

CMG Volunteer Coordinator Description with Related Position Descriptions

This document shows in detail the various duties of the volunteer coordinator. It also provides descriptions of related positions, which the coordinator manages. The volunteer coordinator is responsible for assigning referees to SACs prior to paper review time, assigning editorial review board members during Agenda Scheduling Weekend, and scheduling conference weekday session chairs, Sunday Workshop chairs, and room monitors. On-site, the coordinator manages Session Control (part of the Program Committee Office) which provides a specific focal and check-in point for chairs and monitors. The coordinator also presents a volunteer session immediately prior to the start of the weekday conference, in which all chairs and monitors are required to attend to learn current procedures and policies pertinent to their volunteer positions. The coordinator also makes assignments to staff Session Control, focusing on Program Committee members.

Referee assignment. Once volunteer form information is input at HQ into a spreadsheet, HQ sends that data to the volunteer coordinator, usually in **mid- to late-January**. **Later in the Spring**, referees are assigned to Subject Area Chairs based on volunteers' self-placement into a hierarchy of knowledge areas. Volunteers with high self-ratings in a specific area are assigned to that area's SAC. Until the papers are submitted in **May or June**, it is difficult to know how many referees will be needed in each area such that each paper is reviewed by 4 qualified referees. However, the use of submitted abstracts can give a somewhat reasonable estimate of how many papers might be coming in for each area. Keeping that in mind, referees are assigned so that SACs can qualify each volunteer for their areas. The coordinator makes the original assignments to each SAC and notifies HQ so that e-mail messages are sent to the SACs with volunteer names and info attached. SACs contact each of their assigned referees and qualify them. Names of volunteers who turn out not to be qualified for their initially-assigned areas are sent back to the coordinator (via an e-mail message) and are re-assigned based on input from the initial SAC.

Once papers are received at HQ, a better review of assignments to each area can be made. The coordinator maintains the list of referees for each area and coordinates the moving of referees to other areas as well as additions to the referee lists by the chairs.

Also, a 'slug list' is kept by the coordinator of any referees who do not perform their duties in a timely manner. This information is passed along to HQ and will be used in following years to reduce the frustration of referee-assignment tasks.

Referee duties. Once qualified by a Subject Area Chair concerning a prospective referee's expertise, referees are to review assigned papers, generally in the **June timeframe**. Each paper might take 1 to 1 1/2 hours to review and comment on using the on-line referee evaluation forms at the CMG web site. Each referee can expect to be assigned two to four papers, depending on the number of papers submitted to a subject focus area. Referees are not required to attend the conference.

ERB assignment. Editorial Review Board (ERB) volunteers are matched up with accepted paper authors according to their expertise. The HQ spreadsheet provides the volunteer's information. Once the coordinator has provided the assignments to HQ, HQ notifies each ERB with their specific assignment via e-mail.

ERB duties. An 'ERB' provides an editorial review of an accepted paper, with a focus on getting that paper 'camera-ready' for publication in the *Proceedings*, the CD or hard copy collection of papers presented at the conference. Depending on the nature and range of changes to be suggested to the author, two to four hours may be needed. Guidance is available for the ERB via specific publication details as well as assistance from the Subject Area Chair or conference committee. ERBs are not required to attend the conference.

Session Chair and Sunday Workshop Chair assignment. Session chairs fall into two categories: Sunday workshop chairs and weekday session chairs. Generic assignment methods for both are discussed first, with specific details for each explained later.

Session chair assignments have traditionally occurred at **Agenda Scheduling Weekend**, but due to many changes required to those original assignments, **it is better to wait and assign the chairs in the Fall**, when volunteers can specify their preferences. Starting about October 1, and after the preliminary agenda is available, HQ can send out a mass e-mailing to all volunteers who stated they were interested in being session chairs. This request asks the volunteers to reference the preliminary agenda, which is available online and in hard copy formats. Each volunteer can access the CMG web page that shows available sessions to chair: That volunteer can choose one session they are interested in chairing. A volunteer may chair multiple sessions but must enter each selection one at a time so that the CMG database can be updated correctly.

It is recommended that the volunteer coordinator track the requests via a spreadsheet that the HQ staff can prepare periodically so that a speaker, session chair, or monitor does not commit to multiple tasks during any given timeframe. An example is shown in Appendix A.

In **late October**, HQ sends a personalized message to all assigned chairs with specific session information. This e-mail acts as a confirmation to the chairs. If deemed advisable by the volunteer coordinator, a mass e-mail in this timeframe can be sent to all registered attendees requesting consideration of volunteering for any available chair or monitor sessions, per the web site.

Sunday Workshop chairs are assigned based on their interest as well as their confirmed registration as a Sunday Workshop attendee. Usually, previous volunteers are assigned first, if possible, as Sunday Workshop chairs do not have the benefit of an on-site meeting to bring them up to speed on their duties. In this case, experience generally is a benefit due to combining monitoring and chairing duties, plus taking tickets: However, experience is not necessary.

Session Chair duties. Session chairs attend a pre-conference explanatory session, usually **Monday afternoon**, which is required so that all chairs receive current procedural details. Session chairs are responsible for maintaining control of a session, including following policies and timelines. They introduce the speaker, estimate the number of attendees at the session, present the award plaque to the speaker at the end of the presentation, and get the speaker's signature for the plaque. Attendance at the conference is required.

Sunday Workshop Chair duties. Sunday workshop chairs receive a pre-conference explanatory e-mail message, providing them with current procedural details. (It has been found that it is not feasible to hold an on-site procedural meeting due to unavailability of many session chairs prior to Sunday morning.) Sunday workshop chairs are responsible for maintaining control of a session, including following policies and timelines. They introduce the speaker, take paper tickets for a hard count of the number of attendees at the session, and wear a radio headset to maintain contact with Session Control to address room temperature or seating, author or audience issues, etc. Attendance at the conference is required, as is registration for Sunday Workshop sessions.

Monitor assignment. Monitors are needed at weekday sessions only, as Sunday Workshop chairs perform modified monitoring duties such that only one person is needed then. During the week, functions require separate personnel for chairing and monitoring tasks.

Monitoring assignments are made starting about **October 1**. After the preliminary agenda is available on-line, HQ sends out an e-mail to all volunteers who stated they were interested in being monitors. This request asks each to access the CMG web page that shows available sessions to monitor: That volunteer can choose one set of morning or afternoon sessions they are interested in monitoring. A volunteer may wish to monitor multiple sets of sessions but must enter each selection one at a time so that the CMG database can be updated correctly.

In **late October**, HQ sends a personalized message to all assigned monitors with specific session information. This e-mail acts as a confirmation to the monitors. If deemed advisable by the volunteer coordinator, a mass e-mail in this timeframe can be sent to all registered attendees requesting consideration of volunteering for any available chair or monitor sessions, per the web site.

Monitor duties. Monitors attend a pre-conference explanatory session, usually **Monday afternoon**, which is required so that they receive current procedural details. Monitors are responsible for maintaining contact with Session Control during a session (via a radio headset), responding to issues of room temperature and seating, handing out and collecting session evaluation forms, and checking attendee badges at the door of the session. Monitors sign up for a set of sessions in a specific room for an entire morning or afternoon. Attendance at the conference is required.

Session Control assignment. Personnel on the Program Committee traditionally work Session Control as part of their duties. If needed, other members of the Conference Committee are asked to fill openings, and CMG board members are asked if openings still remain. It is recommended that two persons work each morning and afternoon shift ‘behind the desk’ at Session Control, with the thought that the volunteer coordinator can be free to handle issues that require immediate assistance outside the Session Control area. Generally, few problems require the coordinator to be away from the desk while session chairs and monitors are being signed in or out, but it is not unusual to have one of the people staffing the booth be assigned any sessions that require a monitor or session chair due to last-minute absences or unfilled openings.

Requests for designated personnel to select several preferred timeframes go out from the coordinator in October, with confirmation of selected timeslots and specific task details being provided to personnel by mid-November.

Session Control duties. At the conference, previously-made chair and monitor assignments are available for use in the on-site chair and monitor assignment books used at Session Control. These books (one for session chairs and one for monitors) show each day’s assignments, with a signature line by each name for use in tracking the return of any equipment or paperwork after the assignment completion. These books are supplemented at the end of each day with paperwork from each session chair providing headcount and signature of authors receiving an award plaque. HQ then takes this book back to the main office for use after the conference.

Basic tasks of Session Control are to pass out radio headsets and evaluation forms to monitors; pass out speaker plaques and standard introduction paperwork to session chairs; collect completed evaluation forms, session counts, and signed author receipts after the session; collect radio headsets from monitors at the end of their timeslots; answer questions from attendees; thank monitors and chairs and give them designated gifts; and ask attendees to consider filling any openings for chair or monitor positions.

Session Control opens about **45 minutes prior to the first session** of the morning or afternoon. Monitors should start checking in so that they can check out the rooms and be ready to check badges about 30 minutes before a session starts. Session chairs should check in at least 20 minutes prior to a session. Once all chairs and monitors are signed in for a timeslot, Session Control may close so that folks behind the desk can attend sessions. The goal is that people come to see sessions and therefore Session Control should permit its workers to do just that, maintaining contact via radio headsets. Near the end of a session timeslot, one or both Session Control worker(s) should re-open Session Control.

It is recommended displaying a copy of the spreadsheet (taped to the Session Control desk) so it is visible to any passersby, to be used in showing chair (or monitor) open slots for the rest of the conference. Attendees also seem to find it useful not only for signing up for open positions but also for verifying speakers, topics, and room location info.

When someone wishes to sign up for an open position, Session Control reps place the name in the appropriate slot in the assignment books.

Session Control traditionally is part of the Program Office area on-site. The area should be lockable and secure due to gifts and equipment there. Ideally, a stationary desk-like area with a roll-top 'window', which can be closed and locked, is recommended for Session Control. It should be in an area that is readily accessible to attendees and the session rooms, making it easier for people to sign in and out and also check open chair and monitor positions.

Lastly, the volunteer coordinator speaks at the Volunteer Session just prior to the start of the weekday portion of the conference. Here, policies and procedures for the chairs and monitors are reviewed and hard copies are available. After questions are answered, an opportunity is offered to sign up for remaining open chair and monitor positions. This is a great time to fill up many of the open slots.

Appendix A

Chair Full Name	ID_Number	Session Monitor	ID_Number	Paper	Session	Room	Session_Day_Time_Text	Author_Full_Name
Ron Kaminski	#N/A	N/A		5751	181	1	Sunday 8:30 AM - 12:00 PM	Adrian Cockcroft
Margaret Greenberg	20189	N/A		5753	182	2	Sunday 8:30 AM - 12:00 PM	Mark Friedman
Sidney Soberman	12372	N/A		5706	183	3	Sunday 8:30 AM - 12:00 PM	Cathy A. Wright
Jonathan Gladstone	312237	N/A		5708	184	4	Sunday 8:30 AM - 12:00 PM	Robert D. Andresen
Michael Gardner	311264	N/A		5702	185	5	Sunday 8:30 AM - 12:00 PM	Nathan Walsh
Stephen Demmin	#N/A	N/A		5755	186	6	Sunday 8:30 AM - 12:00 PM	Ivan Gelb
Jerry Valentine	#N/A	N/A		5720	187	7	Sunday 8:30 AM - 12:00 PM	Curtis Hrischuk
Nathan Walsh	#N/A	N/A		5752	191	1	Sunday 1:00 PM - 4:30 PM	John P. Pilch
	#N/A	N/A		5756	192	2	Sunday 1:00 PM - 4:30 PM	Dr. Toufic Boubez
Donna Folkerts	11181	N/A		5754	193	3	Sunday 1:00 PM - 4:30 PM	Jack Probst
Jonathan Gladstone	312237	N/A		5741	194	4	Sunday 1:00 PM - 4:30 PM	James P. Holtman
Chris Molloy	310883	N/A		5705	195	5	Sunday 1:00 PM - 4:30 PM	Randy Kerns
Ralph Gifford	311241	N/A		5704	196	6	Sunday 1:00 PM - 4:30 PM	Dr. Alexandra Fenzl
Frank Bereznay	11020	N/A		5745	197	7	Sunday 1:00 PM - 4:30 PM	Dr. Odysseas I. Pentakalos
Catherine Nolan	11768			5401	301	1	Tuesday 8:00 AM - 9:00 AM	K. Mani Chandy
Ellen Friedman	26384	Brian Johnson	310221	5165	311	1	Tuesday 9:15 AM - 10:15 AM	Dr. Lloyd G. Williams
Elizabeth Somers	21608	Brian Johnson	310221	5166	321	1	Tuesday 10:30 AM - 12:00 PM	William R. Sullivan
Elizabeth Somers	21608	Brian Johnson	310221	5175	321	1	Tuesday 10:30 AM - 12:00 PM	Mark M. Maccabee
Frank Bereznay	11020	James Holtman		5120	331	1	Tuesday 2:00 PM - 3:00 PM	Henry H. Liu
James Holtman	313061	James Holtman		5040	341	1	Tuesday 3:45 PM - 4:45 PM	Michael D. Maddox
Shana Bereznay	311277	Joseph Graner		5159	312	2	Tuesday 9:15 AM - 10:15 AM	Dr. Annie W. Shum
Christopher Mellgren	312997	Joseph Graner		5167	322	2	Tuesday 10:30 AM - 12:00 PM	

Christopher Mellgren	312997	Joseph Graner		5172	322	2	Tuesday	10:30 AM - 12:00 PM	Kenneth D. Williams
	#N/A	Janet Bishop		5047	332	2	Tuesday	2:00 PM - 3:00 PM	Craig Hodgins
Richard Ralston	7113	Janet Bishop		5050	342	2	Tuesday	3:45 PM - 4:45 PM	Don Deese
	#N/A	Laura Knapp	361148	5088	313	3	Tuesday	9:15 AM - 10:15 AM	Chris Molloy
Jay Lipovich	#N/A	Laura Knapp	361148	5137	323	3	Tuesday	10:30 AM - 12:00 PM	Bruce Naegel
Michael Marcus	12286	Steve Clark	310158	5149	333	3	Tuesday	2:00 PM - 3:00 PM	Mel Boksenbaum
Paul Billick	313053	Steve Clark	310158	5130	343	3	Tuesday	3:45 PM - 4:45 PM	Bruce McNutt
Michael Zaslavsky	13287	Charles Savage		5189	314	4	Tuesday	9:15 AM - 10:15 AM	Daniel A. Menasce
Michael Gardner	311264	Charles Savage		5014	324	4	Tuesday	10:30 AM - 12:00 PM	Gene P. Fernando
Claire Cates	312583	Gerry Bonin	11367	5054	334	4	Tuesday	2:00 PM - 3:00 PM	Peter J. Weilnau
Tom Moulder	30856	Gerry Bonin	11367	5101	344	4	Tuesday	3:45 PM - 4:45 PM	Prof. Ethan Bolker
	#N/A			5009	315	5	Tuesday	9:15 AM - 10:15 AM	Peter Johnson
	#N/A			5407	325	5	Tuesday	10:30 AM - 12:00 PM	Dr. Toufic Boubez
Donna Folkerts	11181	Rupa Joshi	330017	5129	335	5	Tuesday	2:00 PM - 3:00 PM	Shanti Subramanyan
Charles Padamadan	312538	Rupa Joshi	330017	5010	345	5	Tuesday	3:45 PM - 4:45 PM	Peter Johnson
	#N/A			5418	316	6	Tuesday	9:15 AM - 10:15 AM	TBD
David Thorn	11859			5416	326	6	Tuesday	10:30 AM - 12:00 PM	Glenn O'Donnell
Jonathan Gladstone	312237			5417	336	6	Tuesday	2:00 PM - 3:00 PM	Herb VanHook
	#N/A			5415	346	6	Tuesday	3:45 PM - 4:45 PM	Eric Pulier
Susan Schreitmueller	313891	Russell Rogers		5024	317	7	Tuesday	9:15 AM - 10:15 AM	Dr. James Bouhana
Nancy Sabatini	311920	Russell Rogers		5185	327	7	Tuesday	10:30 AM - 12:00 PM	Dr. Thomas E. Bell
Nancy Sabatini	311920	Russell Rogers		5195	327	7	Tuesday	10:30 AM - 12:00 PM	Avtar Dhillon
Margaret Greenberg	20189			5124	337	7	Tuesday	2:00 PM - 3:00 PM	Michael Wiener
	#N/A			5087	347	7	Tuesday	3:45 PM - 4:45 PM	Chris Molloy

