

**TC Operating Procedures
Original Template (for reference only)
Technical Committee Name:**

TC Operating Plan

a) near-term plans for the upcoming year:

(it should provide indication of meetings scheduled, conferences sponsored, membership actions...)

b) longer-term vision from 2-5 years out based on the ComSoc Strategic Plan:

(how is the subject area going to change, what convergence – synergy with other TCs are likely to emerge, what are the plans for membership enlargement/retention,...)

c) identifying up to three important issues that may benefit from OpCom or TAC involvement.

TC Working policies and procedures

a) definition of elected and appointed officer positions:

(indicate the various roles and the chore associated to them. This can be useful both for newcomers to understand who they should talk to and for potential new officers to understand the demands of the position)

b) nomination and election procedures:

(indicate what procedure is followed to nominate candidates, e.g. a small nomination team is charged of the task six months before..., and how election is carried out, e.g. at a meeting in conjunction with a major conference taking into account electronic voting...Indicate how you substitute an officer if he/she resigns...)

c) planning, announcement and conduction of TC meetings:

(indicate when you expect to have meetings, how long time before and how you announce them, how is the meeting itself conducted, do you expect to have meeting by audio/videoconference...)

d) budget and expense policies and procedures:

(Of course all TC expenses will be in accordance with ComSoc and TAC policies and procedures. The TC procedures should say how TC expenses will be budgeted, preapproved - where necessary-, vouchered and submitted for ComSoc approval, accounted, etc. Note, the current approved ComSoc budget for Technical Activities may be obtained from ComSoc Headquarters, and indicates the areas for which funds have been allocated for TC expenditure.)

7.0 Technical Committee Template (continued)

e) support for ComSoc activities such as publications, conferences, educational services, standards activities, membership development, etc.:

(indicate what plans exist and procedures/actions associated, e.g. how do you decide a conference is worth your support and what/how you support it)

f) information dissemination activities such as newsletters and web pages:

(indicate what you have, how you keep it updated, who is responsible for the information, what kind of policy you have for the information you disseminate, e.g. do you disseminate information having a commercial flavor?)

g) membership list:

(indicate how you set up the list, how you keep it updated, what policies exist for privacy or information provision....)

h) other areas that may be appropriate:

(include here topics that are peculiar to you TC such as specific relationship with other organizations, how you manage them...)