



## IEEE PSES Chapter - Best Practice Summary

This is a summary of what is expected from every IEEE PSES chapters. For more details, see the “PSES Chapter Guide”. Your society chapter liaison, Angel and AdCom can provide additional suggestions and support.

**Chapter Leaders** – Chapter ExCom (Executive Committee) minimally shall consist of Chair, Vice-Chair (program), Secretary, Treasurer (Secretary & Treasurer may be combined.)

### Key duties:

**CHAPTER CHAIR:** See that other officers function properly, run meetings, set schedule, act as liaison to society. Responsible to see that facilities are adequate, overhead/sound functioning as needed.

**VICE CHAIR:** In charge of program. Line up speakers at least two months in advance, act as primary host for speaker.

**SECRETARY:** Send meeting announcements, handle publicity, take meeting notes, provide Newsletter & website info. Maintain attendance sheet/provide copy for treasurer. Provide ExCom and regular meeting notes to society secretary.

**TREASURER:** Ensure attendance sheet & L-31 processed through IEEE Section. Disburse funds. Maintain budget. Report on financial condition to members at one meeting per year.

Chapters may add additional officers as they see fit, but respective duties shall be documented with a copy to the society secretary.

The ExCom should have a brief meeting from time to time to discuss chapter strategies and make plans. Monthly ExCom meetings can be organized over lunch/Happy Hour. The meeting should be open to anyone interested. The ExCom should continually be on the lookout for people interested in taking on a new role. ExCom members should gain experience, get others involved, and move through the positions and then into society activities. The objective is to reduce the work for any single person and to get as many as possible involved in running the chapter. The ExCom should decide whether to have hosted/non hosted dinner, dinner meeting, light refreshments, etc. They should try to anticipate all aspects of the meetings. The ExCom shall decide who will represent the chapter at the annual PSES Symposium.

**Elections** – Elections shall be held at least once every two years (recommended every year). Request for nominations shall be in meeting announcements and at meetings at least two months in advance of election. Elections shall be held prior to the presentation at the last meeting of the calendar year. The ExCom shall decide if all positions are elected each year or just secretary, with the secretary moving to vice-chair, and the vice-chair to chair.

**Meetings-** A minimum of eight monthly meetings a year (recommended: ten, with a two-month summer break). Meetings shall be planned at least two months in advance (recommended: speakers lined up at least six months in advance with a website calendar kept up to date). Meetings shall lead off with a welcome, society news, Symposium information, chapter news, PSE news, employment status, and calendar overview.

Meetings – regular meetings should be held – different formats depending on local chapter – examples:

- More frequent 60 – 90 min informative meetings – with or without guest speakers
- Less Frequent ½ to full day Workshop type meetings with multiple guest speakers/topics