

STC Governance Committee
New STC Application Form

The purpose of New STC Application form is to either apply to start a new Special Technical Committee, or to recommend a new Special Technical Committee for the Computer Society to start. Please complete as many of the fields as possible, as that will enable a quicker review. Prior to completing this application, please refer to:

a) The STC Handbook:

http://stc.ieee.net/files/STC_Handbook.pdf

b) The STC Operations Quick Reference Card:

<http://stc.ieee.net/files/STC-quick-reference-card.pdf>

These documents provide information on what an STC, what the policies and procedures are, and what some of the best practices are for starting an STC.

The following is the list of questions which should be answered through the online wizard form: <http://stc.ieee.net/home/new-stc-application-form>

***Required**

- General
 - Applicant's Name: *
 - Applicant's Affiliation: *
 - Applicant's Email Address: *
 - Applicant's CS Membership Number: *
 - Proposed STC Name or Topic:*

- Proposed STC Details

All STCs must have a clearly defined vision, mission, purpose, scope, and goals. Please address each of these.

- Please describe the vision of your proposed STC.

Vision: *STCs must be innovative, elastic or agile online communities, striving to be financially self-sustainable, and self-managed.*

- Please describe the mission of your proposed STC.

Mission: *The mission of every STC as long term, social network-based, self-sustaining entities shall be to focus on an innovative concept, usually related to an emerging technology to formulate specific, related products and services that will advance the mission of the Computer Society.*

- Please explain the purpose of your proposed STC and how it differs from other existing CS organizations, including closely related STCs or TCs.

Purpose: The purpose of an STC is to serve a computing community that is not served in any other fashion by existing organizations of the Computer Society (CS). The nature of the service can be varied, but at a minimum, every STC must strive to develop and distribute new, financially viable, online products and services for/to their community. STCs must always be concerned about product and service cost recovery in their operations. It is not sufficient for an STC to simply serve as a communication forum for the members of its community. The purpose defines the goals by which the STC will be evaluated.

- Please explain the scope of your proposed STC.

Scope: The scope indicates the field of interest for the STC, e.g., technical, geographic, career, etc. The scope statement indicates the special interest of the STC. All STC scope statements should clearly fall within the Scope and Field of Interest of the Computer Society. The scope of an STC is not required to align with the Strategic Plan of the Computer Society. An STC scope statement must either specify how the STC does align with the Strategic Plan, or explain why it should not. STC scopes may include aspects that define an STC that are not, strictly speaking, "technical." For example, STCs can be geographically based, such as an STC for software engineers in India. STCs can also be defined for specific groups within the Computer Society, such as for young technology entrepreneurs, or computer technology students studying across IEEE regions.

- Briefly explain why an STC is the best organizational form for this community.*
- Please list any similar initiatives outside of the Computer Society that you are aware of.

➤ If it is an "Application to START a new STC"

- Prospective STC Committee Members

- Is the applicant the prospective chair? *

If yes, please skip the chair questions

- Yes
- No

- Prospective Chair Full Name:
- Prospective Chair Affiliation:
- Prospective Chair Email Address:
- Prospective Chair CS Membership Number:
- Prospective Vice-Chair Full Name:*
- Prospective Vice-Chair Affiliation: *
- Prospective Vice-Chair Email Address: *
- Prospective Vice-Chair CS Membership Number: *
- Starting an STC requires a collaborative effort. Please include information about 8 people who are willing to assist with this effort: *

"Name- Affiliation-Email Address" each person in one line

- Proposed STC's Business Plan

A business plan for the proposed STC must be part of the application. There should be sufficient detail so that the STC GC can determine the degree of difficulty the STC is likely to experience in achieving financial sustainability.

- Please describe the "Goals" for your proposed STC for the next 12 months. *

The goals must be measurable, and directly related to the purpose and scope. A recommended best practice for the definition of goals might be to follow the "SMART criteria," i.e., be Specific, Measurable, Attainable, Relevant, and Time-bound. (See www.wikipedia.org for more detailed information.) Having SMART goals can help both the STC and the STC GC understand what the STCs objectives are, and when they have been (or are likely to) be met. An STC may revise its goals over time.

- Briefly describe any expenses you anticipate incurring in the next 12 months. *
- Briefly describe your plan to generate sufficient revenue in the next 12 months to recover your expenses.
- Briefly describe how professionals in the industry will benefit from this STC.
- Briefly describe how professionals in academia will benefit from this STC.
- Briefly describe your plan to grow the membership of this STC, and state the 12 month membership target.
- Briefly describe your plan for self-management. How will you run the STC (frequency of meetings, telecons, etc)?
- Briefly describe your approach, if you plan to have a newsletter. When will the first issue of the newsletter be published? How will you distribute it? What kind of content will be included?