

1 February 2012

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 2012 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-James Gilb, Recording Secretary-John D'Ambrosia, Treasurer-Clint Chaplin, 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 EC members 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, no later than Monday morning, 12MAR2012, 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 and three via 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., ITU-T, ITU-R, ISO/IEC/JTC1, FCC, 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 session planning recommendations and help deal with session logistics issues as they arise
  - g) Review with the Treasurer the session budget and help deal with financial issues as they arise
  - h) Work with IEEE SA staff to address any issues regarding the orderly management of Standards development (at a minimum consists of regular contact with key SA staff, 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 Session Facilitation:
  - a) On-call entire week to coach/mentor/facilitate resolution of issues and guide actions toward positive 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.
- 5) Inter-Meeting Activities:
  - a) Follow-up on items in (3) and (4) above
  - b) Work with IEEE staff on issue resolution (e.g., Sponsor Ballot process, SA directives, getIEEE802, drafts for sale, legal issues, etc.). This is done on a continuing basis and requires regular attendance at SASB meetings (nominally 4 times a year).
  - 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
  - f) Monitor FCC, IETF, ITU-T and ITU-R activities, sign off on liaison communications
  - g) Conduct EC email ballots (usually less than 10 per plenary session interval)
  - h) Conduct EC teleconference meetings (a minimum of 3 per year)

### **General Notes:**

There are tremendous variations in the level of time and 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 to smaller ad-hoc ones that can be handled quickly in real time. Unfortunately, issues have become more frequent and they can consume full-time effort (or more).

There is another activity that has tremendous advantages for LMSC and 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, and gain added commitments to LMSC programs.

### **FIRST VICE CHAIR RESPONSIBILITIES**

- 1) 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) Responsible for presentation of LMSC introductory information at each Plenary session.
- 4) Be an 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.
- 5) Support maintenance of LMSC Policy and Procedure with 2nd Vice-Chair
- 6) Help the Chair in situations where the Chair believes he needs assistance with issues primarily arising in the various working groups.
- 7) 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.
- 8) 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.
- 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. Recently, the focus of this work has been to develop and improve the utility of the various on-line tools SA maintains on behalf of standards developers.
- 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 an 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 the Chair with miscellaneous administrative and other assigned tasks.

### **TREASURER'S RESPONSIBILITIES**

- 1) Provide oversight over all fiscal matters
- 2) 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
- 3) Prepare Budget
  - a) Work with Executive Secretary and meeting planners to develop session budgets
  - b) periodic recommendations/justification for meeting fee changes
- 4) 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.
- 5) 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)
- 6) Capital Equipment
- a) maintain records of owned equipment and assigned custodians
  - b) procure equipment approved by executive committee
- 7) Provide oversight over all financial transactions records (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 (the opening and closing EC meetings at plenary sessions, EC teleconferences and occasional executive sessions).
- 2) Draft, produce and distribute executive committee meeting minutes 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.
- 8) Maintain main 802 web pages ([www.ieee802.org](http://www.ieee802.org))

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 2<sup>nd</sup> Member Emeritus
    - b) assist in identification of future site choices/locations
    - c) coordinate with Conference Service Provider, Network 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.