

IEEE PES SB UoM

Roles and Responsibilities of the IEEE Power & Energy Society Student Branch Chapter, University of Manchester

Overview of duties

Updated as of:
10/01/2020

Summary

The IEEE Power and Energy Society Student Branch Chapter holds events related to Power and Energy, aimed primarily at PhD and MSc students within the Manchester area. These events have taken the form of lectures (including those from the IEEE Distinguished Lecture Programme), site visits, workshops (such as Women in Engineering and skill development), and the Manchester Energy and Electrical Power Systems Workshop. The Student Branch works closely with the IEEE UKRI and other sister organisations to fund, coordinate, and advertise events.

The committee is charged with setting the direction of these events, as well as organising, publicising, and hosting the events. The workload varies throughout the year, and dependant on the number and type of events, but it is a very fulfilling experience which looks great on a CV. This document lists the roles and responsibilities of each position on the committee to allow those who choose to apply to be on the committee make an informed choice about which position might suit them best. It also serves as a reminder for people in those positions as to what is expected from them throughout their term in the role (typically one committee year per role).

Anybody is able to put their name forward for any of the positions. Usually, the Chair needs to have previous experience on the committee, and for other positions to be filled by people new to the committee (with previous incumbents being available for handover and advice) but there is flexibility within this and so anybody who is interested is encouraged to apply. Note that it is not a requisite on applying, but committee members are required to be IEEE members, and are *expected to be PES members* (1 year's free PES membership is usually available for people who have not been a member previously).

Positions are voted on at the Annual General Meeting, and shall be advertised widely in good time before this. Details of what each role entails are shown in this document.

For more information about the committee or our events, check out our website www.ieee-manchester.org.uk or email to ieeesb.pes.chapteruom@gmail.com.

Chair

The Chair of the committee usually has experience from serving on the committee as different role(s) in the previous year(s). The role is one of setting the tone, direction and philosophy for the committee, as well as providing guidance to other members of the team and helping them to develop. Key responsibilities include:

- Hosting of events.
- Chairing of committee meetings.
- Determining / guiding the programme for the year ahead.
- Communicating with IEEE UKRI / IEEE PES UKRI / others.
- Understanding of finances / limitations on the programme.
- General oversight of committee activities.
- Preparing agenda for committee meetings.
- Reporting to section as necessary.
- Filling out / signing all formal requests / documents.
- Signatory to external account.

Vice-Chair

The Vice-Chair's main role is to support the Chair. This is an active role, but also a chance to learn from the Chair who is typically the only person on the committee with prior experience.

- Assist Chair as required.
- Involvement in planning of events programme.
- Fill in for Chair as required (e.g. due to absence).
- Hosting of events where appropriate.
- Ensure that committee is working as per direction from the Chair. This involves:
 - ensuring that members are signed up with IEEE and encouraging PES membership
 - having oversight of finances
 - assisting website coordinator with social media / website philosophy
 - contacting IEEE UKRI / IEEE PES UKRI / others when necessary
 - problem solving when issues arise
- Signatory to external account.
- Attend committee meetings (approx. one per month).
- Assist with events / other as required.

Treasurer

The treasurer is mainly accountable for control and reporting of the Student Branch's finances. The typical budget is £4-5k and so the role is one of significant responsibility. This role includes carrying out the following tasks:

- Manage internal and external accounts.
- Prepare annual budget plans.
- Request account summaries and updates about transfer from faculty finance office regularly.
- Make orders through iProc or other methods including credit card and bank transfer.
- Make payments from account as required.
- Produce invoices/receipts for purchases.
- File documents related to the account, such as invoices, quotes, account summary, request forms, etc.
- Request claims from IEEE or other funding organisation for event expenses.
- Signatory to external account.
- Update external account signatories list on annual basis.
- Attend committee meetings (approx. one per month).
- Assist with events / other as required.

Secretary

The secretary is a largely administrative role that involves helping to coordinate meetings and events, as well as handling of information. Detailed tasks include:

- Prepare minutes of committee meetings. This should include list of attendees, discussions and action points assigned to committee members and their completion dates.
- Maintain the action log, and follow up on actions that approach their deadline to encourage completion.
- Upload minutes and action log onto Share folders / circulate.
- Book a room for meetings and circulate agenda beforehand (get agenda from Chair/vice-chair).
- Regularly check of the SBC social media pages / accounts / email account and direct any queries to the relevant committee member.
- Preparing for events including printing of feedback forms and registration lists.
- Attend committee meetings (approx. one per month).
- Assist with events / other as required.

Industry Liaison Officer

The industry liaison officer is primarily responsible for contacting companies / persons in industry to request their assistance / attendance / sponsorship of events. Tasks include:

- Draft/edit sponsorship proposal (and upload on Dropbox).
- Identify potential sponsors and prepare draft e-mail.
- Prioritise and communicate potential industry sponsors.
- Remind/chase/call potential industry sponsors.
- Explain/negotiate terms of proposal where appropriate.
- Work with Treasurer to check that payment(s) has been received in our account.
- Send information regarding the event and the presentations of sponsors (if applicable) and collect their presentations prior to the event.
- Host industrial delegates.
- Evaluate feedback, send follow-up e-mails to sponsors, and upload essential information on Dropbox.
- Attend committee meetings (approx. one per month).
- Assist with events / other as required.

Events and Publicity Officer

The events and publicity officer is charged with creating advertisement material (and other handouts such as event programmes), and will send emails to inform of upcoming events. In general, the success of many events can be put down to the effective work of the events and publicity officer during the build-up. Detailed tasks include:

- Create event posters and write emails to advertise events.
- Circulate advertisement of upcoming events through external & internal contacts.
- Collate feedback from events.
- After-event communications with attendees.
- Create programmes for events.
- Liaise with website coordinator to ensure website and social media accounts advertise events appropriately.
- Attend committee meetings (approx. one per month).
- Assist with events / other as required.

Events Coordinator

The events coordinator has responsibility for updating the ensuring the smooth running of all events.

- Book rooms for events.
- Book catering for events.
- Liaising with venue prior to the event including room layout, audio visual system, catering, etc.
- Book recording / podcasting when required.
- Liaise with treasurer for payments on above tasks as necessary.
- Communicate with speakers, assisting with presentation slides during event and ensuring availability of slides to website coordinator for upload post-event.
- Attend committee meetings (approx. one per month).
- Assist with events / other as required.

Website Coordinator

The website coordinator has responsibility for updating the website, as well as for all social media accounts.

- Regularly update website and social media pages to advertise events.
- Upload slides after events.
- Take event photographs.
- Upload event photographs to website and social media.
- Ensure website annual payment is made on time.
- Attend committee meetings (approx. one per month).
- Assist with events / other as required.

Assistants for the Officers

There will be an assistant role to each of the Industry Liaison Officer, Events and Publicity Officer, Events Coordinator and Website Coordinator. Though called assistants, these roles are vital for the success of the student branch.

- Attend committee meetings (approx. one per month).
- Assist the main officer in terms of relative responsibilities.
- Helping setup of events (including putting up posters / direction signs).
- Manning registration desk at events.
- Involvement 'behind the scenes' at major events (e.g. hosting guests, IT support, controlling poster board setup, etc.).