

# Executive Secretary Responsibilities

- 3.4.5 Executive Secretary

The Executive Secretary shall:

- a) Oversee all activities of IEEE-802 LMSC Meeting Manager and ensure conformance to the IEEE-802 LMSC Meeting Manager Job Description
- b) Oversee maintenance of Sponsor Registration Database

Additional new responsibilities:

- Assist the LMSC Meeting Manager in support of LMSC sponsored activities and services.
- Lead efficiency improvements in the LMSC Standards Development Process
  - Consider, Propose, Test, Evaluate & Explore tools, methods and means to improve meeting efficiency

# Meeting Manager Responsibilities

The IEEE-802 LMSC Meeting Manager shall:

- a) Supervise and manage all activities related to LMSC sponsored meeting facilities and services.
- b) With the LMSC Treasurer, ensure that LMSC sponsored sessions conform to IEEE financial policies.
- c) Manage LMSC service provider selection process, negotiate and sign all service provider agreements on behalf of LMSC, supervise service delivery conformance to agreement, and perform ongoing service agreement maintenance.
- d) Present summaries of venue options to LMSC EC & sign selected contracts on behalf of LMSC.
- e) Coordinate with MSP (Meeting Services Providers) and LMSC Chair, Executive Secretary & Treasurer on any major decisions.
- f) Report to LMSC EC on matters of interest related to Session Planning and Operations.