

CCSC RM Regional Board & Responsibilities

I. Regional Board 2017-2018

Position *	Current	Previous **
<u>CCSC Board Rep (Regional chair)</u>	<u>Mohamed Lotfy</u>	
<u>Treasurer</u>	<u>Ed Lindoo</u>	
<u>Editor(s)</u>	<u>Pam Smallwood</u>	
<u>Submission chair(s)</u>	<u>Karina Assiter</u> <u>Mohamed Lotfy</u>	
<u>Webmaster</u>	<u>Kim Bartholomew</u>	
<u>Publicity Chair(s)</u>	<u>Reva Freedman</u>	
<u>Registrar</u>	<u>Durga Suresh</u>	
<u>Conference chair(s)</u>	<u>Kim Bartholomew</u> <u>Robert Jorgensen</u>	<u>Mohamed Lotfy</u> <u>Pam Smallwood</u>
<u>Site Chair(s)</u>	<u>Jun Zheng</u>	
<u>Moderators Chair</u>		<u>Jan Bentley</u>
<u>Program Chair</u>	<u>Jun Zheng</u> <u>Mohamed Lotfy</u>	<u>Kim Bartholomew</u> <u>Mohamed Lotfy</u>

* Click on position to learn about its' responsibilities

** Shown if different from current year.

II. Responsibilities

Representative to the CCSC Board (Regional Chair)

- Work with the Regional Board to determine **future conference** locations, conference chairs, and site chairs.
- Attend **national board meetings**
 - The fall board meeting is usually held at one of the CCSC regional conferences.
 - The Spring board meeting is usually held at SIGCSE
- Conduct business with the **national board** through e-mail.
- Facilitate communication between the **national and regional boards**.
- Prepare a regional **report** for the fall and spring board meetings.
- Work with the regional Treasurer to submit conference **budget** to the board 12-18 months *before* our conference. The budget should be sent to the national Treasurer at least two weeks before the national board meeting.

- Make sure the **national Webmaster** has the correct name and e-mail address for the following regional positions: Webmaster, Treasurer, and Conference Chair.

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Treasurer

Prepare **conference budget** to be approved by the national board 12-18 months before the conference.

- Use the template provided by the national Treasurer.
- Consult with the past and future site and conference chairs.
- Submit to the Regional Board for e-mail approval.
- Work with the Regional Representative to submit the budget to the national Treasurer at least two weeks before the fall national board meeting.

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Editor

- Serve on the Program Committee.
- Work with the **National Editor** to establish guidelines and deadlines.
- **Collect** and prepare papers, panel abstracts, and tutorial abstracts for the proceedings and send to the National Editor.
- Collect **Audio visual request forms** and send to the Site Chair.
- Collect **copyright forms** and send to the National Editor.
- Collect **biographies** and send to the Moderators Chair.

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Submissions Chair(s)

- Serve on the Program Committee.
- Add submission deadlines into **ConfTool**.
- Prepare **Call for Reviewers** (preferable to get reviewers who are not authors) and work with the publicity chairs to get it distributed.
- Oversee the online refereeing process.
- Make sure all papers are reviewed on time.
- Keep the Conference Chair and Program Chair informed of the number of submissions.
- Recruit authors if necessary.
- Participate in the Program Committee activities over the summer and make recommendations on the program.
- Send out the following information to authors of accepted submissions:
 - Evaluations of their paper.
 - Information on format of paper.
 - Audio visual request form.
 - Biography form.
 - Copyright release form.
 - Make sure that authors know that conference registration and payment are mandatory for publication.
- Notify people whose papers have been rejected.
- Send the Editor a list of referees before the “Final Draft Deadline.”

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Webmaster

- **Set up a web site.** You can either use a local site or contact the National Webmaster about using space on the national server. Make sure the national web site has the correct links to your local site.
- In late October, **update the web pages with the next year's conference information**, including the new Conference Committee, date, and location.
- In **January**, post the Call for Participation, supplied by the Publicity Chair.
- In **late spring**, post the registration materials provide by the Regional Registrar.
- **In early fall**, post the Conference Announcement, provided by the Publicity Chair.

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Publicity Chair(s)

- **Prepare and distribute announcements:**
 - Call for Participation (by early January)
 - Conference Announcement (by late August)
 - Obtain a copy of the conference program from the Program Chair.
- **Obtain local information** (hotel, etc.) from the Site Chair.
- **Optional:** Obtain a copy of the registration form from the Regional Registrar.
- **You may wish to prepare written materials in several forms:**
 - Text to send as an e-mail announcement
 - Formatted so it can be printed as a flyer
 - A web page (Work with the Regional Webmaster)
- **Distribution can be done in the following ways:**
 - A web page (work with the Regional Webmaster)
 - Posting to **sigcse.members** listserv
 - E-mail: Work with the Regional Registrar to obtain a mailing list from the national database.
 - Have someone take flyers to SIGSCE. (If there is no one locally, ask the Regional Representative who will be attending the Spring board meeting at SIGSCE.)
- When preparing the Conference Announcement, you can obtain the registration form from the Registrar and the conference program from the Program Chair.
- **Optional:** The CCSC national database maintains a mailing list that may or may not be up to date. Contact the Regional Registrar or the National Membership Secretary to get a password for the database. You can add names and addresses of the people that you would like to add to the mailing list.
- You may think of other things to do **to publicize** the conference.

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Registrar

- Before doing anything, contact the National Membership Chair/Secretary to identify yourself as a Regional Registrar and to obtain updated instructions for registration procedures. This should include instructions for using the national database. Familiarize yourself with the database.
- Work with the treasurer to add registration information into **ConfTool**, including the price of registrations, deadlines, etc.
- Monitor registrations ahead of the conference.
- Collect money and registration information from participants on-site.
- Keep track of money collected, following the procedures specified by the National Membership Secretary. (You may be able to deposit money locally).

- Provide statistics to the Regional board as needed.
- Generate hard copy receipts and distribute receipts and other registration material during the conference.
- Work with the Site Chair to make sure that procedures and materials are ready for on-site registrations, including a computer with an Internet connection and a printer.

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Conference Chair

- **Oversee** everyone's work to see if it is completed on time.
- Keep the Rocky Mountain Conference Committee informed of the status of the conference.
- Help choose a **theme** for the conference. (Optional)
- Write a **welcome** for the proceedings and submit to the regional Editor by the "Final Draft Deadline."

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Past Conference Chair

- Prepare appropriate **reports** for the CCSC Board.
- **Advise** the conference chair.

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Site Chair(s)

- Get some colleagues to help. Ideally, you should appoint a co-chair.
- Make arrangements for program sites with your school or other conference site.
- Make arrangements with **hotel**.
- Give site and hotel information to the **Publicity Chair**.
- **Find speakers.** If you need help, contact the Program Chair.
 - Keynote Speaker
 - Banquet Speaker (Usually 20-30 minutes on "digestible topic")
- **Arrange for meals.** Be sure to consult the Regional Treasurer for the meal budget. Consult with the Regional registrar for attendance numbers. (Attendance figures for the part conferences are also available at the national website or from the National Membership Secretary.)
 - Friday night dinner
 - Saturday lunch
 - Breaks between sessions: sometimes you can get a vendor to sponsor these.
- **Media and Room assignments.** The Editor will get the media room requirements from the presenters and send them to you. The Program Chair will send the Preliminary Program. Then you can make room assignments and arrange for necessary equipment. Send the room assignments to the Program Chair for the Final Program.
- **Signs:** We will need signs outside of meetings rooms listing the events going on. You may want other signs to direct people to the right place in the building and to the right buildings outside. You may want to leave information at the hotels on how to get to campus.
- **Folders:** One for everyone who registers for the conferences containing:
 - The final program with room assignments and moderators (prepared by the Program Chair)
 - Something about the local things to do
 - Acknowledgements
 - A call for papers for the next conference (if available; ask the Publicity Chair)
 - Evaluation form
 - Registration receipt (prepared by the Regional Registrar)

- Lunch and dinner tickets
- A copy of the proceedings Writing materials-maybe someone will donate tablets, pens or pencils, folders
- **Name tags:** Work with Regional Registrar to provide name tags. These may be printed using the national database, but you must provide the physical materials.
- **Registration:** Work with the Regional Registrar to make sure that procedures and materials are ready for on-site registrations. You will need to provide a table, chairs, pens, etc. The Registrar will need access a computer with an internet connection and a printer in order to access the national database. This would ideally be at the registration site, if possible. Find students or other volunteers to assist during the conference.
- It would be a good idea to have someone act as a **gofer** for the conference.
- **Program:**
 - Keynote: Give the welcome and introduce the speaker (of if the Program Chair finds the speaker, maybe s/he should do the introductions.) Sometimes a president or a dean gives a short welcome message.
 - Banquet: Introduce the Conference Chair who will introduce the Regional Board/Conference Committee members. Decide who should introduce the dinner speaker.
- **Vendors**
 - Contact national vendors to see who is coming and what they would like you to provide. For a list of nation vendors, consult the national CCSC website or ask the Regional Representative to find out.
 - Optional: Contact local publishers and software vendors to see if any are interested in having tables at the conference.

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Moderators Chair

(Now the Site Char's responsibility to find someone at their school to complete this task)

- Please let the Conference Chair know who you select for this task so they can be added to the Executive committee.
- Serve on the Program Committee.
- Collect and recruit volunteers to act as paper session moderators.
- Assign moderators to sessions (in the Preliminary Program) based on their interests and competencies.
- Send moderators copies of biographies so they can make appropriate introductions. Inform moderators of their duties, mostly in making sure that speakers do not go over their allotted times and that they assist with question periods.
- Send final list of moderators and their sessions to the Program Chair in time to put them in the Final Program.
- At the conference, make sure that all the moderators show up, they have the biographies, and know where to go.

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Program Chair

- **Call a "meeting"** (usually by e-mail) of the Program Committee (Submissions(s) chairs, the Editor, and the Moderators Chair) soon after the "Submission Deadline."
 - This needs to be done early enough so that there is time to circulate the proposed program among the Conference Committee members and still have time to notify the authors of the "Notification of Acceptance" date on the Call for Participation.
- Check for **possible SIGCSE Tutorials**. There may be grant money available to fund these, Ask the Regional Representative to find out.
- **Speakers** (keynote and dinner)
 - Coordinate with the Site Chair (who is usually responsible for this task) and make sure that it is done.

- Make sure speaker information (name, title, affiliation, and title of the talk) is sent to the Editor by July 1st.
- **Prepare a Preliminary Program** with input from the **program committee**
 - This is like the final program, but without room assignments (and possibly without moderators).
 - Send the Preliminary Program to the Conference Committee.
- Keep the Regional Board/Conference Committee informed of the status of the program.
- **Prepare the Final Program.**
 - Room assignments can be obtained from the Site Chair.
 - Moderator names and affiliations can be obtained from the Moderators Chair.
 - Make sure the Site Chair has a copy

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