



# THE IPEIA COMMITTEE



**What does this mean to US?**

**What does this mean to YOU?**

# ABOUT IPEIA



Provide a forum for the interaction between industry, regulators and educators.

Provide a platform through which pressure equipment industry concerns and or initiatives can take hold and flourish.



# ABOUT IPEIA

The International Pressure Equipment Integrity Association (IPEIA) is a not-for-profit organization, comprised of individuals active in the pressure equipment industry and related educational groups.

## IPEIA IS A MEMBERSHIP-BASED ASSOCIATION

*So much more  
than a conference!*



Webinars  
Technical  
Presentations  
Symposiums  
Panels



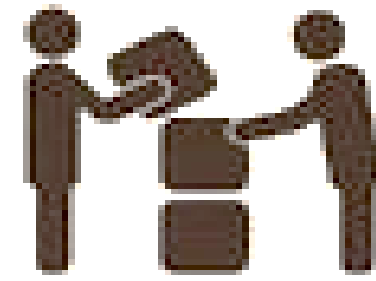
Annual  
Conference  
&  
Exhibition



# ALL IPEIA COMMITTEE MEMBERS



VISION



COLLABORATION



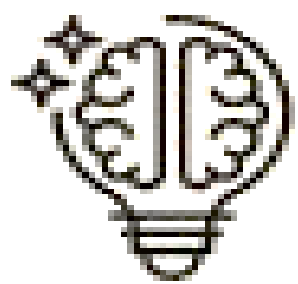
SUCCESS



MISSION



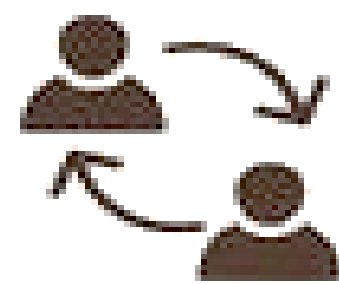
# IPEIA COMMITTEES



CREATIVITY



GOALS



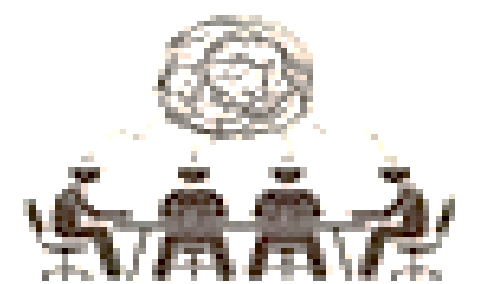
COMMUNICATION



SUPPORT



TRUST



BRAINSTORMING

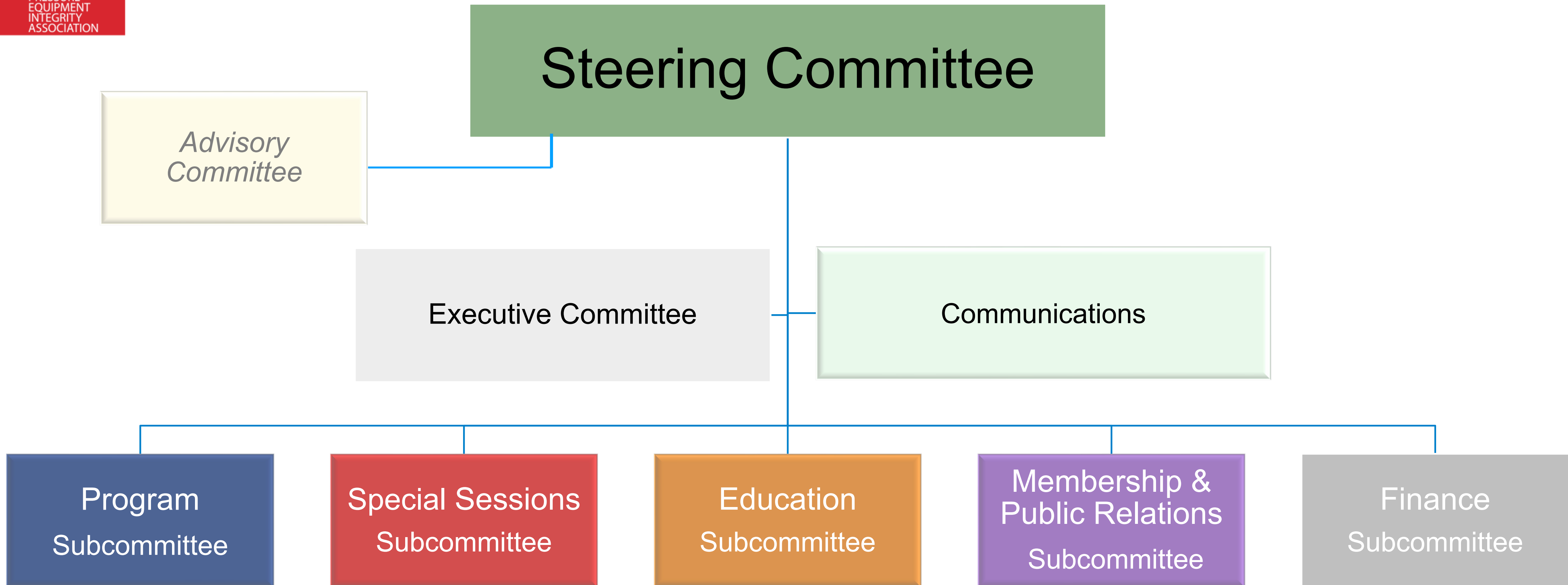
# Call to Action to “Become a Committee Member”

## IPEIA Expectations of a COMMITTEE MEMBER:

- ✓ Be RELIABLE
- ✓ Be COLLABORATIVE
- ✓ Be TRUSTWORTHY
- ✓ Be POSITIVE
- ✓ Be OPEN
- ✓ Be SUPPORTIVE
- ✓ Be RESPECTFUL
- ✓ Be ACCOUNTABLE
- ✓ Be HONEST
- ✓ Be COMMITTED
- ✓ Be PROFESSIONAL
- ✓ Be CREATIVE

**✓ BE A TEAM MEMBER**

# OUR COMMITTEES





# OUR SUBCOMMITTEES

## Program Subcommittee

Build and deliver technical presentations in person and online

1. Must have current technical knowledge of IPEIA's presentation streams (one or more preferably)
2. Must be committed, organized and proactive in managing deadlines
3. Must have experience in technical reviews and providing effective feedback

## Special Sessions Subcommittee

Build and deliver specialized presentations, panels, and other forums

1. Experience with coordination of training courses and establishing unique session offerings for our membership such as symposiums, panels and specialty industry updates
2. Must have industry technical expertise and willingness to collaborate with industry peers
3. Able to provide useable input to solutions to industry problems and assist in developing the committee's deliverables

## Education Subcommittee

Builds and delivers courses and tools for IPEIA's next generation

1. Experience in preparing and presenting educational material about technical subjects related to pressure equipment integrity
2. Passionate about engaging with and educating the next generation of industry professionals (e.g. students, educational institutions, etc.)
3. Experience in mentoring, event planning/coordination, or marketing would be assets to this committee

# OUR SUBCOMMITTEES

## Membership & Public Relations Subcommittee

Build IPEIA's membership offerings including networking events. Liaise with Program, Education, and Special Sessions

- Client Relations
- Sponsorship
- Exhibition
- Membership

1. Must have strong organizational and ideally an understanding of the fundamentals of project management
2. Must have experience in business development, customer service and a background in sales
3. Prior success in business communications and marketing will be an asset to this committee

## Finance Subcommittee

Provides budget management and financial oversight to all approved and proposed initiatives

1. Basic understanding of how to build a budget based on previous years data and forecast upcoming year income and expenses
2. Fundamental excel skills to build budgets, analyze actuals (month to month and year to date)
3. Strong attention to detail, extracting reports out of registration system and aligning to the accounting system

# COMMITTEE MEMBERS CONTRIBUTION

**IPEIA is a non-profit association  
created by industry to support industry**

We rely on committee members to provide a myriad of functions throughout the organization.

Committee members take fresh ideas and make them reality.

Committee members may contribute to various subcommittees and eventually take leadership roles.

Steering Committee is comprised of Executive Team, Committee Chairs and Industry Groups Representatives

# Roles & Expectations

Role	Overview	Criteria/Term/Fees	Responsibilities / Expectations
<b>SUB-COMMITTEES</b>	To facilitate the execution of the IPEIA annual membership offerings the Steering Committee may be required from time to time to establish ad hoc committees to address specific short-term issues. Ad hoc committees will be charged with a mandate and a specified timeframe by the Steering Committee at the time of their formation. Should any ad hoc committee or its chair fail to execute its mandate as determined by the Steering Committee then the Steering Committee has the right, and duty, to take whatever action necessary including dismissal of the chair and any or all committee members to ensure the mandate is completed successfully.	<b>Commitment:</b> 1-2 years min  <b>Membership Fees:</b> <ul style="list-style-type: none"> <li><b>Chair only included</b> - promo code will be provided to register for the IPEIA annual membership offerings only for the cycle the member is on Steering Committee</li> <li>Not included for all other members</li> </ul>	<ul style="list-style-type: none"> <li>Review Past Chairs Lessons Learned</li> <li>Participate in a minimum of 80% of monthly meetings</li> <li>Complete assigned deliverables/tasks</li> <li>Support and fill volunteer roles at onsite hosted events</li> </ul>
<b>Sub-Committee Team Member</b> (approx. 8-12hrs month)	<p>Sub-committee members are required to report to their respective committee chairs, attend committee meetings, and support the mandate as much as possible. All work on behalf of IPEIA must be carried out ethically.</p> <p>Members co-opted onto Sub-Committees shall have voting rights within the sub-committee committee they are co-opted to. Co-opted sub-committee committee members do not sit on the Steering Committee except by invitation and do not have voting rights on the Steering Committee.</p>	<b>Commitment:</b> 1-year minimum  <b>Membership Fees:</b> <ul style="list-style-type: none"> <li>Not included</li> </ul>	<ul style="list-style-type: none"> <li>Develop and coordinate sub-task group meetings (ie. Sponsorship Lead committee meetings or Program Student Poster sub-group)</li> <li>Contribute to the creation of the deliverables/tasks</li> <li>Provide feedback, ideas, solutions, and recommendations to sub-committee chairs</li> </ul>



For example:  
IPEIA has a  
Master Program  
Plan to help  
support all tasks  
for ALL  
COMMITTEES

Week	Date	Milestones	Session	Responsible	Committee	Complete	Notes
14	2023		All Membership Offerings	Program	Program	Chair	15-Nov-22 Final Presentations to be completed (all reviews (1st and 2nd) to be completed by 15-Nov-22)
15	2023		All Membership Offerings	Program	Program	Chair	15-Nov-22 Website posting / Social Media posts / Email Blasts
16	2022	Milestone	Conference App	SteerCo	Executive	1st Vice Chair	17-Nov-22 Presented at Nov SteerCo for approval
17	2023		11/ Webinar Presentation #11: SteerCo	SteerCo	Executive	Administrative Assistant	23-Nov-22 Critical Path - manage all issues and questions
18	2022		11/ Webinar Presentation #11: SteerCo	SteerCo	Executive	Webinar Producer	24-Nov-22
19	2022		11/ Webinar Presentation #11: SteerCo	SteerCo	Executive	Webinar Producer	24-Nov-22
20	2022		11/ Webinar Presentation #11: SteerCo	SteerCo	Executive	Webinar Producer	24-Nov-22
21	2022	Milestone	Conference App	SteerCo	Executive	Presenter(s)	24-Nov-22
22	2023	Milestone	Conference App	SteerCo	Executive	Presenter(s)	24-Nov-22
23	2023		30-Nov-22 GO LIVE for APPROVAL of WEBINARS for 2023 Programming	SteerCo	Administrative Assistant	Vice Chair	28-Nov-22 Critical Path - manage all issues and questions
24	2022		30-Nov-22 Create Communication (including content) to promote the Integrity Challenges Forum	Special Sessions	ICF	Jim Yukes	30-Nov-22 Critical Path - manage all issues and questions
25	2023		30-Nov-22 Assist Chair and Vice Chair to build the next SteerCo members	SteerCo	Executive	Past Chair	30-Nov-22 Website posting / Social Media posts / Email Blasts
26	2023		30-Nov-22 Review all memorandum and prepare for honoring our lost colleagues at conference (video preparations)	SteerCo	Industry Group Liaisons	Industry Group Liaisons	30-Nov-22 Past Chair to advise and support the existing Chair to transition role to Vice Chair and build new the new Steering Committee - sub-committee chairs for the next cycle.
27	2023		30-Nov-22 Define Regulator Panel's Agenda for at Conference	Special Sessions	Regulatory Panel	Merv	30-Nov-22 Industry Group Liaisons to discuss with their memberships to collect obituaries, pictures, write ups from those close to him in industry and permission from their family to honour them at the conference
28	2023		30-Nov-22 Ensure all registration system updates and requirements have been completed for next membership annual year	Education	Education	Chair	30-Nov-22 First Draft / Plan for at Conference
29	2023		30-Nov-22 Confirm 2023 Commitments for all Committee Chairs & Vice Chairs	SteerCo	Executive	Chair	30-Nov-22 In order to support all offerings for the year, all programming must be completed for the current year/cycle (2023) to allow preparations for:
30	2023		30-Nov-22 Ensure all APART system updates and requirements have been completed for next membership/Conference annual year. Need this ready for Announcement for Call for Content (March 3, 2023)	Program/Special Sessions/Education	Program/Special Sessions/Education	Chairs	30-Nov-22 • Conference sponsorships and booth renewals - ends: March 16 • Conference sponsorships and booth FRoR - opens: May 1 / ends: May 30 • Call for Content - opens March 3 • Registration - opens September 15 • Call for Content - closes August 31
31	2023		30-Nov-22 Ensure all registration system updates and requirements have been completed for next membership annual year	Public Relations	Sponsorship	Lead	30-Nov-22 Prior to next Membership Year - need to confirm all leaders for key positions - must have commitment from everyone who will be leading in 2023 to allow them to go to the conference appreciating the roles they are taking on for 2023/24. Set people up for success to learn from their current leaders
32	2023						30-Nov-22 Call for Content needs to open by March 3, 2023 (capitalize on the momentum of the conference to try to drive early abstract submissions)
33	2023						30-Nov-22 In order to support all offerings for the year, all programming must be completed for the current year/cycle (2023) to allow preparations for:
34	2023						30-Nov-22 • Conference sponsorships and booth renewals - ends: March 16 • Conference sponsorships and booth FRoR - opens: May 1 / ends: May 30 • Call for Content - opens March 3 • Registration - opens September 15 • Call for Content - closes August 31

# NEXT STEPS



## TALK to US!

Have a chat with one of our committee members and learn more!  
*(look for a name badge or red vest)*



## JOIN US!!

[www.ipeia.com/ipeia-volunteers](http://www.ipeia.com/ipeia-volunteers)



**We look  
forward to  
you being a  
part of IPEIA**

