

16 February 2010

Dear EC members,

Per the LMSC P&P all members of the executive committee are elected and confirmed at the first Plenary session of each even numbered year. That session is the upcoming March 2010 Plenary session. I will stand for re-election as Chair of 802.

If I am re-elected I plan to make some changes to the appointed positions as follows: first Vice Chair-Pat Thaler, second Vice-Chair-Matthew Sherman, Recording Secretary-James Gilb, Treasurer-John Hawkins, Executive Secretary-Jon Rosdahl, Meeting Manager Member Emeritus- Buzz Rigsbee, and 802 Advisor Member Emeritus- Geoff Thompson. All have agreed accept the appointments and wish to be confirmed.

If you, or others in you WGs, wish to be considered for the 802 Chair or appointed positions, please contact me and the Recording Secretary.

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:

Title	Qty	notes
802 Sponsor Chair/EC Chair	1	elected by EC
1st Vice-Chair, 2nd Vice-Chair, Executive Secretary, Recording Secretary, Treasurer	5	appointed by Chair, confirmed by EC
WG Chairs and Vice-Chairs for 802.1, 802.3, 802.11, 802.15, 802.16, 802.17, 802.19, 802.20, 802.21, 802.22	10	elected by WG, confirmed by EC
TAG chair for 802.18	1	elected by TAG, confirmed by EC
802 Advisor, Member Emeritus Meeting Manager, Member Emeritus	2	appointed by Chair, non-voting
Total positions	19	2 positions are non-voting

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 election and confirmation process

Current Working Group and Technical Advisory Group Chairs should announce to their Groups that normal two-year elections are being held per the 802 LMSC Policies and Procedures, inform the Group if they wish to be considered as a candidate for re-election and solicit new candidates for the positions of Chair and Vice-Chair (at a minimum). The Group shall hold a formal election. The winners of the elections for Chair and Vice Chair(s) shall be presented to the EC (along with the numerical results) at the closing EC meeting upon which those elected are considered for confirmation by the EC. Newly elected/confirmed occupants of positions will formally take responsibility at the end of the March plenary session.

Each Group shall also elect a Vice Chair or Vice Chair(s). A Group may have more than one Vice Chair if warranted and to develop leadership candidates.

If there are additional candidates for IEEE 802 LMSC Chair they should notify the recording secretary, James Gilb, by Monday morning, 15MAR2010, in order that the selection process proceeds in a smooth and open manner.

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

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 to the EC. If new WG or TAG Chairs or Vice-Chairs are confirmed by the EC, they will take office at the end of the 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 (CS)
 - a) Attend CS Standards Activities Board (SAB) meetings as LMSC Chair (one face-to-face, nominally three teleconferences)
 - b) Represent LMSC views and needs
 - c) Guide/facilitate healthy evolution of SAB projects and practices
 - d) Produce summary reports on LMSC activities, 4 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 past year
 - a) Sign and, in many cases, draft/author/edit official communications to external organizations (e.g., FCC, ITU-T, ITU-R, etc....nominally 20-25 documents per year)
 - 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 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
 - h) Working with IEEE SA staff to address any issues regarding the orderly management of Standards development (at a minimum consists of chairing 802 Task Force meetings during Plenary sessions and SA Standards Board meetings)
 - i) Work with IEEE 802 LMSC participants to address any concerns and suggestions for improving operations of the LMSC
- 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 72 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 SA 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 two or three per Plenary
- 5) Inter-Meeting Activities:
 - a) Follow-up on items in (3) above
 - b) Work with IEEE staff on issue resolution (e.g., Sponsor Ballot process, SA directives, getIEEE802, CD-ROM, drafts for sale, legal issues, 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 802 series of standards
 - f) Monitor FCC, IETF, ITU-T and ITU-R activities, sign off on liaison communications
 - g) Conduct EC email ballots (usually less than 10)

General Notes:

There are tremendous variations in the level of time/resources needed to support LMSC. There is a somewhat constant level of 80 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 (or more) from five to twenty five 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 can be for a few minutes at the executive committee meetings. Other times it means chairing an entire 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. Occasionally and emergency situation develops, and the VC is suddenly required to conduct LMSC business for an extended period of time.
- 2) The primary responsibility is to lead mentoring and 802 training program efforts. This position will 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) Be expert on LMSC, CS-SAB and SA Policy and Procedures, 802 process and Roberts Rules of Order to help resolve issues in EC meetings and, when asked, at WG/TAG meetings.
- 4) To help the Chair in situations where the Chair believes he needs assistance with issues primarily arising in the various working groups.
- 5) 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.
- 6) 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 2nd vice chair to maximize coverage of all 802 projects.
- 7) Support maintenance of LMSC Policy and Procedure with 2nd Vice-Chair and be an expert on the 802 P&P.
- 8) Present LMSC introductory information at each Plenary session.
- 9) In coordination with the Chair and 2nd Vice Chair, help resolve LMSC, SA and BoG issues with IEEE staff, IEEE Standards Board, BoG and CS-SAB.
- 10) Assist Chair with miscellaneous administrative and other assigned tasks.

SECOND VICE CHAIR RESPONSIBILITIES

- 1) The primary responsibility is to lead policies and procedure change activities. When major issues are being addressed this can consume significant amounts of time, occasionally precluding meaningful participation in a working group.
- 2) Be expert on LMSC, CS-SAB and SA Policy and Procedures, 802 process and Roberts Rules of Order to help resolve issues in EC meetings and, when asked, at WG/TAG meetings.
- 3) 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 1st vice chair to maximize coverage of all 802 projects.
- 4) Interpret the LMSC Policy and Procedure and provide advice to LMSC members, WG/TAG chairs, and other executive committee members when requested.
- 5) In coordination with the Chair and 1st Vice Chair, help resolve LMSC, SA and BoG issues (such as appeals, IPR issues, complaints, timely issuance of sponsor ballots, Get802 program and draft sales) with IEEE staff, IEEE Standards Board, BoG and CS-SAB.
- 6) Assist Chair with miscellaneous administrative and other assigned tasks.

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 deposit 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.

RECORDING SECRETARY'S RESPONSIBILITIES

Required Core Responsibilities:

- 1) Record minutes of executive committee meetings (at a minimum the opening and closing EC meetings, at each of three plenary sessions per year with occasional executive sessions).
- 2) Draft, produce and distribute executive committee meeting minutes to committee members and liaisons within 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.
- 6) Ensure existing automated tools are operating properly (e.g., registration database, attendance monitoring, document handling, 802 web page, etc.) in conjunction with the Executive Secretary
- 7) Acts as the formal point of communication for all 802 appeals.

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) Policy and Procedures document revisions
 - c) 802 Guidelines/Practices
 - d) PARs approved, revised, completed, withdrawn, etc.

EXECUTIVE SECRETARY DUTIES AND RESPONSIBILITIES

- 1) 802 Meetings: Efficiency Improvement
 - a) Ensure existing automated tools are operating properly (e.g., registration database, attendance monitoring, document handling, 802 web page, etc.) in conjunction with the Recording Secretary
 - b) Develop requirements for additional meeting services to improve 802's efficiencies in developing standards (e.g., combined live and virtual meetings, purely virtual meetings, improved registration, attendance and document systems, etc.)
 - c) Prototypes, deploys, tests, evaluates and summarizes test results of new systems.
 - d) When appropriate work closely with IEEE SA staff to evaluate and/or implement new systems.
 - e) Manage the introduction of new systems until they are operating smoothly.

- f) Provide guidance to non-802 IEEE SA Sponsors, Working Groups and Staff in deploying new smoothly operating systems
- 2) 802 Plenary Sessions: Facilities and Services
 - a) oversee activities related to meeting facilities and services in conjunction with the Treasurer and 2nd Member Emeritus
 - b) assist in identification of future site choices/locations
 - c) coordinate with Conference Service Provider and LMSC Chair on major decisions
- 3) IEEE 802 Registration Database
 - a) responsible for database maintenance
 - b) oversee conference service staff on updates and additions
 - c) protection against 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

MEETING MANAGER, MEMBER EMERITUS RESPONSIBILITIES

- 1) 802 Plenary Meetings: Facilities and Services Oversight
 - a) facilities/services tabulate site choice selections and maintain calendar for plenary meetings
 - b) Negotiate with venues and other service providers (e.g., meeting planner, network services, etc.) to ensure first-rate facilities and pricing Develop RFPs, be prime evaluator of responses, coordinate decisions with the EC.
 - i) maintain Conference Guidelines for solicitation of hotel proposals
 - ii) review hotel proposals for correctness and conformance to Guidelines
 - iii) present summary of hotel options to executive committee and sign approval proposal on behalf of 802
 - c) oversee activities related to meeting facilities and services
 - d) review and approve all decisions involving 802 funds for meeting facilities/services
 - e) present unusual expenditures to executive committee for approval
 - f) assist in identification of future site choices/locations
 - g) facilities/services tabulate site choice selections and maintain calendar for plenary meetings
 - h) coordinate with Conference Service Provider and LMSC Chair on major decisions
- 2) Conference Service Provider (CSP)
 - a) maintain the CSP duties requirements document
 - 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
- 3) Note this is a non-voting EC position.

802 ADVISOR, MEMBER EMERITUS RESPONSIBILITIES

- 1) Provide advice and guidance to the EC chair and all EC members on all matters before the EC (especially on controversial and difficult topics)
- 2) Fulfill assignments from the EC chair based on need covering a wide scope of activities: LMSC items, the IEEE SA Staff, Standards Board and Board of Governor's items; and international standards development items.
- 3) Act as a mentor to WG/TAG members and leaders, especially for new Groups
- 4) Note this is a non-voting EC position.