

Illuminating Engineering Society (IES)

SECTION GUIDE

Revised December 2024

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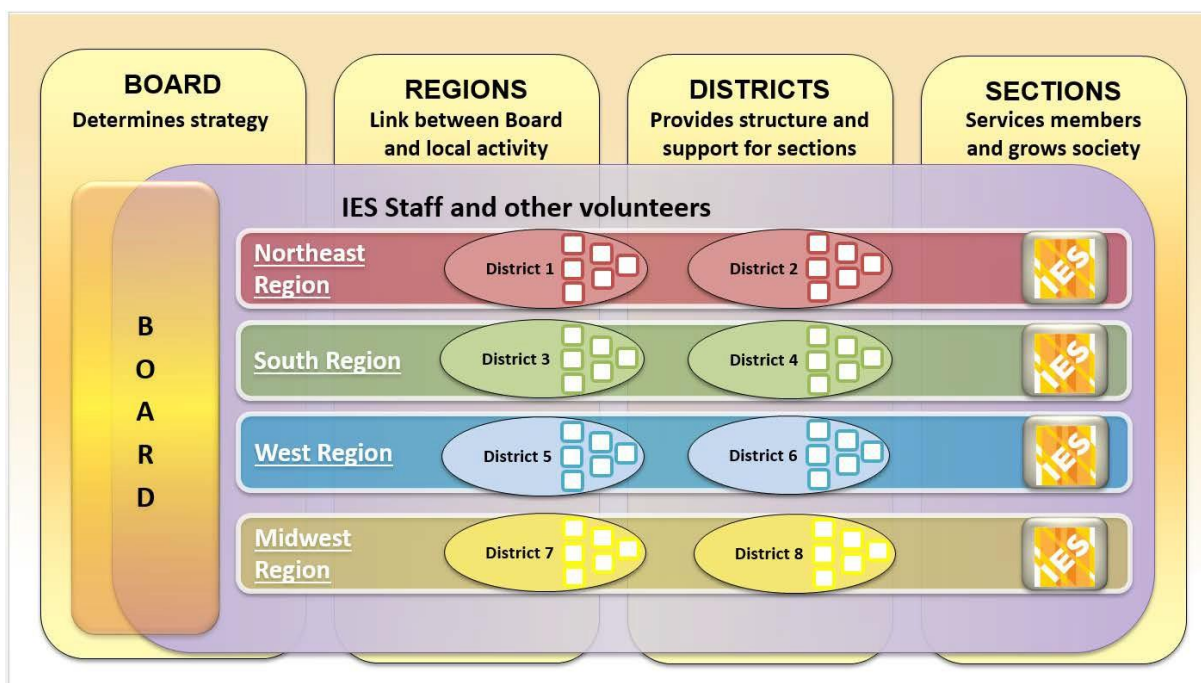
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SECTION ORGANIZATION

SOCIETY ORGANIZATIONAL CHART



SECTION ORGANIZATIONAL CHART

The Board of Managers shall consist of Section Officers and Board Members elected by the Section membership. They are responsible for the proper and successful operation of the Section.



Committees are appointed by the BOM. See Section Committees section on page 16 for details regarding Section Committees

SECTION CALENDAR

Visit the IES website under the Membership Tab and click on [Section and District Forms and Documents](#) to view the current IES Section Calendar and download the PDF version.

PROGRAM YEAR JANUARY 1 – DECEMBER 31

JANUARY

- New Officers / Board of Managers (BOM) take office
- Section Slate due to Membership Department of IES
- Program Chair works together with officers to plan program year – (8) Programs/Events recommended

MARCH

- Treasurer: Section Financial Report due March 31 – email to IES CFO Olga Loukina, oloukina@ies.org

JUNE

- Section President Report due June 15th to District Chair and IES Membership Department

AUGUST (EVENT: IES Annual Conference)

- Program Chair works together with officers to plan program year – (8) Programs/Events recommended (can move this to January to fit new Calendar Year)
- Section President and/or other officer to attend District Executive Council meeting (usually at Annual Conference but can be any other time of year.)

SEPTEMBER/OCTOBER

- Think about appointing new officers and committee chairs
- President to Schedule Section BOM Yearly Meeting (can be August if that is better timed)

NOVEMBER

- Section President Report due: November 15th to District Chair and IES Membership Department
- Elections for new Board of Managers
- Elections finalized, results entered on Section Slate, sent to Sections Coordinator & District Chair

DECEMBER

- Section Slate due to IES Membership Department & District Chair

*Dates are subject to change. Section Leadership is expected to attend **District Executive Council** (DEC) Meetings. Sections should budget for two DEC's per Program Year. The District has some travel funds available upon request if Sections lack appropriate funds to support attendance. DEC's may take place at any point throughout the year, and are planned by the District Chair.

SECTION ACTIVITIES / REQUIREMENTS / POLICY HIGHLIGHTS

NAMING OF SECTIONS

As of July 1, 2008, the names of present and future sections will be designated by geographical cities or towns. This practice will ease the effort of locating the sections for meetings or education courses by non-members or newly enrolled members.

The name of the section shall be determined by two factors:

- A. Each section's membership proximity to a central location, and
- B. The location where a majority of section meetings take place.

PURPOSE

The purpose of the IES Section is to advance the Mission of the Society; *The IES seeks to improve the lighted environment by bringing together those with lighting knowledge and by translating that knowledge into actions that benefit the public.* In pursuit of this mission, the Section shall hold regular meetings for its membership to promote the art, science, and practice of illumination, in conjunction with Section 501(c) (3) of the Internal Revenue Code; or the corresponding issue of any future United States Revenue Law.

RELATIONSHIP TO THE SOCIETY

The Section is a subordinate of the Society. The Section reserves the right to amend, alter, change, or repeal any of its policies and/or provisions contained in its Articles of Incorporation, so long as such provisions do not conflict with the Articles, Constitution or Bylaws of the Society. The Articles of Incorporation and Amendments thereto, must be approved in writing by the Executive Director or the Board of Directors of the Society. The Board of the Society, by majority vote, has plenary power to nullify other actions of the Section, if it determines that such provisions or actions are injurious to the Society or its subordinates.

MEMBERSHIP

The establishment of a Section in any Region may be authorized by a vote of the Board of Directors upon the recommendation of the Regional Director, provided, however, that the membership in the proposed Section will be at least twenty-five (25) members of Member or Associate classification.

Should the membership of a Section fall below twenty-five (25) or should the average attendance at meetings not warrant maintaining a Section, the Regional Director may recommend to the Board of Directors the revocation of Section status.

REQUIRED REPORTING

REPORT	OFFICER RESPONSIBILITY	FREQUENCY	MONTH DUE	RECIPIENT
Section Slate	Secretary or President	Annually	December	IES Membership Dept. & District Chair
Financial Report	Treasurer and President	Annually	March	IES Membership Dept. & District Chair
President Report	President	Twice Annually	June and November	IES Membership Dept. & District Chair
Program Details	Secretary or President	Varies	Varies	IES Membership Dept. & District Chair

FINANCIAL MANAGEMENT & FISCAL RESPONSIBILITY

SECTION ACCOUNTING PRACTICES

Each Section should establish and maintain a bank account at a bank designated by the Board of Managers. The bank account should be opened in the legal name of the Section. **Note: If your Section's name was changed due to the reorganization in 2007-08, make sure the bank's records reflect that.**

DESIGNATED SIGNATORIES

It is recommended that two (2) Officer signatures be required for all financial transactions. For convenience, up to four (4) Officers can be designated signatories.

The proper Section EIN number is necessary to open a bank account in the Section's name and to file an annual Form 990 on Section's behalf with IRS to maintain Section's exempt status. If you are unsure of your Section's EIN number or you are a new Section that needs to apply for EIN with IRS, please email IES CFO at oloukina@ies.org.

Collect all monies owed to the Section. Maintain a cash receipts book, which should indicate the date, payer, amount and the purpose for all monies received.

Provide payment of all invoices received by the Section for approved goods and services. Maintain a cash disbursements book, which should indicate date of payment, check number, amount, payee, and reason for payment. No check should be issued unless the Section has received an invoice accompanied by original receipts to document and substantiate the payment.

Due to increased instances of cyber fraud (i.e. phishing emails), it is strongly recommended that a Section institute the policy of prohibiting any types of wire transfers. It should be communicated that any and all payments and cash disbursements are only to be paid in the form of the check.

Maintain original copies of all invoices paid and cash receipts for a period of 7 years in accordance with current IRS regulations. Bank accounts' resolutions and signature cards should be maintained in the Section's permanent file. Each bank account should be promptly reconciled at the end of each month.

ANNUAL FINANCIAL REPORT

Each Section is **required** to submit an annual financial report to IES by March 31st, after the end of each December 31st calendar year. Please refer to "IES Section Financial Report Instructions" for detailed instructions on completing such report.

US SECTIONS ONLY:

Sections' annual financial reports are necessary to file an annual Form 990 with IRS on behalf of a Section. Such annual filing enables Sections to maintain their tax-exempt status. **In lieu of a report, IES will not be able to file Form 990 with IRS on behalf of a Section and Section's tax-exempt status might be in jeopardy due to missed annual filings.** Thus, it is each Section's duty to ensure an annual financial report is prepared on a timely basis following rules and guidelines established by IES.

VENDOR'S FORM W-9

US SECTIONS ONLY:

A form W-9 should be obtained and kept on file for each vendor. Ask each vendor to provide this form before issuing a payment. For vendors where the Section made payments of more than \$600 in any calendar year to an individual or an unincorporated entity (i.e. LLP, LLC, individual proprietor etc.), forms 1099 and 1096 must be filed with IRS by January 31st of the following year with a copy of form 1099 sent to each such vendor/payee.

SECTION'S FORM W-9

US SECTIONS ONLY:

If a vendor has provided a service or goods for the Section and is requesting a form W-9, please follow below to fill out a form:

- Name: Illuminating Engineering Society _____ Section
- Entity Type: C Corporation
- Exempt payee code: 5
- Address: Fill in appropriate Section address
- Employer ID #: Insert your Section's EIN number
- The completed form W-9 form needs to be signed and dated by the Section's Treasurer.

FORM 990

US SECTIONS ONLY:

If the Section receives a request from IRS regarding the filing of Form 990, a copy of such IRS letter should be emailed to IES Controller at oloukina@ies.org. The filing to the IRS will be done as part of the IES subordinates group return (Form 990) upon the receipt of the Section's annual financial report. A copy of the filing can be requested from IES Controller.

GRANTS, FUNDRAISING, AND OTHER ASSISTANCE TO NOT-FOR PROFIT ORGANIZATIONS AND INDIVIDUALS

SOURCE: INSTRUCTIONS TO IRS SCHEDULE I, FORM 990

DEFINITIONS:

Grants and Other Assistance - includes awards, prizes, contributions, donations, stipends, scholarships, fellowship, research grants, and similar payments and distributions.

Fundraising - an event or program which is held specifically for the purpose of raising funds from public or organizations whether for the general purpose of furthering the exempt organization's mission or for a specific purpose/program.

GUIDELINE:

Generally speaking, IES Sections are allowed to make educational grants and other assistance (i.e. contributions) to other not-for profit organizations and individuals. Since grants and contributions information is required to be disclosed to IRS with sections' annual filing of form 990, there are certain guidelines that need to be followed:

There should be an established process/policy within the Section based on which they pay such grants/contributions/awards that are aligned with the mission of the exempt organization, in this case the Illuminating Engineering Society (IES).

Any contributions made by IES subordinate sections should be aligned with the mission of the exempt parent organization (the underlying reason for which such organization was formed and claimed its exemption from IRS. Sections must maintain records to substantiate amounts, eligibility, and selection criteria used for any and all grants. In general terms, maintain a documented description on how the section monitors its grants to ensure that such grants are used for proper purposes and are not otherwise diverted from the intended use. For example, document in Board of Manager's meeting minutes the criteria for the selection process, purpose and approval or have an established policy documenting the details. Such policy documents must be approved by the section's Board.

Potential Scenario: A section wants to contribute money from their account to a food bank or animal shelter.

Response and Consideration: These unique instances should be exceptions with a documented reason why a non-mission related contribution is paid and certainly approved by the majority of the full Board, with documentation. Boards should be prudent and do owe a fiduciary duty to the organization. Boards should keep in mind that neither any IES's section nor IES Headquarter is a grant giving organization, like many private foundations where giving grants and assistance is the primary business that comes with completely different set of rules and compliances.

After the grants or other assistance has been approved by the section's Board of Managers, maintain the following information in section's records and submit with your annual financial report to IES Headquarters:

- Full legal name of the organization or the individual
- Organization's EIN or individual's SSN
- Section of the IRS Code under which the organization receiving the assistance is tax exempt
- Amount of the grant or other assistance
- Describe the purpose or the ultimate use of the grant or other assistance. Don't use general terms (i.e. charitable, educational). Use more specific description (i.e. payment in support of a specific study)

There might be instances when a section holds a fundraising event for the purpose of raising funds in support of another not-for-profit organization or in support of a specific mission-related program or project. The funds for these types of events are usually raised by ticket sales or sponsorship revenue. In such instances, a section should:

- Communicate to all parties involved the purpose for which raised funds will be used
- How much of raised funds are to be used for this purpose (i.e. 100% of net proceeds)

Only the amount in excess of benefits received will be tax deductible to the party paying for a sponsorship or a ticket. The amount of benefits received usually include the estimated cost of food and beverage consumed and the value of greens fees paid for golf outings. The amount which is subject to the tax deduction should be clearly communicated, usually in the form of the sponsorship acknowledgement letter or on the dated receipt for the ticket sale.

If you have any questions relating to sections' decisions or policies for grants and other assistance, please email your inquiry to Olga Loukina, CPA, CFO at oloukina@ies.org

STATE SALES TAX

US SECTIONS ONLY:

Your Section might be eligible to apply for sales tax exemption in your respective state as a tax-exempt 501c (3) entity. Please keep in mind the following:

- Each state's laws vary regarding granting a 501 (c) (3) organization an exemption from sales tax. Please contact your respective state's tax/revenue agency to inquire regarding the possibility of obtaining an exemption and the steps the Section needs to complete to obtain an exemption certificate.
- Once an exemption certificate is obtained, the Section should not be paying sales taxes on purchases in its respective state. A copy of an exemption certificate should be provided for vendor's files and the sales tax should not be assessed.

SECTIONS OUTSIDE THE US

Consult with counsel or compliance professional specializing in tax-exempt entities in your respective country to ensure you are compliant with your country's tax and not for profit entities laws.

INSURANCE

IES sections are included under IES's General Liability and Umbrella Liability policies. The limits are:

- General Liability: \$1,000,000 each occurrence / \$2,000,000 aggregate
- Umbrella Liability: \$10,000,000 each occurrence / \$10,000,000 aggregate

The IES Sections are not covered under IES's Directors & Officers liability insurance (D&O insurance) *.

*Directors & Officers liability insurance is an insurance coverage intended to protect individuals from personal losses if they are sued because of serving as a director or officer of a business or other type of organization.

Note, in the case of unincorporated Sections, liability would attach to the individuals involved, rather than to the unincorporated association. In the case of an incorporated Section, the Section (not the IES) can be liable for the acts of its representatives.

It is each Section's responsibility to assess whether D&O insurance is warranted considering the nature and volume of business transactions. Should such necessity be warranted, the Section will be responsible for purchasing such D&O insurance. Such insurance may only be purchased from the IES's insurance agent due to such agent's familiarity with IES's structure and business environment.

MEETINGS & PROGRAMS

Each Section should try to hold not less than seven meetings during the fiscal year. Eight are now recommended, but there is no cap on how many social events a section presents.

Notices of meetings should be prepared and mailed on a definite schedule and at least two months in advance of the meeting date.

When preparing notices, be sure to include all pertinent data regarding the meeting:

- Name of the Section
- Date, time and place of the meeting
- Speaker's name and background information
- Title and description of the presentation
- Type of audience the program would interest
- Contact person with their phone and email information

The officers of a Section shall require that all presentations be on a professional, non-commercial basis at a meeting place open to all members.

The guidelines are:

- No member is to be restricted from attending a Section meeting regardless of the member's professional or business affiliation or because of restrictions surrounding the meeting site itself.
- Except in the introduction of the speaker (where company name and title should be given for identification), no reference should be made to company name, nor should company names, logos, or trade names appear in the text or slides.

Upon dissolution or winding up of the Section, or if the Section should return its Charter to the Society for any reason, or should have its Charter revoked, the affairs of the Section shall be terminated immediately under the supervision of the Board of Directors of the Society, and all funds or other property remaining after payment of debts and obligations of the Section shall be distributed, transferred, conveyed, delivered, and paid over only to the Society, provided that it is then an educational, scientific, or charitable organization that is exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Service Code of 1986, as amended, and is not a private foundation within the meaning of Section 509 (a) of the Code; or to a similar exempt organization if the Society is not exempt. The distribution shall be made on whatever terms and conditions and in whatever amounts the Board of Directors of the Society may determine, to be used exclusively for educational, scientific, or charitable purposes. No person connected with the Section or Society or any other private individual shall be entitled to share in the distribution of the corporate assets of the Section upon its dissolution.

ANNUAL MEMBERSHIP BALLOT

Election Procedures

Section Board of Managers' responsibilities:

- Appoint a Section Nominating Committee by February 1 of each year if possible
- This Committee should have at least three members

- A least two members should be prior Section Officers or Board Members.
- The immediate Past President shall normally be the Chairperson of the Committee.

Nominating committee responsibilities:

- Prepare a ballot with quality candidates for Section office for the ensuing annual election by October 1st
- Ensure all nominees are active IES members in good standing.
- At least three of the nominees must be MEMBER classification.
- The Nominating Committee will prepare and send the final ballot by October/November to the following:
 - President of the Section
 - District chair
 - IES Office
- The ballot prepared by the Nominating Committee shall be forwarded by October/November to all members of the Section for a vote or letter ballot.
- The results of the Section election shall be mailed to the three parties above by December.
- A vacancy in the office of President, Vice President, Secretary, Treasurer (or Secretary-Treasurer), shall be filled by the Section Board of Managers.

For a sample ballot, visit the IES website under the Membership Tab and click on [Section and District Forms and Documents](#)

OPTIONAL ACTIVITIES

Awards and Recognition	Networking and Outreach	Fundraising	Education
Local Illumination Awards	Joint Association Meetings	Golf Outing	IES Education Modules
Section Service Award	Students and Emerging Professionals	Scavenger Hunt	Design Presentations or Workshops
Meritorious Service Award	Focus Groups	Section Website Sponsorship*	Technical Presentations
	Booth at EXPO or Convention	Annual Sponsorships	IES Webinars
	Site Tours	Program Sponsorship	

SECTION LEADERSHIP - JOB TITLES & DESCRIPTIONS

BOARD OF MANAGERS

The Board of Managers (BOM) is composed of the Section Officers and Board Members of the Section: President, Vice President, Secretary, Treasurer, and Board Members.

GENERAL DUTIES AND RESPONSIBILITIES

The Board of Managers is the governing body of the Section; they are responsible for the decision-making, and for the proper and successful operation of the Section. They are to engage in discussions and take votes on matters that affect the Section.

Because all activities, events, and programs reflect upon and represent the Section as a whole, the Board of Managers should be actively involved in deciding what those items should be. This is done by creating a Section Events Calendar at the start of each fiscal year.

The Board of Managers has the power to create and appoint Section committees, for the purpose of carrying on the business of the Section, and for producing the events listed on the Section's events calendar. These committees can be either standing committees, or Ad Hoc committees. The Board can also dissolve or reconfigure committees and committee membership as they deem necessary, in order to achieve their goals.

At the start of every fiscal year, the Board of Managers shall appoint Committee Chairpersons for each Section committee.

The Board of Managers should be familiar with all activities being conducted by the Section committees, and provide oversight and direction as needed. It is recommended that the Board of Managers provides each committee with a charter document, which provides guidance and a list of goals for the committee to accomplish for the given year.

REQUIRED MEETINGS - Attend all Section meetings.

SECTION OFFICER: PRESIDENT

GENERAL DUTIES AND RESPONSIBILITIES

Organize and preside over all Section meetings. Insist upon the planning of interesting and constructive meetings with adequate notice to members, consumer groups and others, and adhere to a definite schedule.

Responsible for ethical leadership of the Section. The President is the primary spokesperson of the Section.

Be familiar with the duties of Section Officers, Board Members, and Committee chairpersons and oversee their activities. The President shall provide copies of this Section Guide, as well as the IES Policies and Procedures, to all Section Officers and Board Members.

Have an understanding of all Section policies. In addition, the President should be familiar with all activities of the Society, and be cognizant of the Society honors and awards. Information concerning these activities is available from the District Chair or the IES Office. It is the President's responsibility to recognize at a Section meeting those members who have received any of the Society's awards.

The President has the responsibility to assist Board Members and committee chairpersons in their endeavors, and to recognize achievements. At the same time, also remember the

President should not be doing everyone's job, but must be able to delegate and lead the other Officers and Board Members to perform their duties.

TERM - The Section President position is an elected position that has a term of one year. The President may serve two consecutive terms.

Provide signature for the annual Financial Report.

Immediately after notification of election, the President-elect should call a meeting of the Board of Managers. Ideally, this will be a joint gathering with the previous Board of Managers to:

- Ensure continuity of activities
- Exchange ideas
- Have the previous Board of Managers teach the new ones their duties
- Transfer all Section records to the new board

REQUIRED REPORTS

The President is responsible for delivering two Section President Reports to the District Chair and IES Sections Coordinator for September and April of each year; this report consists of highlights, goals for the Section, requests for assistance, and budget reporting. [Section President Report](#)

REQUIRED MEETINGS

District Executive Council Meeting: Held twice annually; used to share and gain ideas for Section activities and vote on District level motions.

Regional Nominating Committee Meeting: To decide the District Chair election in an election year, this is usually a conference call in the summer in even years. You should bring names of possible candidates for this meeting.

SECTION OFFICER: VICE PRESIDENT

GENERAL DUTIES AND RESPONSIBILITIES

The Section Vice President is the President's first assistant in the conduct of Section activities, and assumes all duties assigned by the President. The Vice President shall assume the role of Section President if the current Section President is unable to perform his or her duties.

Be informed of the work of all committees, their progress and projects. To aid with this process, the Vice President shall be entitled to receive an invitation to attend each and every Section Committee meeting.

Unless a separate Liaison role is established, the Vice President should establish and maintain liaison with other related organizations, including conducting joint meetings and educational programs with such organizations as our Strategic Partners. [Strategic Partners](#)

TERM - The Section Vice President position is an elected position. Vice President may run for the position of Section President at the end of the current Section President's term.

RECOMMENDED MEETINGS - The Vice President may be an alternate for the President or Secretary at the Regional Nominating Committee meeting and/or District Council meeting.

SECTION OFFICER: SECRETARY

GENERAL DUTIES AND RESPONSIBILITIES

Maintain the efficient operation of the Section. Delegate responsibilities as necessary.

Prepare and Issue notice of monthly meetings and of meetings of the Board of Managers to all members.

Prepare minutes of all business meetings.

Maintain a collection of all written policies, meeting minutes, contractual agreements, and committee charter documents that have been approved and adopted by the Board of Managers. This collection should be made accessible to all officers.

Oversee the growth and maintenance of Section mailing list. Add new and transferred members to the local Section mailing list as soon as a membership confirmation/notification is received.

Handle official Section correspondence, and maintain a supply of report forms and Section stationary. Report forms and membership applications are available from the IES office and the IES website (www.ies.org).

TERM - The Section Secretary position is an elected position that has a term of one year. The Secretary may run for consecutive terms.

REQUIRED REPORTS - The annual Section Slate, which declares your Section's elected officers and committee chairperson appointments.

The monthly Section Program Details; send this report to the District Chair and the IES Section Coordinator as soon as possible following the meetings. [Section Program Details form](#)

REQUIRED MEETINGS -

District Executive Council Meeting: Held twice annually; used to share and gain ideas for Section activities and vote on District level motions.

Regional Nominating Committee Meeting: To decide the District Chair election in an election year, this is usually a conference call in the summer in even years. You should bring names of possible candidates for this meeting.

SECTION OFFICER: TREASURER

GENERAL DUTIES AND RESPONSIBILITIES

The Treasurer is responsible for fiscal management and reporting requirements of the Section's finances. The position of the Treasurer may be combined with the position of the Secretary at the discretion of the Section.

The upcoming and current Treasurers should arrange for the orderly transfer of all bank accounts, assets, accounting records and related files to the new Treasurer. Changes of financial institutions and/or accounts should be separately reported to accounting@ies.org, as well as included in the Annual Financial Report.

The Treasurer is responsible for following "Fiscal Management & Fiscal Responsibility", as per above.

TERM - The Section's Treasurer position is an elected position that has a term of one year. The Treasurer may serve consecutive terms.

REQUIRED REPORTS - The Treasurer must submit Section's Annual Financial Report and current Section's Slate to the District Chair and the IES Section Coordinator at rreiman@ies.org. The report and the slate must be for the same period as the Society's fiscal year July 1st to June 30th. The report and slate are due by September 30th of each year. Contact the IES office for the form [Section Financial Report](#)

SECTION BOARD MEMBER

GENERAL DUTIES AND RESPONSIBILITIES

Board Members are the elected Members who sit on the Board of Managers. Board Members should acquaint themselves with the duties of all Section executive officers, as potential future replacements.

Board Members have all the duties and responsibilities listed above for the Board of Managers.

TERM - The Section Board Member position is an elected position that has term of one year. The Board Member may serve consecutive terms.

The immediate Past President shall serve as an advisor, with a vote as a member of the Board of Directors, to assure continuity and advancement of the IES policies and procedures. The Past President shall preside in the absence of the President and Vice President and may temporarily take up the responsibilities of the office, when necessary, upon direction of the Board of Directors.

The President may choose to assign each Board Member a specific role or duty (Ex. Calendar Manager, Alternate Minute taker, Website Manager, etc.), either in addition or in lieu of any Committee Chairperson duties (Ex. Education Chair, Program chair) that the Board may have appointed them. This information, both specified roles and/or Chairperson duties, should be listed on the Section Slate that the Secretary submits to the Society.

Provide the President and Secretary with names of candidates to be suggested for nomination at the Regional Nominating Committee Meeting.

SECTION COMMITTEE CHAIRPERSON

SECTION STANDING COMMITTEES

The Board of Managers for the Section shall appoint committee chairs to the following committees. It is strongly suggested that the Board of Managers consider appointing members of their Section to these Chair positions. Doing so, will help the Board of Managers effectively run their Section and create an opportunity for members to move into more active roles in the Section to cultivate future Section Leadership.

GENERAL DUTIES AND RESPONSIBILITIES

Recruit and organize committee members for the purpose of achieving the committee's assigned mission.

Section Committee Chairperson is required to send invitation to Section's Vice President for all committee meetings. Vice President's attendance is not required, it is up to them to decide if they will attend or not, but they must be invited.

REQUIRED REPORTS - The Section Committee Chairperson should provide, either in writing or in person, a monthly report to the Board of Managers, to keep them apprised of the committee's activities and progress. This is also a good means of asking for additional guidance from the Board on any difficulties or challenges the committee encounters.

REQUIRED MEETINGS - The Chairperson should organize regular periodic meetings for their committee, so as to maintain continuous forward progress and keep committee members engaged in the work of completing the committee's mission.

TYPES OF COMMITTEES SECTIONS ARE ENCOURAGED TO HAVE:

Membership

The Membership Committee Chair is responsible for cultivating Section Membership, Section recognition, and maintaining a relationship with their local Emerging Professionals group. The Committee Chair should cultivate relationships with lighting specifiers, manufacturers, sales representatives, educators, students and the scientific community to promote growth of Society membership and volunteerism. The Membership Chair should also maintain a relationship with local Sustaining Members and look for prospective organizations to add as Sustaining Members to the Society. Additionally, the Membership chair should maintain a list of membership milestones, including 5 year anniversaries and lead the effort to recognize these anniversaries. This can include ordering and distribution of anniversary certificates and/or pins.

Education

Locally administers educational seminars, webinars, and courses that have been prepared and distributed by the Society. For more information on IES Education offerings, go to:

<https://www.ies.org/education/>

Communications

Create and/or maintain the section website, and Social Media accounts making sure information is accurate, up-to-date and contains Society approved links and content. Send releases to local papers, other professional industry Societies, to encourage the media's interest in and coverage of Section activities.

Illumination Awards (IA)

Be responsible for planning and implementing the IES Illumination Awards at the Section level. Help facilitate and encourage members and nonmembers to submit their projects. Reviews all projects for compliance with IA rules and procedures. Determines section award recognition for eligible projects.

<https://www.ies.org/events/illumination-awards/>

Nominating

Prepares the ballot for election of Section Officers and Board Members, and administers the election process. Makes recommendations to the Board of Managers on potential members to consider for any open and available Section leadership positions. Typically, the Chair of the Nominating Committee is the immediate past President of the Section. The Board of Managers may elect to appoint an alternate at their discretion.

Programs

Coordinates presenters, venues, refreshments, and CE credits (if applicable) for the monthly programs.

Section Ad Hoc Committees

The Board of Managers for the Section shall appoint committee chairs to the following Ad Hoc committees:

Recognition

Actively engage the Board and Section members in soliciting candidate nominations for Section, Regional and Society Awards/Recognition.

District Initiatives or Events

Represent Section during the organization of any District-Wide initiatives or events being planned.

IES headquarters can also provide additional support for website development. If this is something that your section is interested in, please contact the IES office at 212-248-5000.

SOCIETY PROFILE

MISSION & VISION STATEMENTS

MISSION STATEMENT

The IES seeks to improve the lighted environment by bringing together those with lighting knowledge and by translating that knowledge into actions that benefit the public.

VISION STATEMENT

The IES will build upon a century of excellence to create the premier lighting community dedicated to promoting the art and science of quality lighting to its members, allied professional organizations, and the public.

IES OVERVIEW

The Illuminating Engineering Society was founded in 1906 to establish scientific lighting recommendations and to disseminate this information to all interested parties. The Society's diversified membership includes engineers, architects, lighting designers, educators, students, contractors, distributors, utility personnel, scientists, sales reps, and manufacturers.

The IES publishes over 60 lighting standards and technical documents including the IES Lighting Handbook, recognized worldwide as the most authoritative and useful reference in the field on lighting research, theory, facts, and applications.

The IES also publishes two magazines – Lighting Design & Application (LD+A), a monthly magazine featuring current lighting applications, techniques, products, and systems; and LEUKOS, the electronic technical journal of the IES, which includes the latest information on lighting research and technical developments.

Continuing education of lighting professionals is accomplished through local Section programs, technical conferences, short courses, monthly webinars, and symposia.

The Society's annual events include LIGHTFAIR International, the IES Annual Conference, the Illumination Award Gala, and the IES Street and Area Lighting Conference (SALC). LIGHTFAIR is typically held in the spring, while the others typically occur in the fall.

IES STAFF

The Executive Director is the head of the IES staff. All staff members are paid employees of the Society. The purpose of the IES staff is to carry out the directives of the Board of Directors and otherwise conduct the business of the Society, including administration of Society events, publications, and services. The majority of IES staff members work at the IES headquarters offices in New York City, while a few work remotely. IES staff members are an invaluable resource to our members, volunteers, and elected officers.

MEMBER VOLUNTEERS

SOCIETY LEVEL

IES Board of Directors – Composed of 14 members elected by the membership, plus 1 appointed member and 1 IES Staff member. The IES Board of Directors is the Society's governing body, responsible for all legal and financial affairs of the Society. The Board consists

of the President, the Vice President, the Treasurer, the Past President, six (6) At-Large Directors, four (4) Regional Directors, the Outside Director (appointed), and the Executive Director (staff).

IES Technical Committees – The IES has over 60 technical committees, organized into 3 group classifications: Science, Practice, and Applications. These committees are composed of representatives from every segment of the lighting industry. The result of their efforts is typically an IES publication representing the latest lighting information from research through application.

IES Non-Technical Committees – The IES also has over 20 non-technical committees. These are organized into 5 group classifications: Membership, Society Events, Society Awards, Governance, and Education.

REGIONAL, DISTRICT, AND SECTION LEVELS

For the most current overview, map, contact info, and listings of the Regions, Districts, and Sections, visit our website under the Membership tab and click Find a Section or go to <https://www.ies.org/membership/regions-districts-sections/>

Regional Directors – Work with District Chairs within the Region to support Society activities, to promote the successful operation of the Sections. Regional Directors provide communication to the District Chairs matters of Society importance, and to communicate to the Society and its officers and staff matters of concern to the Sections and members.

District Chairs – The conduit between the local Sections and the Regional/Society-level Directors.

Section Officers – Leadership of the local Sections. The Section Officers are the President, Vice President, Secretary, and Treasurer.

Section Committees – For the purpose of carrying on the business of the Section, and for producing the events listed on the Section Events Calendar.