Tasks for the Chairman of IEEE P802.11

Before the session this task includes:
* Prepare: - attendance list
                               - voter tokens
                               - list with voting members
                               - pigeonholes claim lists
                               - original file folder for the document copy and maintenance task
                               - 2 sets of documents for the document distribution centre (if not yet sent directly)
* Submit agenda items for the Monday AM Executive Committee meeting (a week before the meeting)
* Attend the Monday AM Executive Committee meeting
* Report the status of the working group to the plenary 802 meeting
* Make sure the pigeon holes are available in time

During the session this task includes:
* Conduct full working group meetings
* Make sure the various tasks for the meeting operation are performed smoothly
* Submit the material for the document order centres to the consultants and update the order form (if not yet done directly)
* Check the mailbox for Executive Committee members regularly
* Keep Executive Committee members as early as possible informed about 802.11 matters requiring approval at their Thursday night meeting
* Submit the voterslist to the consultants
* Update Mailing list on computer and prepare attendance list for distribution. This list should be sent for reproduction Wednesday 8:30 in order to have the copies available in time.
* Make sure attendance list recorder submits by Thursday morning a copy of the attendance list to the consultants
* Attend the Thursday evening meeting of the Executive Committee and lead 802.11 business through the ExCom
* Report progress to the 802 plenary meeting on Friday morning
* Obtain originals folders and computer files of the documents from the document collection and maintenance officer
* Collect overhead sheets with motions and queue maintenance notes

After the session this task includes:
* Prepare agenda and venue for next meeting; mail to members to receive one month before the next meeting
* Manage the preparation of the meeting place as well as the venue for the next intermediate meeting
* Manage the availability of correct documents for distribution
* Update database on attendance and membership status
* Prepare one or two mailings
    - prepare file and make mailing labels
    - print all received files, compare with original,
    - select missing parts to be mailed separately as paper
    - prepare document list to be sent in mailing, including # of pages, file type and size
    - prepare cover page, prepare diskette(s)
    - send set for members to reprographics
    - prepare an update of the orderform for 802.11
    - send complete set in paper format, including document list coverpage and frontispiece to Alphagraphic, attach the new orderform with a copy of the orderform to Rigsbee
* if an update of the issues list or a new draft standard has been made, update the Alphagraphics sets (along with sending the mailing
* Refresh the FTP server in the USA; the Twente server will be updated from the USA server (venue and agenda, document lists, document files)
* Respond to inquiries regarding the committee
* Be prepared to assign document numbers
* Prepare meeting room requirements for the hosts and for the consultants organizing the plenary

Tasks for the Vice Chairmen of IEEE P802.11

The various Vice-Chair persons divide the tasks among them.
Unlike the chair, except when acting in the capacity of the chair, the vice chair, normally votes, and comments on issues with the same rights as all other voting members.

Tasks include:

* Be prepared to take over the duties of the chair in the event of temporary or permanent absence.

* Be prepared to assume recording secretary duties when required.

* Between meetings, be prepared to respond to inquiries regarding the committee and keep the chair informed.

* Carry the pigeonholes and other tools for handling the documentation, from meeting to meeting; or assign to persons living close to one of the meeting locations

* During meetings, attend to any business which might otherwise prevent the chair from orderly conduct of the meetings, such as attending to emergency messages, and inquiries from the plenary staff.

* During meetings, provide a second vote count to insure accurate and fair voting.

* Assist the chair during IEEE P802.0 Executive Committee meetings held on Monday AM and Thursday evenings of the 802 plenary session.

* Assist the chair, or be prepared to give the plenary reports at the Monday afternoon and Friday morning full IEEE P802 assembly.
* Assist the chair by performing the tasks of the Document Collection and Maintenance Officer
* Assist the Chair by performing the tasks of the Attendance Recorder
* Assist the Chair by performing the tasks of the Document Distribution Officer

Tasks for the Attendance Recorder

The objective of this task is to maintain an accurate record of attendance for voter qualification.
The chair provides for a book containing the necessary paperwork.

* Make sure that people sign in for each half-day's meeting
  - Route attendance book to officers and presenters then attendees.
  - After each half-day meeting, cancel all unsigned blocks for that meeting.
  - Cancel any signatures placed in any other half day block after current block and initial the cancellation above the cancellation line.
  - If anyone failed to sign before the block is cancelled but who is known to have attended that meeting,   have the person sign above and validate the signature by initialing below the cancel line.
  - make sure the book gets to all rooms
  - keep the book moving during the meeting
  - make a copy of those pages of new participants on which new people have signed and give to chair for entry in the database.

* Make attendance book available to the chair in the evenings.

* submit by Thursday morning a copy of the attendance list to the consultants

* Return the attendance book to the chairman before the session ends.

Document Collection and Maintenance

The objective of this task is

- To maintain a consistently numbered **set of documents and file on floppy disk** for the chair.
  You are the owner of the document numbers during the meeting remain available to the members
- To provide copies for the attendees of the meeting to the person handling the task for the document distribution system.

The person having this task will have the authority to order copies at the IEEE Office or at the host (at interims).

To reach the objective we have provided two accordion files: one for the clear originals, the other having a set of documents for ordering copies, the latter having stamped document numbers for those documents submitted without doc number.

We suggest to work as follows:

* Receive current document numbering list from chair, maintain during the meeting and return at the end of the session.
* During the meeting, maintain the ORIGINALS FILE containing:
  Documents list with available numbers for new number assignment
  Original copy of each document (please use a pencil for the document number if not placed on the original and only on page 1 (use the daughter file copy for the stamped number on all pages)
  suggest to file 1-9 even tens (digit for tens) and 10-19 odd tens (20 for even tens)
* Return ORIGINALS FILE to chairman before the end of the session.
* Provide expedited copies when required by chair.
* Collect all transparencies used during the meeting and file with the related document. Provide for copies when requested by chair.
* when receiving documents, insist on getting the paper on a diskette
* Ask submitters for the real original for the ORIGINAL file

Keep meeting informed about document status.

When only one copy is available, reproduce a daughter copy locally.
  Maintain a second daughter copy as source for duplication
  If the document has not been numbered according to the rules:
  Reserve a document number,
  Stamp the number on each page of the daughter document
  NOTE: Originals should NOT be stamped!

Prepare a copy-order submitting the daughter copy to the copy service.

Hand copies to person handling the document distribution task.
You will receive a number stamp, a stamp pad, post-it papers, a pair of scissors.

Tasks for Document Distribution

The objective of this task is to provide each participant of the meeting with one and only one copy of each of the hand-outs.

To perform this task the vice-chair provides accordion files and the chair provides pigeonhole claim lists.

Pigeonhole assignment is a self-help job on a list provided by the chair and close to the pigeonholes.

*   Receive copies for distribution from copy task.

Stuff the pigeonholes with submissions obtained from the copying task in a reasonable timeframe. The most efficient way is to collect multiple documents into a set and than place the set in the next pigeon hole. A helping hand for the placements of sets in the pigeonhole and the pointing to the next one is handy.

Record number of the last slot stuffed for each document. If more copies are needed, ask the Document Maintenance officer for the additional copies.

Have the pigeonholes and may be pigeonhole lists brought in safe room when not needed in meeting.

You will receive a set of paperclips to close pigeonholes.

Issue document editor

Prepare an update of the issues document as soon after a session as possible, but never later than the set "last mailing date".

Send the IEEE P802.11 Chairperson the following:
1.   The update in paper format, i.e. the instructions plus the changed pages
2.   The files of the whole issues list for placing on the FTP servers
3.   Only before a plenary meeting: a complete print-out of the issues list, for forwarding to the document order service.

The draft standard editor

Prepare an update of the draft standard as soon after a session as possible, but never later than the set "last mailing date".

Send the IEEE P802.11 Chairperson the following:
1.   The update in paper format, i.e. the instructions plus the changed pages
2.   The files of the whole standard for placing on the FTP servers
3.   Only before a plenary meeting: a complete print-out of the draft standard, for forwarding to the document order service.