

ACTION REQUESTED

X3 Doc: **X3/94-0445 O**

Date: May 31, 1994

Date Due: September 9, 1994

Reply to: Daniel Arnold
(202)626-5747

To: Mr. Rex Jaeschke - **FOR TRANSMISSION TO THE MEMBERS OF X3J11**

From: Daniel Arnold, Manager of Membership Services

Subject: **CALL FOR VOLUNTEERS - X3J11, C Language**
Vice Chairman X3J11

The term of office of the Vice Chairman of X3J11 will expire in November 1994. In order to allow all members of X3J11 an opportunity to serve in this capacity, we are issuing this call for volunteers to close on **September 9, 1994.**

Any member of the X3 Subgroup is welcome to volunteer to serve. Before one considers doing so, however, the commitment in time and responsibilities should be considered. Officers must actively support the administrative structure that ensures due process to all participants, assists in reaching consensus and protects the accreditation of the entire system.

The X3/SD-2, *Organization, Rules and Procedures of X3*, generally describes officers' responsibilities (pages 16 to 18), and a more detailed list of duties has been compiled (see attached pages from the X3/SD-8, *Officers' Reference Manual*).

Those willing to make this commitment must submit three written statements in support of their candidacy:

1. A one-page statement of experience, indicating the volunteer's expertise in the subgroup's program of work, voluntary standards efforts, committee experience and leadership abilities (to be forwarded to the X3 Subgroup for an advisory ballot if there is more than one candidate).
2. A statement of management support for a **three-year term on company letterhead** acknowledging the additional workload, financial resources and duties required of an officer over and above that of a technical participant.
3. A statement as to whether or not the candidate is a representative of a U.S. domiciled organization.

Any supplemental materials will be forwarded along with the advisory ballot to OMC, which appoints all X3 Subgroup officers. The statements from candidates wishing to serve in the above referenced position on the X3 Subgroup should be sent to the attention of Daniel Arnold no later than **September 9, 1994.**

*Operating under the procedures of the American National Standards Institute
X3 Secretariat, *Computer and Business Equipment Manufacturers Association (CBEMA)*
1250 Eye Street NW, Suite 200, Washington DC 20005-3922
Telephone: 202-737-8888 (Press 1 Twice) FAX 202-638-4922 or 202-628-2829

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X3 Doc: X3194-0443 O
Date: May 31, 1994
Date Due: September 9, 1994
Reply to: Daniel Arnold
(202)626-5747

ACTION REQUESTED

To: Mr. Rex Jaschke - FOR TRANSMISSION TO THE MEMBERS OF X3111
From: Daniel Arnold, Manager of Membership Services
Subject: CALL FOR VOLUNTEERS - X3111, C Language
Vice Chairman X3111

The term of office of the Vice Chairman of X3111 will expire in November 1994. In order to allow all members of X3111 an opportunity to serve in this capacity, we are issuing this call for volunteers to close on September 9, 1994.

Any member of the X3 Subgroup is welcome to volunteer to serve. Before one considers doing so, however, the commitment in time and responsibilities should be considered. Officers must actively support the administrative structure that ensures due process to all participants, assists in reaching consensus and protects the accreditation of the entire system.

The X3SD-2, Organization, Rules and Procedures of X3, generally describes officers' responsibilities (pages 16 to 18), and a more detailed list of duties has been compiled (see attached pages from the X3SD-8, Officers' Reference Manual).

Those willing to make this commitment must submit three written statements in support of their candidacy:

1. A one-page statement of experience, indicating the volunteer's expertise in the subgroup's program of work, voluntary standards efforts, committee experience and leadership abilities (to be forwarded to the X3 Subgroup for an advisory ballot if there is more than one candidate).
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X3 Secretariat, Computer and Business Equipment Manufacturers Association (CBEMA)
1350 Eye Street NW, Suite 200, Washington DC 20005-3922
Telephone: 202-737-8888 (Toll Free 1-800-368-4322) FAX: 202-638-4322 or 202-638-2829

1. Introduction

The X3/Standing Document-8 *Officers' Reference Manual* (X3/SD-8) provides X3 subgroup officers with information regarding their administrative duties, responsibilities and reference materials. The X3/SD-8, in conjunction with other standing documents is intended to assist X3 subgroup officers and members of the X3 community who hold international offices within JTC1 in effectively performing their duties.

Appendix D contains a list of abbreviations used in this document.

2. Purpose

The X3/SD-8 is intended for use by: prospective officers, newly elected officers, experienced officers and other X3 and X3 Subgroup members regarding the responsibilities of each office. The X3/SD-8 is intended to:

- Provide prospective officers and their management with an understanding of the duties and responsibilities associated with each office
- Provide appointed officers with a listing of their responsibilities and authority
- Provide domestic and international officers with listings of appropriate reference materials
- Provide criteria for determining effective job performance of officers
- Provide a framework to show the interrelationships between officer positions.

3. Lists of Duties

The X3/Standing Document-2, *Organization, Procedures and Rules* (X3/SD-2) contains a description of the officer positions within X3 and its subgroups. This section of the X3/SD-8 provides lists of duties associated with X3 subgroup offices described in the X3/SD-2. In addition, this section contains lists of duties associated with international (e.g., ISO/IEC JTC1) officer positions which may be held by members of X3 and its subgroups. These lists of duties are intended to advise officers of their responsibilities and to serve as criteria for determining effective job performance.

3.1 X3 Subgroup Officer Duties

Chair:

1. Preside at meetings.
2. Ensures that the "Program of Work" is carried out in a prompt, efficient and effective manner in accordance with the objectives, policies and procedures of the X3 standards program.
3. Reporting Requirements:
 - a. (OMC, PPC and LRPC) Prepare and present report to X3.
 - b. (TG) Prepare Task Group portion of the Annual Report.
 - c. (TC, SG and CT) Prepare and present the Subgroup Annual Report to OMC.
4. Disseminate in writing the "Call for Volunteers" for officer positions for the subgroup.
5. Ensure that the Administrative Duties (shown under Vice Chair duties) are carried out.
6. Provide or arrange for tutorials to membership on procedures.
7. Forward to ANSI BSR, through the X3 Secretariat, completed "BSR Action Required Transmittal Form" together with all required documentation.
8. Send timely warning letters on endangered memberships.
9. Attend required training sessions.
10. Represent the body to other committees and organizations.
11. Prepare and forward to the X3 Secretariat press releases and other publicity material about the subgroup "Program of Work".
12. Appoint the following committee positions:
 - a. Secretary
 - b. Vocabulary Representative
 - c. Project Editor(s) for each project, as appropriate
 - d. Liaisons
 - e. Head of Delegation for each international meeting
 - f. Other (e.g., ad hoc group Chairs)
13. Ensure the weekly X3 mailings are reviewed for information, possible action and redistribution as appropriate.
14. Ensure the orderly transfer of subgroup documents upon appointment of new officers.
15. Schedule subgroup meetings for a full calendar year at least three months in advance; ensure administrative meeting arrangements are addressed; and notify the X3 Secretariat to update the X3/Standing Document-7, *Meeting Schedule and Calendar* (X3/SD-7).
16. Ensure that any coordinating liaison responsibilities are carried out in a timely manner.

Vice Chair:

1. In the absence of the Chair, perform the duties of the Chair.
2. With the exception of OMC act as subgroup administrator* with the following duties (unless redistributed, by agreement, among the membership):
 - a. Register, control and distribute committee documents, ensuring that the original or a reproducible copy of each is sent to the X3 Secretariat staff for the X3 permanent file. A complete document register must be sent to the X3 Subgroup and to the X3 Secretariat at the end of each calendar year.
 - b. Prepare and distribute meeting notices and agendas in accordance with the X3/SD-2, in consultation with the Chair.
 - c. Prepare, distribute, tally and report the results of letter ballots.
 - d. Maintain membership/mailling lists, record attendance and ballot responses, and notify the Chair of any individual requiring membership jeopardy notice.
 - e. Prepare supporting documentation for submission of draft proposed standards to the next higher level.
 - f. Prepare, for approval, status reports of the committee work as required by OMC, JTC1 TAG, X3 and ISSB.
 - g. Ensure the timely distribution of mailings from X3 pertinent to the work and administration of the committee.
 - h. Review documents prior to distribution for legibility, clarity, accuracy and appropriateness, and modify when appropriate.
 - i. Notify the X3 Secretariat of changes in the subgroup membership.
3. Attend the required training sessions.

* For OMC, the duties in item 2 are the responsibility of the X3 Secretariat in consultation with the Chair and Vice Chair.

For PPC and LRPC, the X3 Secretariat assigns document numbers to already prepared documents in consultation with the Chairman and Vice Chairman and distributes them to the committee.

Secretary:

1. Record and transcribe meeting minutes in consultation with the Chair and Vice Chair.
2. Provide minutes to the Vice Chair so that they can be distributed within four weeks of the meeting.

International Representative (IR):

1. Receive and review all documents of the related ISO/IEC JTC1 SC(s), the counterpart ECMA TC(s) and other pertinent standards groups of international, regional and foreign national organizations.
2. Ensure distribution to the subgroup of international documents, when appropriate.
3. Review ISO/IEC JTC1 meeting resolutions and documents; establish suspense control (tickler file) for required U.S. comments, technical contributions and votes.
4. Report status of international work at each meeting of the subgroup and ensure timely scheduling on the agenda of needed subgroup actions.
5. Prepare, or arrange to have prepared, all responses and contributions in the appropriate format required by the most recent revision of the ISO/IEC Directives: Procedures for the Technical Work of ISO/IEC Joint Technical Committee 1 (JTC 1) on Information Technology forward them using a completed "I.R. Instructions to JTC1 and/or SC TAG Administrator Form" in accordance with the procedures found in the X3/SD-2.
6. Obtain subgroup approval to act as correspondent on liaison issues with related ECMA TC(s) and other pertinent standards groups of international, regional and foreign national organizations.
7. Serve as Head of Delegation or advisor to the U.S. delegation to the ISO/IEC JTC1 SC when the subgroup is the U.S. TAG, and ensure that reports of meetings are submitted to ANSI, JTC1 TAG Administrator and X3 Subgroup within thirty days of the adjournment of the meeting.
8. Ensure that the subgroup forms U.S. delegations in a timely manner, considering the following:
 - a. The call for delegates
 - b. The sufficiency of proposed delegation with respect to the meeting agenda, i.e.:
 - technical knowledge
 - committee experience
 - international experience
 - negotiating skill
 - training new people

9. Submit to ANSI, through the X3 Secretariat, a list of recommended qualified delegates and experts to meetings of ISO/IEC JTC1/SCs, WGs and other working groups for which the subgroup has TAG responsibility.

Each list shall contain:

- a. Name, business address and contact information (telephone, FAX, telex) for each delegate
- b. Designation of HOD for SC
- c. Designation of chief spokesperson for WG or other working group

10. Prepare for TAG Administrator's signature the letter to a delegate's management requesting the delegate's participation, when required.

11. Ensure that U.S. offers to host international meetings comply with X3 and JTC1 TAG requirements; which include pre-approval before offering to host.

12. Attend required training sessions.

Note: CT Chairs also assume I.R. duties.

Head of Delegation (HOD):

(To meetings of SC, WG, other working groups, HOD/C, etc.)

1. Maintain working knowledge of international issues and U.S. positions.
2. Introduce U.S. Delegation and serve as chief spokesperson for U.S. at international meetings.
3. Arrange and conduct delegation caucuses as required.
4. Direct delegation assignments during meetings.
5. Maintain working knowledge of "JTC1 procedures" and international protocol.
6. Develop rapport with other National Body delegations.
7. Prepare HOD's report for ANSI, JTC1 TAG Administrator and X3 Subgroup. (For SC meetings only)
8. In cases where the HOD is not the IR, provide to the IR copies of all meeting documents which require action and advise the IR of any subsequent communications addressed to the HOD.

Note 1: JTC1 procedures recognize HODs only at SC or higher level. X3 extends the use of this office for all international meetings.

Note 2: In order to avoid conflicts of interest, a U.S. Convener of a WG cannot also act as U.S. Head of Delegation or chief spokesperson to that WG or to its parent SC.

Project Editor:

1. Maintain document for which responsible, making timely changes as agreed by the subgroup.
2. Prepare documents according to the most recent edition of the ANSI style manual for preparation of proposed American National Standards. (eighth edition 3/1/91).
3. Submit an electronic version of the manuscript according to the Guidelines for submitting proposed American National Standards in an electronic format.
4. Make arrangements for all art work and engineering diagrams to be prepared and submitted electronically or in camera-ready form.
5. Plan and schedule document preparation, taking into consideration lead times for document transmission, review and approval periods, meeting schedules and target dates established by the SC, WG or other working group and by the TC.
6. Maintain an awareness of the development and approval process, including required lead times.
7. Report the status of the document at each subgroup meeting.
8. Maintain contact with ANSI editors during the pre-edit and pre-publication process.
9. Attend required training sessions.

Liaison:

1. Review and select appropriate documentation from the liaison organization for distribution to the subgroup.
2. Monitor the activity of the liaison organization and report items of interest to the subgroup.
3. Attend meetings of the liaison organization when required.

Vocabulary Representative (VR):

1. Ensure that appropriate vocabulary terms from the subgroup are submitted to X3K5.
2. Receive all proposed vocabulary changes from X3K5 and distribute these changes to the subgroup membership for consideration at a subgroup meeting.
3. Prepare the subgroup response to the proposed changes and ensure that the response is forwarded to X3K5.
4. Participate, or insure participation, on behalf of the subgroup, in any meetings necessary to resolve matters arising as the result of the above coordination.