STC Governance Committee

Quick Reference Card for Operational Best Practices of an STC

Starting and fostering a new STC can be a daunting task. The purpose of this "Quick Reference Card" is to share with new STC chairs some guidelines on what has worked well for STC chairs who preceded them. These are not rules that must be followed, but rather suggestions on how to start building a strong and sustainable community:

As the word "Community" suggests, managing an STC requires a team effort. In the remainder of this document, a number of suggested officer roles are listed, along with the tasks that each should perform.

STC Chair(s):
- Devise long term (e.g., semi-annual or annual) plans to guide STC progress
- Solicit & select volunteers to fill officer positions
- Generate monthly column for bulletin reporting STC status and future goals
- Identify a co-chair or vice-chair, to share the workload
- Create a succession plan (e.g., have chairs select vice-chairs, train them to eventually take over the chair role)

Secretary:
- Acquire monthly progress reports from all officers and from bulletin editor
- Generate a monthly summary report in a consistent format for the STC chair(s) and for publication in monthly bulletin and STC website (e.g., under a governance section)

Treasurer:
- Interact with board on financial regulations, particularly for sponsorship and for setting up agreements with external organizations.

Conferences Chair:
- Collaborate with Communications chair to identify existing conferences of relevance
- Contact the organizers of these conferences to publicize STC at their event in form of poster display and brochures, in return for publicizing their conferences to the STC members
- Contact general chairs of several relevant conferences to discuss collaboration with STC (e.g., technical co-sponsorship)
- In the absence of relevant existing conferences, work with STC chair and relevant board(s) in Computer Society to establish a conference

Academic Chair:
- Work with the industry chair to establish an interface and identify opportunities to

bridge academia and industry STC members.
- Organize student awards to recognize academic merit in STC topic area.
- Work to attract bulletin contributions from academic groups in the STC topic area.

Membership Chair:
- Connect members via social groups (e.g., Facebook, LinkedIn)
- Run email campaigns to attract new members to the STC
- Work with STC governance committee to identify and apply current best practices for membership management

Communications Chair:
- Generate monthly digest listing conference, workshop and journal CFPs/CFParts relevant to STC members, including deadlines if applicable.
- Coordinate with bulletin editor for publication of monthly digest in STC bulletin.

Industry Chair:
- Contact industry to invite contributions on monthly bulletin about industrial practices in the STC topic area.
- Work with the academic chair to establish an interface and identify opportunities to bridge academia and industry STC members.

Bulletin Editor:
- Draft short, simple, consistent layout for bulletin
- Identify media to publish online bulletin and establish circulation to members in cooperation with Webmaster
- Solicit short contributions to the bulletin and coordinate information officers
- Aim at short bulletins with frequent issues (e.g., monthly)

Information Officers:
- Generate monthly topic posts for website blog and for STC bulletin
- 2+ Information officers are recommended to support monthly bulletin

Webmaster:
- Support all officers in publishing their latest news and successes online
- Maintain website, social groups (e.g., LinkedIn, Facebook)
- Announce each issue of bulletin to members