

### 3. Officers

~~The officers of the Sponsor are the Chair, Vice Chairs, Executive Secretary, Recording Secretary, and Treasurer, of the LMSC-EC serve, respectively, as the Chair, Vice Chairs, Executive Secretary, Recording Secretary, and Treasurer of the Sponsor.~~

Officers shall be members of any grade (except students) of the IEEE and members of the IEEE-SA. The officers and members shall organize the Sponsor, oversee compliance with these Operating Procedures, and submit proposed standards approved by the Sponsor balloting group (with supporting documentation) for IEEE-SA Standards Board review and approval as IEEE standards. Officers should read the training material available through [IEEE Standards Development Online](#).

#### 3.4.5 Executive Secretary

The Executive Secretary shall:

- a) Oversee all activities related to Sponsor sponsored meeting facilities and services
- b) With the treasurer, ensure that Sponsor sponsored sessions are compliant with IEEE financial policies
- c) Present summaries of venue options to the Sponsor, select venues under oversight of the Sponsor, and sign approved proposals on behalf of 802
- d) Coordinate with CSP (Conference Service Providers) and Sponsor Chair on major decisions
- e) Oversee maintenance of Sponsor Registration Database
- e)f) Provide public notice of upcoming plenary session.