

3. Officers

The Chair, Vice Chairs, Executive Secretary, Recording Secretary, and Treasurer of the EC (Sponsor) LMSC-EC serve, respectively, as the Chair, Vice Chairs, Executive Secretary, Recording Secretary, and Treasurer of the SponsorLMSC.

The officers and members shall organize the Sponsor, oversee compliance with these Operating Procedures, and submit proposed standards approved by the Sponsor balloting group (with supporting documentation) for IEEE-SA Standards Board review and approval as IEEE standards. Officers shall meet the membership requirements of Clause 4. Officers should read the training material available through [IEEE Standards Development Online](#).

3.4.5 Executive Secretary

The Executive Secretary shall:

- a) Oversee all activities related to Sponsor sponsored meeting facilities and services
- b) With the treasurer, ensure that Sponsor sponsored sessions are compliant with IEEE financial policies
- c) Present summaries of venue options to the Sponsor and sign approved proposals on behalf of 802. Venues and date of plenary sessions are approved by vote of the EC.
- d) Coordinate with CSP (Conference Service Providers) and Sponsor Chair on major decisions
- e) Oversee maintenance of Sponsor Registration Database
- e)f) Provide public notice of upcoming plenary session.