IEEE Robotics & Automation Society AdCom Orientation
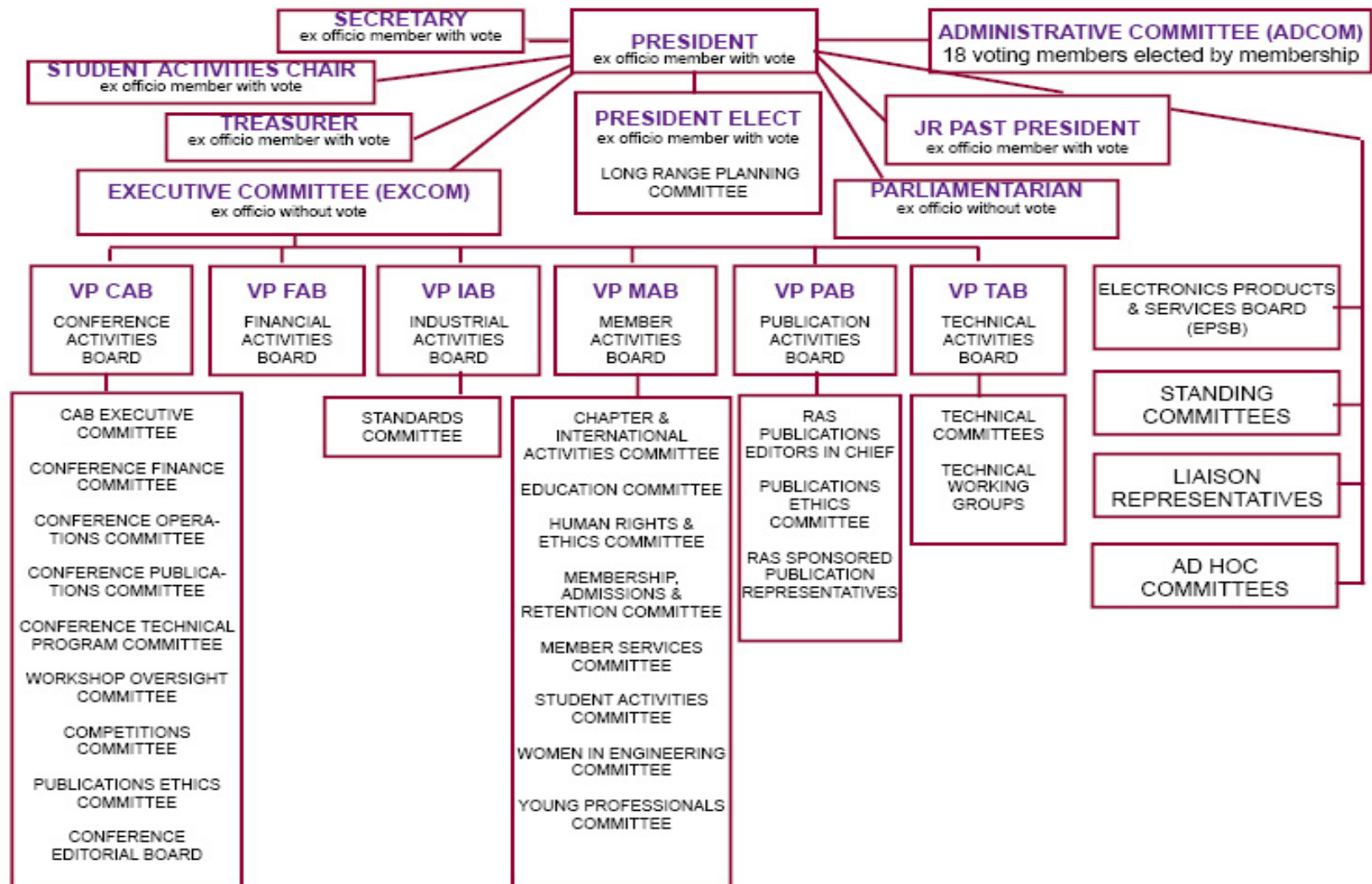
16 March 2016

IEEE Robotics & Automation Society Organization Chart

SECRETARY
ex officio member with vote

PRESIDENT
ex officio member with vote

ADMINISTRATIVE COMMITTEE (ADCOM)
18 voting members elected by membership

STUDENT ACTIVITIES CHAIR
ex officio member with vote

TREASURER
ex officio member with vote

PRESIDENT ELECT
ex officio member with vote

JR PAST PRESIDENT
ex officio member with vote

LONG RANGE PLANNING COMMITTEE

EXECUTIVE COMMITTEE (EXCOM)
ex officio without vote

PARLIAMENTARIAN
ex officio without vote

VP CAB
CONFERENCE ACTIVITIES BOARD

VP FAB
FINANCIAL ACTIVITIES BOARD

VP IAB
INDUSTRIAL ACTIVITIES BOARD

VP MAB
MEMBER ACTIVITIES BOARD

VP PAB
PUBLICATION ACTIVITIES BOARD

VP TAB
TECHNICAL ACTIVITIES BOARD

ELECTRONICS PRODUCTS & SERVICES BOARD (EPSB)

CAB EXECUTIVE COMMITTEE

CONFERENCE FINANCE COMMITTEE

CONFERENCE OPERA-TIONS COMMITTEE

CONFERENCE PUBLICA-TIONS COMMITTEE

CONFERENCE TECHNICAL PROGRAM COMMITTEE

WORKSHOP OVERSIGHT COMMITTEE

COMPETITIONS COMMITTEE

PUBLICATIONS ETHICS COMMITTEE

CONFERENCE EDITORIAL BOARD

STANDARDS COMMITTEE

CHAPTER & INTERNATIONAL ACTIVITIES COMMITTEE

EDUCATION COMMITTEE

HUMAN RIGHTS & ETHICS COMMITTEE

MEMBERSHIP, ADMISSIONS & RETENTION COMMITTEE

MEMBER SERVICES COMMITTEE

STUDENT ACTIVITIES COMMITTEE

WOMEN IN ENGINEERING COMMITTEE

YOUNG PROFESSIONALS COMMITTEE

RAS PUBLICATIONS EDITORS IN CHIEF

PUBLICATIONS ETHICS COMMITTEE

RAS SPONSORED PUBLICATION REPRESENTATIVES

TECHNICAL COMMITTEES

TECHNICAL WORKING GROUPS

STANDING COMMITTEES

LIAISON REPRESENTATIVES

AD HOC COMMITTEES

Conference Activities Board (CAB)
Primary Staff Support: Kathy Colabaugh

CAB has overall responsibility for all Conferences, Symposia, Meetings, Workshops and Events to which the Society lends its name. This includes:

- International Conference on Robotics and Automation (ICRA)
- 100% sponsored meetings
- Partial and co-sponsored meetings
- Technically co-sponsored meetings
- Competitions
- And more in development

CAB Members:
http://www.ieee-ras.org/about-ras/governance/conference-activities-board

Conference related web pages:
http://www.ieee-ras.org/conferences-workshops

Conference Activities Board – CAB ExCom

Vice President
Martin Buss, mb@tum.de

Assoc. Vice President – Conference Finance
Paolo Fiorini, paolo.fiorini@univr.it

Assoc. Vice President – Conference Operations
Torsten Kroeger, t@kroe.org

Assoc. Vice President – Conference Technical Program
Seth Hutchinson, seth@illinois.edu

Assoc. Vice President – Conference Publications
Zhidong Wang, zhidong.wang@it-chiba.ac.jp

CAB Committees

CAB ExCom is composed of the Chairs of these Committees:

- **Conference Finance Committee**
http://www.ieee-ras.org/about-ras/governance/conference-activities-board/conference-finance-committee
- **Conference Operations Committee**
http://www.ieee-ras.org/about-ras/governance/conference-activities-board/conference-operations
- **Conference Publications Committee**
http://www.ieee-ras.org/about-ras/governance/conference-activities-board/conference-publications
- **Conference Technical Program Committee**
http://www.ieee-ras.org/about-ras/governance/conference-activities-board/steering-committee-for-technical-programs

CAB Committees, continued

- **Workshop Oversight Committee**
http://www.ieee-ras.org/about-ras/governance/conference-activities-board/workshop-oversight-committee
- **Competitions Committee** – Committee charge to be re-evaluated to broader evaluate and support International Competitions, in addition to ICRA Challenges
http://www.ieee-ras.org/about-ras/governance/conference-activities-board/competitions-committee
- **Publication Ethics Committee** – Evaluates potential plagiarism cases submitted from both conferences and publications
http://www.ieee-ras.org/about-ras/governance/conference-activities-board/publication-ethics-committee
- **Conference Editorial Board** (CEB)
http://www.ieee-ras.org/about-ras/governance/conference-activities-board/conference-editorial-board

Financial Activities Board (FAB)
Primary Staff Support: Kathy Colabaugh

FAB shall have overall responsibility for the finances of the Society, including the general responsibility for procuring more funds for the Society. This Board shall act as the liaison for the Society on financial matters with IEEE Headquarters; make periodic reports to the AdCom on the financial status of the Society; and observe the financial operations of the Society and take appropriate actions to see that money is spent or invested wisely and in the best interest of the Society.

Vice President
Ronald Lumia, lumia@unm.edu

Treasurer
Yasushi Nakauchi, nakauchi@iit.tsukuba.ac.jp

FAB Members:
http://www.ieee-ras.org/about-ras/governance/financial-activities-board

Industrial Activities Board (IAB)
Primary Staff Support: Kathy Colabaugh

IAB shall be responsible for all industrial related matters and the growth of the industrial community within RAS, both by promoting the participation of industrial partners in current activities and thus creating more links with academics, and by proposing new actions beneficial to this community.

Vice President
Erwin Prassler, prassler@ieee.org

IAB Members:
http://www.ieee-ras.org/about-ras/governance/technical-activities-board

Industrial Activities Board – Standards Activities

The scope of the activities of the IEEE Robotics and Automation Society's Standing Committee for Standards Activities (RAS-SCSA) is to formally adopt and confirm best practices in robotics and automation as standards. The Standing Committee will work with interested members of RAS in supporting standards defining activities in both established, mature application areas and nascent, emerging technologies related to robotics and automation.

Robot Map Data Representation for Navigation (MDR) Working Group
Chairs: Wonpil Yu (ETRI) ywp@etri.re.kr
Francesco Amigoni (Politecnico di Milano) francesco.amigoni@polimi.it

IEEE RAS Ontologies for Robotics and Automation Working Group
Chairs: Craig Schlenoff (NIST, USA)
Edson Prestes (UFRGS, Brazil)

Standards web pages:
http://www.ieee-ras.org/industry-government/standards

Member Activities Board (MAB)
Primary Staff Support: Amy Reeder

Responsible for all membership-related activities of RAS, particularly

- Member Services

- Ensuring Membership Growth

- Attention to RAS Membership Worldwide

Member Activities Board – MAB Leadership

Vice President
Jing Xiao, xiao@uncc.edu

Associate Vice President
Howie Choset, choset@cs.cmu.edu

MAB Members:
http://www.ieee-ras.org/about-ras/governance/member-activities-board

Member Communities: http://www.ieee-ras.org/member-communities

MAB Committees

- **Chapter and International Activities**
  - Section and Joint Chapters (83) & Student Chapters (124)
  - Distinguished Lecturer Program
  - http://www.ieee-ras.org/member-communities/chapters

- **Education Committee**
  - Technical Education Program (Summer Schools)
  - http://www.ieee-ras.org/educational-resources-outreach

- **Human Rights and Ethics Committee**

- **Member Services Committee**
  - Young Reviewers Program

MAB Committees, cont.

- **Membership, Admissions and Retention Committee**

- **Student Activities**
  - Student Branch Chapters
  - Volunteer Development/Board Support
  - http://www.ieee-ras.org/students

- **Women in Engineering**
  - http://www.ieee-ras.org/member-communities/women-in-engineering

- **Young Professionals** (formerly GOLD)
  - http://www.ieee-ras.org/member-communities/ieee-young-professionals

Publication Activities Board (PAB)
Primary Staff Support: Amy Reeder

Vice President
Eugenio Guglielmelli, ram-eic@ieee.org

Assoc. Vice Presidents
Kyu Jin Cho, kjcho@snu.ac.kr

PAB Members:
http://www.ieee-ras.org/about-ras/governance/publication-activities-board

RAS Publications: http://www.ieee-ras.org/publications

RAS Publication Activities

Charged with responsibility for all publications of the Society

- Fully Sponsored Publications
  - *IEEE Transactions on Automation Science and Engineering*
  - *IEEE Transactions on Robotics*
  - *IEEE Robotics and Automation Magazine*
  - *IEEE Robotics and Automation Letters*

- Co-sponsored Publications

- Technically Co-sponsored Publications

- **Excludes Conference Proceedings**

Technical Activities Board (TAB)

Vice President
Fumihito Arai, arai@mech.nagoya-u.ac.jp

Assoc. Vice Presidents
Atsushi Yamashita, yamashita@robot.t.u-tokyo.ac.jp

MengChu Zhou, zhou@njit.edu

TAB Members:
http://www.ieee-ras.org/about-ras/governance/technical-activities-board

Technical Committees (38): http://www.ieee-ras.org/technical-committees

Technical Activities Board

The VP for Technical Activities is responsible for:

- All technical activities of the Society,

- Technical content of Society meeting

- Direct responsibility for
  - Technical Committees
  - Working Groups

Technical Committees

Technical Committees

- Currently 38 TCs

- Added as a technical topic area grows

- Ensure that the scope of new TCs is outside scope of existing TCs

- Distinguished Lecturer Program*

- Conferences*

IEEE RAS Administrative Committee

Roles and Responsibilities
Resources
Next Steps

AdCom – Roles & Responsibilities

The AdCom is chaired by the President and it is composed of the following voting members (24): the President, the Junior Past-President, the President-Elect, the Secretary, the Treasurer, the Chair of the Student Activities Standing Committee and the eighteen elected members. The AdCom shall hold at least two meetings each year, one of which is an Annual Meeting (In conjunction with ICRA). The other meeting of the AdCom is usually held in conjunction with IROS.

All RAS meetings will be posted on the website calendar. Unless noted as a "Closed meeting," **any RAS member may attend**. Chair and location will be listed.
http://www.ieee-ras.org/about-ras/ras-calendar

AdCom Members:
http://www.ieee-ras.org/about-ras/governance/administrative-committee

AdCom Agenda: login using your IEEE Username and password.
Attachments/reports should be read prior to the start of the meeting, when possible.
3 October 2015: https://tawapps.ieee.org/mpt/Agenda.aspx?eid=4293

AdCom – Resources

RAS Governing Documents:
http://www.ieee-ras.org/about-ras/society-resource-center/ras-resources#constitution

IEEE RAS AdCom Minutes and Motions:
http://www.ieee-ras.org/about-ras/society-resource-center/ieee-ras-adcom-minutes-and-motions

Reimbursement Procedures for Travel and other Expenses
http://www.ieee-ras.org/about-ras/society-resource-center/reimbursement-procedures-for-travel-and-other-expenses

AdCom – Next Steps

Familiarize yourself with the Boards, Committees, activities, tools and resources that RAS has to offer. Determine where you may be able to serve RAS based on your own talent and interests. Each AdCom member should serve on a minimum of **two** Boards or Committees in addition to AdCom.

Volunteer Now!
Please advise by **31 March** (to RAS@ieee.org) which 3-4 Boards or Committees could benefit from your expertise. You will be appointed to positions in consultation with the VPs and Committee Chairs.

Thank you for your willingness to serve as a member of the RAS Administrative Committee. We look forward to working with you for three productive years.

Please contact us at any time for assistance. We are here to help!

Kathy Colabaugh: k.colabaugh@ieee.org

Amy Reeder: a.reeder@ieee.org