

Policies & Procedures - 6.7 Technical Committees Recertification Committee

- approved 12/98, updated 12/2011-

The TCRC is responsible for assuring that our Technical Committees (TCs) focus their activities in support of ComSoc goals and programs, as well as maintain currency with the communications field. To carry out this role, the TCRC will review and recommend changes to the TC structure for approval in accordance with ComSoc Bylaws. This may include redirecting existing TCs, stimulating creation of new TCs, and eliminating TCs that are no longer needed.

The following specific operating procedures apply:

Conducting of Business

BUS100: The TCRC shall meet at each ICC and GLOBECOM, with notice for such meetings being sent to the TCRC members and TC Chairs whose committees are being reviewed, at least one month prior to the meeting.

BUS105: Reviews of committees may take place either at GLOBECOM/ICC, or by other tele-review means such as email for preparation and an audio conference.

BUS110: The TAC Vice Chair shall serve as the TCRC Secretary, with duties including, but not limited to, arranging the details for the meetings (working with Staff support), taking notes, distributing minutes within one month of each meeting, maintaining (with Staff support) TC review status, and other duties that will facilitate TCRC operations.

BUS120: The TCRC Chair shall be the primary interface with the Board of Governors and seek their approval for TCRC recommendations in accordance with the ComSoc Bylaws. Note, the VP-Technical Activities is also the Chair of the TCRC, per the Bylaws.

BUS130: The TCRC shall use information from the TAC's Emerging Technologies Committee (ETC) as input on technical topics that are of potentially high interest for ComSoc TC coverage.

BUS140: In addition to recommending recertification of specific TCs, the TCRC shall also suggest opportunities for cross-TC coverage of important topics.

Review Criteria and Application

CR100: The TCRC shall develop and use criteria for evaluating TCs.

CR110: The TC review criteria or questionnaires based on it shall be sent to TC Chairs with sufficient time to complete and return to the TCRC for processing. Normally, at least one month will be allowed.

CR115: TCRC reviews are open to all TC chairs and members, including those in TCs that are not under review at the time.

CR120: The TCRC shall measure the effectiveness of its review criteria and process in helping TCs meet ComSoc goals.

Review Schedule

SCH100: The TCRC Secretary shall work with Staff and the TCRC Chair in preparing and maintaining a schedule for review of existing TCs. Where practical, clusters of TCs having commonalities or natural synergies should be reviewed together.

SCH110: Each TC should be reviewed once every three years, in accordance with the ComSoc Bylaws.

SCH120: To help achieve the objective of each TC being reviewed every three years, due to the large number of TCs, reviews may take place continually throughout the year, and not tied to the TCRC meetings at each ICC and GLOBECOM.

New TCs

NEW100: Proposals for new TCs shall be reviewed by the TCRC, with recommendations being forwarded to the Board of Governors through the VP-Technical Activities.

NEW110: Suggestions for creation of new TCs coming from the TCRC shall be recommended to the VP-Technical Activities for further pursuit (e.g., seeking a volunteer advocate, etc.).

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