

SSC Officers Duties (revised June 2004)

Chair's Duties

- Set agenda and conduct SSC committee meetings.
- Attend TAC meetings as SSC's representative.
- Supply "Message from the Chair" article for Newsletter, highlighting recent SSC activities.

Vice-Chair's Duties

- Assume Chair's responsibilities if the Chair is not available.
- Supply "Scanning the World" article for Newsletter, highlighting recent Satcom activities.
- SSC Newsletter Editor's Duties

SSC Secretary's Duties

- Meeting related duties (at ICC and Globecom conferences):
- Work with Chair to draft meeting agenda (primarily update list of conferences for TPC reports).
- Bring agenda and previous minutes to meeting (25 copies or expected attendance).
- Take minutes and attendance at meetings (after meeting, e-mail to attendees for review).
- Bring membership list to meeting and have attendees update any changes.
- Print hard copies (color printing) of the Newsletter to take to conferences.
- Bring at least 100 copies of Newsletter to distribute at ICC and Globecom conferences.
- Maintain membership and reviewers lists (update addresses and attendance after each meeting).
- Distribute e-mail to members (can generate e-mail list from membership list).
- SSC Webmaster's Duties.

SSC Webmaster's Duties (requires basic HTML in a text editor plus a Fetch type program to post)

Update information on web pages, such as:

- Update membership and reviewers lists (occasional)
- Update list of representatives for TPCs and other committees (infrequent, after each meeting)
- Update date and location of next meeting (twice per year)
- Post meeting minutes (twice per year)
- Post newsletter (twice per year)
- Post calls for papers (infrequent)
- Post miscellaneous items from officers or members (infrequent)

SSC Newsletter Editor's Duties

Prepare Newsletter prior to ICC and Globecom conferences.

- Set deadline for Chair to provide "Message from the Chair" article and Vice-Chair to provide "Scanning the World" article (remind Chair and Vice-Chair one month before deadline).
- Update "Conference Calendar" section. Delete past conferences and add additional 6 months, information is available on ComSoc web site.
- Update locations of future ICC and Globecom conferences and SSC meeting dates.
- Replace two paragraphs highlighting key upcoming conferences (typically Milcom and AIAA ICSSC, or other conferences that SSC is particularly interested in).
- Update Officer names and addresses.
- Replace conference logo on cover page (obtain current ICC or Globecom logo from conference web site).
- Update meeting location and time info on cover page.
- Highlight satcom related sessions on cover page (info from conference advance program).
- Update index on cover page.
- Send "call-for-paper" for Perspective Paper and encourage submissions
- Select, together with the other Officers, the "Perspective Paper"
- Send soft copy to Secretary for e-mail to members.

Past-Chair's Duties

- Serve as a resource for the Chair, particularly for election candidate selection.

Advisor's Duties

- Serve as a resource to the SSC Officers, particularly regarding IEEE and ComSoc policies.

Historian's Duties

- Maintain records of historical interest regarding SSC.