

The IEEE Power Electronics Society PELS Executive Office • 445 Hoes Lane • Piscataway, NJ 08854, USA

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Policy Name: Member-at-Large Job Description

Background / Purpose: Keywords: This document describes the PELS AdCom Member-at-Large duties

and responsibilities.

Effective Date of Policy: 7 November 2024

Term: 3 Year

Basic Function According to the Bylaws: The Members-at-Large (MALs) are elected members of the Society. Six new members are elected each year and act as part of the voting membership for the Society. The importance of MALs lies in the ability to offer a broad perspective and diverse insights to the AdCom. Our MALs offer a wealth of knowledge, experience, and skills from their various backgrounds which can enrich discussions, enhance decision-making processes, and ensure the board considers a wide range of viewpoints.

Activities:

- Serve as a voting member of AdCom to vote on important initiatives related to IEEE-PELS.
- Participate in AdCom meetings, provide input on key decisions, and contribute expertise or guidance on matters relevant to PELS's mission and objectives.
- Can be assigned to tasks by the President or Vice Presidents, which generally align with their skill sets and can contribute to the mission of the Society.
- Join committees, serve as a committee chair, and serve as voting members.
- Work with other AdCom members to fulfill the responsibilities of AdCom:
 - a. Approving strategic and development plans for PELS activities
 - b. Approving governance regulations, including amendments to the Constitution and Bylaws
 - c. Approving agreements with other entities for joint activities
 - d. Electing the Officers and supervising the organizational structure of the Society
 - e. Delegating to its Officers such authority as may be necessary to carry out the objectives of the society within the rules and regulations of IEEE
 - f. Approving the annual budget and authorizing the expenditure of funds
 - g. Approving plans for creating, developing, and terminating Technical Committees
 - h. Approving plans for technical meetings
 - i. Approving plans for publications and appointing the Editors-in-Chief of the IEEE archival journals sponsored or co-sponsored by the PELS
 - j. Approving plans for educational initiatives
 - k. Approving plans for members activities

General Meeting(s):

- Attend 2-3 AdCom Meetings per year.
- May be invited to attend other meetings as needed to support the Society.



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Nomination of Members-at-Large:

- A slate of nominees for Members-at-Large vacancies shall be prepared by the PELS Nominations Committee for approval by the AdCom.
- Call for Nominations by petition is published and distributed to the entire Society membership. A nominations petition signed by a minimum of 2% of the eligible Society voting members shall automatically place that nominee for AdCom MAL on the slate.
- Call for nominations for MALs is issued by the Nominations Committee. The nominees are
 evaluated and ranked by the Nominations Committee. The chair of the Nominations Committee
 shall ensure that each person named on the slate of persons being considered for Members-atLarge election is willing to serve if elected.