

## TRUC Member Duties

### **A. Duties for User and Non-User TRUC members:**

1. Attend the FDA conferences, currently held in Atlanta, GA and hosted by Georgia Tech
2. Attend the TRUC committee meeting held at the Georgia Tech Hotel the Sunday afternoon preceding the start of the FDA Conference on Monday
3. Recruit papers for presentation at the FDA conference
4. Volunteering to be either a Chairperson or Vice-Chairperson for one of the four FDA sessions that are held on Monday and Tuesday of the FDA Conference. Refer to the accompanying Chairperson Guidelines document for a complete explanation of the Chair duties
5. Briefly stated, the Chairperson or Vice-Chairperson responsible for one of the four sessions will review all papers and presentations submitted by the authors assigned to their respective session. The final version of papers and Microsoft® PowerPoint presentations that conform to the accompanying TRUC Author's Guidelines document will then be posted/submitted by the Chairperson or Vice-Chairperson to the Ga Tech Website (new process since 2018 FDA...)
6. In the absence of a TRUC member operating the audio/visual part of the presentations, assist with the audio/visual presentations
7. Work with users to present interesting faults for analysis during the Monday afternoon session at the FDA conference
8. Participate in the monthly TRUC meetings held the second Tuesday of every month
9. Recruit new members to fill vacant User positions on the TRUC committee
10. A Non-User is usually appointed or volunteers as TRUC Secretary
11. New members need a letter or email from their management that supports their involvement on the TRUC committee and must submit a resume detailing their involvement with transient recorders to the TRUC committee ([council@truc.org](mailto:council@truc.org)) for membership consideration
12. At least one TRUC member should attend the Protective Relay committee breakfast meeting that is held early on Thursday morning during the week of the FDA conference
13. Volunteering as a "Timer" to monitor author presentations for the 40-minute time period allotted for each presentation, which includes 10-minutes for Q&A and changing of the presenters. Use a timer application such as "pclock" or "Presentation Clock" written by Matt Cholick. The timer application is available for iOS and Android downloading. As a Timer you need to monitor the countdown timer to advise a paper presenter when there is five then two minutes remaining for the presenter to conclude their presentation. The timer counts down from 35 minutes and turns yellow with five minutes left and turns red with two minutes left.

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### **B. Additional duties for User members:**

1. Volunteering for the position of TRUC Chairperson or Vice-Chair as the positions become vacant. The Vice-Chair in one year is automatically advanced to TRUC Chairperson for the following year whereby a User member volunteers or is nominated to fill the vacated position of TRUC Vice-Chair
2. One user-member of the TRUC committee will take the responsibility of reporting on a single vendors' issues as reported by individual utility users during the Monday afternoon "Users Forum" or at other times during the FDA Conference. That user-member will then submit a short report to the respective vendor by writing a summary of customer comments for the affected vendor to review
3. Consult with utility users during the FDA conference to get their feedback on vendor product reliability, quality, repeatability and after-sales support. This information is usually acquired during the Users Forum on Monday afternoon, but can be gathered at any time.
4. Visit their selected Vendor's suite/booth to consult with the vendor regarding issues concerning their product(s) and/or services that were brought up by users during the Monday afternoon Users Forum. Determine if the vendor has any relative comments or solutions that could be settled by encouraging the users to consult with the vendor during the conference.