



2023



Standing Committee Policies and Procedures

***Educational
Activities Committee***

Date of Approval: March 2023

1.0 Introduction & Function

The Power Electronics Society (PELS) has a number of Standing Committees which are listed in the Bylaws with a scope approved by the PELS Administrative Committee (AdCom). This document defines the function and procedures that govern the operations of the *Educational Activities Committee*. Both the IEEE and the IEEE PELS Constitutions and Bylaws each take precedence over these procedures.

The function of the Educational Activities Committee will be to serve all levels of membership by:

- a) Establishing educational activities in cooperation with the technical committees (TCs),
- b) Supporting the Distinguished Lecturers Program,
- c) Coordinating with the VP for Membership on educational activities in the chapters,
- d) Supporting the VP for Industry and Standards in activities related to continued education in industry
- e) Working with the Awards Committee Chair on the Scholarships & Fellowships Program
- f) Leveraging the available resources from IEEE and other parties, such as IEEE Learning Network (ILN), IEEE TV, Resource Centers, etc. for educational activities in the Society.

2.0 Chair and Membership

The Chair of the *Educational Activities Committee* is the *Vice President of Educational Activities*.

Committee members shall be the chair or representative from the following committees:

- *Digital Media and Education Committee*
- *Educational Videos Committee*
- *PhD Schools Committee*
- *Scholarships & Fellowships Committee*

The Chair should review this policy and procedures document towards the end of his/her term of office and report the need for any changes to the *Society President* and the *Chair of the Constitution and Bylaws Committee*.

3.0 Conduction of Meetings

The *Educational Activities Committee* will meet at convenient places, including virtual meetings, which maximizes participation including members who typically do not attend conferences. The timing of the meetings should be before, but in close proximity to, the timing of the bi-annual PELS *Administrative Committee* Meetings. Meetings will be announced at least two weeks in advance to the committee mailing list. Meetings will be run by the *Educational Activities Committee Chair* or his/her designee. Meetings are open to all.

4.0 Responsibilities of Committee Members

The common responsibilities of the members of the *Educational Activities Committee* shall be to:

- a) Attend the PELS *Educational Activities Committee* meetings
- b) At each Educational Activities Meeting, give a report on goals and period accomplishments and submit program and service request proposals to help the committee present budget requests contained in motions to PELS AdCom.

Function and Procedures - IEEE PELS Standing Committees
IEEE PELS AdCom Approved March 2023 (APEC)