

Dear EC members,

Per the LMSC P&P all members of the executive committee are re-affirmed at the first Plenary session of each even numbered year. That session is the upcoming March 2004 Plenary session. I will stand for re-affirmation as Chair of 802.

There will be changes in the makeup of the EC appointed positions since Geoff Thompson has announced his intention not to stand for re-affirmation as first Vice Chair. Geoff, I sincerely thank you for the time, skill and the passion for excellence you have brought to the LMSC Executive Committee and the overall IEEE-SA. It has been an honor to serve with you.

If I am re-affirmed Chair of 802 Matthew Sherman has agreed to assume the first Vice Chair position and Howard Frazier has agreed to assume the second Vice-Chair position. Bill Quackenbush, Bob O'Hara and Buzz Rigsbee have agreed to continue on in their positions as Treasurer, Recording Secretary and Executive Secretary. Unfortunately, Bill has recently informed me that he will not be able to serve a full term, hence Bill and I are actively looking for treasurer candidates between now and July 2004.

If you, or others in you WGs, wish to be considered for the appointed positions, please contact me. The responsibilities of the appointed positions are described below.

In the case of the WG Chairs and Vice-Chairs, we will observe the process described below.

Position summary:

Elected by EC:	Chair (1)
Chair appointment/Confirmed by EC:	1st Vice-Chair, 2nd Vice-Chair, Executive Secy, Recording Secy, Treasurer (5)
Elected by WG/Confirmed by EC:	WG Chairs and Vice-Chairs for 802.1, 802.3, 802.11, 802.15, 802.16, 802.17, 802.20, 802.21 (8)
Elected by TAG/Confirmed by EC:	TAG chairs for 802.18 and 802.19 (2)
Total positions:	16

Please circulate this email to your WG members so they have ample time to consider it before the March meeting.

Regards,

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## EC re-affirmation process

Current Working Group Chairs should announce to their Working Groups that normal two-year elections are being held per the operating rules, inform the Working Group if they wish to be considered as a candidate for re-election and solicit new candidates. A formal election, within the Working Group should occur during the plenary week and a statement on the Working Groups selection for Chair and Vice Chair(s) be reported to the SEC at their plenary closing meeting upon which they must be confirmed by the SEC. Newly elected/confirmed occupants of positions will formally take responsibility at the end of the March plenary session.

Each Working Group should also elect a Vice Chair or Vice Chair(s). A Working Group may have more than one Vice Chair, if circumstances warrant and to provide more leadership candidates.

If there are additional candidates for IEEE 802 LMSC Chair they should notify Bob O'Hara, the recording secretary by Monday morning, March 15, in order that the process proceeds smoothly in an open manner.

Responsibilities of the IEEE 802 LMSC chair and appointed positions are described below.

As mentioned above, I will seek the LMSC Chair position and am announcing myself as a candidate for re-affirmation. Of the current appointed members of the EC Buzz Rigsbee, Bob O'Hara, Bill Quackenbush and Mat Sherman seek re-appointment. Assuming I'm elected Chair, I will appoint Mat Sherman to the first Vice Chair position and Howard Frazier to second Vice Chair position.

The confirmation of elected WG/TAG Chair and Vice-Chair will take place at the closing EC meeting as the first item under "Motions, Internal"(MI). Chairs, please be prepared to report the numerical results of the elections in your WG/TAG. If there are new WG or TAG Chairs or Vice-Chairs, they will take office at the end of Plenary session.

The election of LMSC Chair will then take place followed by the confirmation of appointed officers. If a new IEEE 802 Chair is elected, I propose that we delay the confirmation of the appointed members until the following session in order to provide for adequate review by the EC members.

## **LMSC CHAIR RESPONSIBILITIES**

### **1. Fulfill Duties as Outlined in LMSC P&P**

#### **2. Obligations to Computer Society**

(a) Attend CS Standards Activities Board meetings as LMSC Chair (oneface-to-face, nominally three telecons)

(b) Represent LMSC views and needs

(c) Guide/facilitate healthy evolution of SAB projects and practices

(d) Produce summary reports on LMSC activities, three times a year

(e) Generate LMSC Annual Report: past year highlights, next year target goals, summary overviews, major changes, etc.

#### **3. Obligations to LMSC Beyond Explicit Duties Identified in P&P**

(a) Sign and, in many cases, draft/author/edit official communications to external organizations (eg. FCC, DAVIC, ITU-T, ITU-R...nominally 20-25 documents per year, but growing)

(b) Review and sign-off on Sponsor Ballot lists generated by SA

(c) Review and sign-off on PAR submissions, send to CS-SAB and IEEE SA Standards Board

(d) Facilitate generation of LMSC agenda with significant help from the recording secretary, finalize agenda for the closing executive meeting

(e) Review with the recording secretary all LMSC actions items after the end of the plenary session

(f) Review with the executive secretary all meeting planning recommendations and help deal with meeting logistics issues as they arise

(g) Review with the treasurer the meeting budget and help deal with financial issues as they arise

#### **4 Plenary Meeting Facilitation:**

(a) On-call entire week to coach/mentor/facilitate resolution of issues and guide actions toward LMSC win-win results (usually 20-30 hours, 10-15 key projects). [This limits one's freedom to attend WG meetings to no more than a few hours at best)

(b) Act as liaison with IEEE Standards staff (at plenary session and in Piscataway usually during SA Standards Board sessions) on working issues/projects (usually 5-10 hours per Plenary meeting)

(c) Lead ad hoc activities as needed, usually one or two per Plenary

#### **5. Inter-Meeting Activities:**

(a) Follow-up on items in (3) above

(b) Work with IEEE staff on issue resolution (eg. Sponsor Ballot process, SA directions, getIEEE802, CD-ROM, drafts for sale, etc.)

(c) Respond to calls from the press, obtain approval of LMSC press releases, etc

(d) Respond to NesCom and RevCom concerns on behalf of LMSC PARs and draft standard reviews (if needed beyond WG chair actions)

(e) Monitor JTC 1 actions affecting 8802 series of standards

(f) Monitor FCC, IETF, ITU-T and ITU-R activities, sign off on liaison communications

#### General Notes:

There are tremendous variations in the level of time/resources needed to support LMSC. There is a somewhat constant level of 40 hours per month (average) to do the various items identified above. There are also actions that demand attention whenever they occur, ranging from big issues that take 100+% of one's time because of the magnitude of the issue, or the volume of communications. Unfortunately, the latter events have become more frequent and they can consume full-time effort from five to twenty days.

There is another level of activity that has tremendous advantages for LMSC at the same time it consumes substantial resources. From time-to-time the opportunity arises for LMSC spokespersons to speak at conference and seminars. One could make this a full-time job, or ignore it. Experience indicates that good/valuable opportunities arise about once a year to make a major presentation at some national or international meeting. It is my opinion that EC members should do more of this on a coordinated basis to spread the word, build further interest, gain added commitments to LMSC programs.

#### **FIRST VICE CHAIR RESPONSIBILITIES**

1. To stand in for the Chair when needed. This is sometimes just a few minutes at the executive committee meetings. Other times it means chairing a whole Plenary session. In the latter case, there are a couple of weeks' worth of work in the 4-6 weeks before the Plenary session, and 100% consumption of one's time during the session.
2. Chair rules change activities. When major issues are being addressed this can consume significant amounts of time, occasionally precluding meaningful participation in a working group.
3. Be expert on process and Roberts Rules of Order to help resolve issues in EC meetings and, when asked, at WG/TAG meetings.
4. Visit WG meetings for short intervals during the Plenary week to keep abreast of the pulse of the organization. This should be coordinated with the 2<sup>nd</sup> vice chair to maximize coverage of all 802 projects.
5. Interpret the LMSC Policy and Procedure and provide advice to LMSC members, WG/TAG chairs, and other executive committee members when requested. This also requires the VC to have in-depth knowledge of the policies and procedures of the Computer Society SAB, and the IEEE Standards Association Standards Board and Board of Governors.
6. Present LMSC introductory information at each opening Plenary session.
7. In coordination with the Chair and 2<sup>nd</sup> Vice Chair, help resolve LMSC, SA and BoG

issues (such as timely issuance of sponsor ballots, Get802 program and draft sales) with IEEE staff, IEEE Standards Board, BoG and CS-SAB.

8. Assist Chair with administrative and other assigned tasks.

## **SECOND VICE CHAIR RESPONSIBILITIES**

1. The primary responsibility of the person fulfilling this position is to be available to help the Chair in situations where the Chair believes he needs assistance with issues primarily arising in the various working groups (e.g. lead 802 reorganization efforts).

2. This position will also focus on the execution of the Education, Mentoring and Support program which is intended to improve the overall efficiency and quality of LMSC standards projects.

3. Act as a mentor to new WG chairs and work with the Chair to oversee the assignment of experienced 802 members to mentor WG/TAG chairs as appropriate.

4. Visit WG/TAG sessions for short intervals during the Plenary session to keep abreast of the pulse of the organization. This should be coordinated with the 1st vice chair to maximize coverage of all 802 projects.

5. Coordinate maintenance of LMSC Policy and Procedure with First Vice-Chair and be an expert on the 802 P&P.

6. Present LMSC introductory information at each opening Plenary session.

7. In coordination with the Chair and 1<sup>st</sup> Vice Chair, help resolve LMSC, SA and BoG issues (such as timely issuance of sponsor ballots, Get802 program and draft sales) with IEEE staff, IEEE Standards Board, BoG and CS-SAB

8. Assist Chair with administrative and other assigned tasks.

## **RECORDING SECRETARY'S RESPONSIBILITIES**

Required Core Responsibilities:

1. Record minutes of executive committee meetings (ie. At a minimum the opening and closing EC meetings, at each of three plenary sessions per year).

2. Draft, produce, distribute executive committee meeting minutes to committee members and liaisons (nominally 40 people) (30-40 days after meeting).

3. Maintain official records of minutes for historical purposes.

4. Generate draft agenda for executive committee meetings.

5. Edits and coordinates the release of the IEEE 802 CD-ROM once a year with the IEEE-SA staff.

Additional Responsibilities (desired, could be given to others);

1. Maintain assignment lists (P802 decisions)
  - (a) Liaisons
  - (b) OUIs
  - (c) LSAPs
  
2. Maintain archival records for:
  - (a) Functional requirements, document revisions
  - (b) Operating Rules document revisions
  - (c) 802.0 Guidelines/Practices
  - (d) PARs approved, revised, completed, withdrawn, etc.
  
3. Conduct 802.0 email ballots

#### **TREASURER'S RESPONSIBILITIES**

1. Establishment and Maintenance of Accounts
  - (a) credit card companies, (AmEX, Discover, VISA/MC)
  - (b) bank account
    - (i) checking account
    - (ii) credit card charge processing
  - (c) vendor accounts
  
2. Prepare Budget
  - (a) annual CS SAB submission
  - (b) periodic recommendations/justification for meeting fee changes
  
3. Collect and Disburse Money
  - (a) establish money handling procedures for meeting registration staff
    - (i) check and travelers check endorsement
    - (ii) credit card processing
    - (iii) temporary storage of receipts
    - (iv) daily cash-out
  - (b) credit card desposit transactions (one or two per meeting day)
  - (c) void/adjusted credit card transactions (one to three per meeting week)
  - (d) storage of cash/check/etc during plenary meeting
  - (e) preparation of deposits (deposit execution)
  - (f) review of vendor invoices (hotel master account, A/V, etc)
  - (g) expense reimbursement payments (executive committee member between meeting expenses, items specifically approved by executive committee)

- (h) deadbeat collections.
- 4. Reports
  - (a) statement of operations, balance sheet
    - (i) accounting period (meeting and following interval) at Monday executive committee and plenary
    - (ii) estimated statements at closing executive committee and plenary meetings
  - (b) reports of expenses to Computer Society
  - (c) deadbeat report (recommendations for removal of voting rights when needed)
- 5. Capital Equipment
  - (a) maintain records of owned equipment and assigned custodians
  - (b) procure equipment approved by executive committee
- 6. Reprogram credit card transaction terminal for each meeting
- 7. Maintain files of all financial transactions (database and journal entry)
- 8. Audits. Supply all necessary information to IEEE-SA auditor and provide oversight and guidance as needed.

## **EXECUTIVE SECRETARY DUTIES AND RESPONSIBILITIES**

1. 802 Plenary Meetings: Facilities and Services
  - (a) oversee activities related to meeting facilities and services
  - (b) ensure first-rate facilities and pricing
  - (c) review and approve all decisions involving 802 funds for meetings facilities/services
  - (d) present unusual expenditures to executive committee for approval
  - (e) assist in identification of future site choices/locations
  - (f) tabulate site choice selections and maintain calendar for plenary meetings
  - (g) maintain Conference Guidelines for solicitation of hotel proposals
  - (h) review hotel proposals for correctness and conformance to Guidelines
  - (i) present summary of hotel options to executive committee and sign approval proposal on behalf of 802
  - (j) coordinate with CSP and LMSC Chair on major decisions
2. IEEE 802 Registration Database
  - (a) responsible for database maintenance
  - (b) oversee conference service staff on updates and additions
  - (c) assure adequate backups and loss/corruption of data

4. Assist 802 Treasurer

- (a) review of expenditures and future budget preparations
- (b) identify meeting deadbeats and report to treasurer for collection

5. Conference Service Provider (CSP)

- (a) maintain document on CSP duties
- (b) oversee CSP performance at meetings
- (c) serve as primary resource for planning and problem resolution both at meetings and between as necessary
- (d) participate in letter of agreement between 802 and CSP
- (e) present summary recommendations on future CSP contracts to executive committee
- (f) execute (sign) approved CSP agreement on behalf of 802