



ICC Subcommittee Chairmen Responsibilities

- Arrange time for general presentations and allot time for discussion group meetings at the main subcommittee meeting.
- Schedule time and date for each working group meeting during regular ICC meeting, and provide the schedule to the ICC Chairman.
- Call and preside over the main Subcommittee meeting.



ICC Subcommittee Chairmen Responsibilities

- Prepare the minutes after the subcommittee meeting, which should include all Working and Discussion group minutes and any general presentations.
 - Obtain presentations from subcommittee in electronic form.
 - Review presentations to ensure suitability for copying (i.e., 4 slides or more to a page, clarity, etc).
 - Check presentations for commercialism.
 - Number the presentations for the appropriate working or discussion group.
 - Ensure presentation is ready for printing (check file formats) before sending to the Assistant Secretary.



ICC Subcommittee Chairmen Responsibilities

- Attend the AdComm and All Chairs meetings.
- With the approval of the ICC Chair and AdComm, select one or more persons as Vice-Chair to assist with Administration of the Subcommittee.
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- Arrange for the Subcommittee to vote on all new or revised standards/guides before they are sent to the Standards & Publications Chairman.



ICC Subcommittee Chairmen Responsibilities

- Approve applications for voting membership for subcommittee members and forward to ICC Chairman.
- Be alert to new technical problems that need to be address by their subcommittee.
- Select reviewers to review technical IEEE papers sent to subcommittee by the ICC Vice-Chair/ Treasurer.



ICC Subcommittee Chairmen Responsibilities

- Evaluate Reviews of IEEE papers and new Working Group documents for nomination of PES and or ICC Awards.
- Evaluate presentations for ICC Award/Recognition nominations.



ICC Subcommittee Chairmen Responsibilities

- Create new Working and Discussion Groups within the scope of the subcommittee with the approval of AdComm.
- Ensure that each Working and Discussion group has a scope established and published in the ICC minutes for each meeting.
- Approve the application of new or revised PAR's before they are send to the Standards & Publications Chairman.



ICC Subcommittee Chairmen Responsibilities

- Select Chairman and Vice Chairman for all Working Groups and Discussion Groups with the approval of AdComm. Insure that all Working and Discussion Group chairman are Voting members of ICC or have applied to become Voting members.
- Assign new numbers for new working and discussion groups.



ICC Subcommittee Chairmen Responsibilities

- Appoint a chairman/vice chairman for standards/guides that will need to be reaffirmed at least one year before the document will expire.
- Appoint a chairman/vice chairman for standards/guides that will need to be revised at least two years before the document will expire.
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ICC Subcommittee Chairmen Responsibilities

- Encourage Working Group Chairs to use of the ICC Web sight for developing new or revised standards/guides.
- Monitor working group schedules and coordinate with Standards & Publications Chairman.



ICC Subcommittee Chairmen Responsibilities

- Evaluate working group schedules for on time performance.
- Advise Working Group Chairman on resolving negative ballots.
- Either the subcommittee chairman or vice chairman should plan to attend all working group meetings.