**RECORDING SECRETARY'S RESPONSIBILITIES**

Required Core Responsibilities:

1) Record minutes of executive committee meetings (at a minimum the opening and closing EC meetings, at each of three plenary sessions per year with occasional executive sessions).

2) Draft, produce and distribute executive committee meeting minutes to committee members and liaisons within 30-40 days after meeting.

3) Maintain official records of minutes for historical purposes.

4) Generate draft agenda for executive committee meetings.

5) Edits and coordinates the release of the IEEE 802 CD-ROM once a year with the IEEE-SA staff.

6) Ensure existing automated tools are operating properly (e.g., registration database, attendance monitoring, document handling, 802 web page, etc.) in conjunction with the Executive Secretary

7) Acts as the formal point of communication for all 802 appeals.

**8) Generate informal communications regarding status of all new 802 work, i.e. PARs under consideration and Study Group status as reflected on 802 web page to other organizations at discretion of Chair.**

Additional Responsibilities (desired, could be given to others);

1) Maintain assignment lists (P802 decisions)

a) Liaisons

b) OUIs

c) LSAPs

2) Maintain archival records for:

a) Functional requirements, document revisions

b) Policy and Procedures document revisions

c) 802 Guidelines/Practices

d) PARs approved, revised, completed, withdrawn, etc.

Proposed Test for either email or letter

To: TBD

CC: Mr. Paul Nikolich, Chair, IEEE 802 LMSC p.nikolich@ieee.org

 Mrs. Pat Thaler, Vice Chair, IEEE 802 LMSC pthaler@broadcom.com

 Mr. James P. K. Gilb, Vice Chair, IEEE 802 LMSC gilb@ieee.org

From: IEEE 802 LMSC1

Subject: Communication of New Work Under Consideration, IEEE 802 xx/xx Plenary

Date: Day, Month, Year

Dear Colleagues,

This information communication is to inform you of new work that was considered by the IEEE 802 community at the IEEE 802 [**Month, Year**] Plenary held in [Location]:

* *Project Authorization Requests (PARs)* - <http://www.ieee802.org/PARs.shtml>
	+ *Topic 1*
	+ *Topic 2*
	+ *Topic n*
* *Study Group Consideration –* URL TBD
	+ *Topic 1*
	+ *Topic 2*
	+ *Topic 3*

Please note that IEEE meetings are open and may be attended by any individuals who register and fulfill any registration fees. Details regarding future IEEE 802 plenary meeting schedules may be found at <http://www.ieee802.org/PARs.shtml>. Please refer to individual working groups for their interim meeting schedules. A listing of all working groups may be found at <http://www.ieee802.org/>.

Best Regards,

John D’Ambrosia

IEEE 802 LMSC Recording Secretary

Note - This email solely represents the views of the IEEE 802 LMSC and does not necessarily represent a position of the IEEE or the IEEE Standards Association.