

**M**ANY A. I. E. E. Sections have found that Technical Groups are valuable adjuncts. Such groups benefit the Section membership by providing a greater range of meetings and increasing the opportunities for members to participate in Section activities. Technical Group meetings are intended to supplement and not to replace the regular Section or Subsection meetings.

Many opportunities exist for forming additional Technical Groups. They may be organized to the advantage of both the smaller and larger Sections and also by Subsections. The Sections Committee strongly recommends that serious consideration be given to the organization of such groups.

The purpose of this folder is to present data relative to organization and operation of Technical Groups which may be used as a guide in the formation of such groups.

### Need for Technical Groups

The diversified membership and the growing number of new and specialized fields of electrical engineering make it difficult for Section officers to find suitable subjects of interest to the entire membership which would bring them out to the meetings. Technical Groups provide opportunities for members in particular fields of engineering to meet and discuss problems of particular interest to the group.

By means of Technical Groups, the Section can better serve its total membership by providing meetings of varied interest and an opportunity for members to discuss problems in their fields of activity with other engineers in the same field. They also provide opportunities for specialists in other fields to speak to engineering groups on their particular subjects to the advantage of both. Such Technical Group meetings will hold the interest of a larger number of members and serve to attract new members.

With the operation of such groups within the Section there will be little need for the formation of organizations outside of the Institute to serve the same purpose.

The need for Technical Groups within a Section increases as the size or diversity of the activity of the membership increases. The use of these groups is adaptable to the smaller as well as the larger Sections or Subsections.

### Benefits Resulting from Technical Groups

There are many benefits to the Section resulting

from the operation of Technical Groups, among which are the following:

- I—Enables the Section to carry out the objectives of the Institute and thereby hold many present members by supplying technical information in diversified fields of activity.
- II—Enables the Section to expand its program to include specialized fields and thereby serve the needs of a greater proportion of its membership.
- III—Provides opportunities for members to keep abreast of the advancement of the art in their particular field.
- IV—Provides opportunities for electrical engineers to contribute valuable information by participating in the discussions.
- V—Enables the Section to secure new members from specialized fields who otherwise would not be interested in the Section activities.
- VI—Provides opportunities for more members to participate in Section affairs and trains members for other responsible positions of service to the Section.
- VII—Interest in and participation in the Technical Groups should cause an increase in attendance at regular Section meetings.
- VIII—Benefits Sections financially by additional allotments because of increased number of meetings.

### Suggested Technical Groups

The Technical Groups meeting plan has been in successful operation for many years by various Sections. Some Sections have varied the groups from year to year and other Sections have expanded the number of groups to include other fields of engineering activity.

The following is a list of suggested Technical Groups. Some are in operation in various Sections; others are suggested for your consideration:

Aeronautics  
Air Transportation  
Basic Sciences  
Communications  
Electrical Construction  
Electrochemical and Electrometallurgical  
Electronics  
Electric Heating  
Electric Welding  
Feedback Control System or Servo-Mechanisms  
Illumination

Industrial Practices  
Industrial Power Supply  
Insulation  
Instruments and Measurements  
Land Transportation  
Marine Transportation  
Motors and Control  
Power Generation  
Power System Engineering  
Power Transmission and Distribution  
Research  
Safety  
Shipboard Electrical  
Standards

### Organization of Groups

To set up and operate Technical Groups requires no elaborate organization except for a few very large Sections. Requirements for a small Section can be streamlined to fit the needs. A method of operation which has been found successful is as follows:

I—Each Technical Group is headed by a Chairman appointed by the Section Chairman (approved by the Executive Committee) and reports to the General Chairman of Technical Groups, who in turn reports to the Section Executive Committee.

II—The Chairman of each Technical Group appoints as many additional members to serve with him as may be necessary for planning the various meetings to be held by the group. In many cases the Chairman of a group may be able to carry out the work individually without a subcommittee.

III—In some instances, the organization of the individual Technical Groups may be more elaborate and involved, requiring a Vice-Chairman, Secretary, a committee set-up and separate set of By-Laws, which are subordinate to the Section By-Laws.

IV—The Technical Group Committee is composed of the General Chairman of the Technical Groups and the Chairman of each particular Technical Group. This committee arranges and correlates the schedule of meetings for the various Technical Groups.

V—The General Chairman of the Technical Groups Committee is a member of the general Program Committee (sometimes called the "Meetings and Papers Committee"), in order to correlate the meetings of the Technical Groups with the regular Section meetings.



VI—In some Sections the General Chairman of the Technical Groups Committee is a regularly elected Vice-Chairman of the Section. In some Sections, the unit of Technical Groups is known as a Division of the Section.

VII—In all cases, the Chairman or other officers of the Technical Groups will arrange the program and take charge of group meetings.

### How to Proceed with Organization

I—The organization and operation of Technical Groups is entirely within the power of each Section and no national action is required.

II—The Section should make a study to determine the probable need for Technical Groups.

III—The Section should canvass the membership with a check list of proposed groups, and request indication of interest and suggestions for additional groups.

IV—The Executive Committee or the Section governing body should approve of the groups to be established, based on interest as indicated from an analysis of the survey.

V—The Section By-Laws should be revised, if necessary, to permit the organization of Technical Groups.

After these preliminary steps have been taken, organization of the individual technical groups may proceed. The Section Secretary should notify headquarters of groups formed.

### Methods of Operation

Among the methods of operation of Technical Groups meetings, the following have been successful.

I—Short presentation by one or more speakers, with development of subject controlled by audience discussion.

II—Speakers' panel briefly presenting the subject and then answering questions from the audience. This type of meeting is sometimes known as a panel discussion, open forum or round table meeting.

III—Complete presentation and development of subject by the speaker, followed by prepared or impromptu discussions.

The success of a meeting should not be measured by the size of the attendance but rather by the quality of the presentation and discussions, and the interest shown. Meetings should be designed for

relatively small groups in order to facilitate profitable discussion.

### Suggestions

I—Speakers may be obtained from manufacturers, operating companies, educational institutions and local membership.

II—Publicity of Technical Groups meetings can usually be handled by the regular Section Publicity Committee. Notice of Technical Groups meetings should be sent to all members of the Section as well as to other addresses of possible interest. Bulletin board notices have also been found effective. Attendance records can usually be handled by the appropriate committee.

III—Joint meetings or educational courses with technical groups of other societies where common interests exist have been found highly successful and should be encouraged.

IV—Identification lapel cards or tags displayed by members attending meetings are of value in increasing good fellowship, and their collection after meetings is of value for record purposes.

V—Attendance of guests should be encouraged, with organized follow-up by Section Membership Committee.

VI—Student members should be invited and encouraged to attend all group meetings in which they may find an interest.

VII—The use of demonstrations, exhibits, slides and motion pictures is very desirable.

VIII—Groups may be financed from Section budget or local dues. Increase in membership will frequently offset expenses.

IX—Some Sections have one or more of the Technical Groups provide the programs for one Section technical meeting each year, the subject selected being one of general interest to the entire Section membership.

The Secretary of the Institute or the Sections Committee will be glad to furnish further information.

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# AMERICAN INSTITUTE of ELECTRICAL ENGINEERS



## TECHNICAL GROUPS

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