.E. credit
- For highly-motivated individuals, leadership positions may become available higher up in the PES Regional operations, nationally, or even internationally!

HOW MUCH OF A COMMITMENT?

- This is a volunteer (unpaid) position
- The time commitment varies with the amount of time you want to put in, plus the level of involvement from the rest of the team
 - Rough estimates: Chair (4-8 hours per month), Vice-Chair and other positions (1-4 hours per month, sometimes less)
 - As a rule-of-thumb, we've strived to organize at least one event bi-monthly, or 6 total for the year
 - In addition, work is needed to maintain the webpage
 - Chapter Chair is expected to attend monthly IEEE Columbus ExComm meetings (hiatus in summer though), which last 1.5 hrs. on average
- The long-term goal for the Chapter is to gain momentum and put the Chapter on par with other top tier Chapters (Boston, Seattle, Chicago, etc.)
 - However, this requires a significant level of involvement from just 5 officers, so building a larger volunteer team would be ideal.

SAMPLE TASKS

- **Organizing Events**
 - Communication with speakers/companies
 - Logistics on rooms & food options
 - Reviewing P.E. credit eligibility, creating certificates
 - Using IEEE vTools to send e-communications, along with spreading the word to colleagues and non-PES-members
 - Post-event report on attendance figures, etc.
- **Administrative**
 - End-of-year report due to PES (minor effort if good documentation has been kept throughout the year)
 - Staying within allotted budget from IEEE Columbus Section
 - Periodic meetings for the PES officer team, to plan future events
- **Value-added**
 - Applying for 'Outstanding Chapter Award' or similar efforts
 - Finding ways to improve the Chapter's visibility, such as organizing tutorials or regional conferences
 - Recruitment of new members and college students; trying to increase membership

RESOURCES & LINKS

- Columbus PES webpage
 - <http://sites.ieee.org/columbus-pes/>
- Facebook page
 - <https://www.facebook.com/IEEEColumbusPES/>
- IEEE Columbus site (parent organization; provides budget, etc.)
 - <https://ieeecolumbus.org/>
- Current Officer Roster for 2017-18:
 - <http://sites.ieee.org/columbus-pes/officers/>
- Any questions? cbus.pes.chair@gmail.com