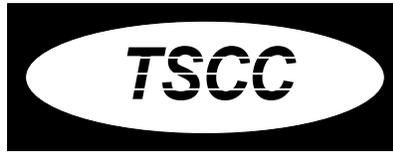


TELEMETERING STANDARDS COORDINATION COMMITTEE



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TSCC – Roles and Responsibilities **Released 28 April 2015**

This document defines the roles and responsibilities for the various functions within the TSCC.

TSCC Member

- Submit updated contact information for contact from committee and/or to place on TSCC website
- Letter of support from sponsor (or self) indicating support to attend meetings and do work (cost and time of attending two meetings a year)
- Become a member of at least one of the subcommittee and participate by giving responses/input on standards or other documents
- Term of membership is 5 years
- Recommend an alternate member
- Attend all meetings of the TSCC; if unable to have alternate attend in their place; if both cannot contact the TSCC chair
- Participate and contribute to the TSCC meetings - giving input, sharing ideas, etc.
- Read the TSCC by-laws and charter

TSCC Alternate Member

- Become a member of at least one of the subcommittees and participate by giving responses/input on standards or other documents
- submit updated contact information for contact from committee and/or to place on TSCC website
- May attend all TSCC meetings (not required) and can vote in absence of the regular member
- Should attend meeting when member is unable to

TSCC Subcommittee Chair

- Serve by appointment of the chair
- Appoint other members to the committee
- May call meetings for subcommittee as needed
- Determine what standards are in existence and published

Comment on the technical impact of planned and existing standards
Communicate industry desire for additional standards
Coordinate the review of new standards
Perform other related tasks as assigned by the chair of TSCC
Maintain records of the coordination and review process
Function as a fact finding group for the TSCC
Report to the TSCC at each meeting
Look up and report on standards under consideration (check appropriate websites: IEEE, RCC, IRIG, CCSDS, iNET (TENA), AIAA, ETSI)
Report comments from the sub-committee back to the TSCC

TSCC – Sec – Treasurer

Prepare a financial statement for each meeting; summary report prior to the fall meeting
Pay committee expenses and keep expense records
keep track of attendance. Let chair know when members have missed more than two meetings
Keep record of the letters of support for each member of the TSCC
Keep record of member and alternate resumes ? Right now I have the ones for people who have been nominated under my tenure

TSCC -Vice Chair

Take over as chair after serving 2 years as vice chair
Take over for chair when chair cannot attend
Arrange for the Standards Paper award selection
Always list authors as they are shown on the paper (1st listed is the primary author)
Notify the authors before the ITC so someone will be there to accept the award - but make sure they keep it secret.
Files to send:
 Larry Rauch Award Guidelines
 Scoring spreadsheet
 Larry Rauch Award Proposal

TSCC – Chair

Adherence of TSCC to chartered objectives (keep up with and enforce charter and bylaws)
Send out letter to new members requesting letter of support for the new member from members supervisor; or letter can be from the member if the member is sponsoring themselves
Become chair of nominating committee after serving 2 years
Policy Matters requiring TSCC vote by 2/3 members present with a min of quorum present

- Election of officers
- Selection of members and alternates
- Amend, suspend or adoption of by-laws
- Committee recommendation that goes outside TSCC

Submit an annual written report to the ITC after fall meeting (include financial report, and request for funds)

Take action upon sub-committee reports - if there is to be an external release, this will need the approval and signature of the chair - Chair forward all reviews?
(Bylaws 2.2.3-2.2.6)

Set up meetings – day/time/Agenda. Set up meetings a year in advance if possible; announce to members

Arrange for computer projector, screen, and breaks (food is no longer provided by hosting organizations)

Spring meetings in conjunction with RCC (odd years), member sponsored (even years)

- Fall meetings with ITC (or CCSDS?)
- Run meeting, call for reports, organize meeting –
- Post Agenda online (web) and send out to members

Notify the IRIG secretariat so they will notify the Chair of papers for review

Organize standards reviews – send out to appropriate committees

Notify new members that they were accepted and get letter of support. Should be on the TSCC letterhead

Reports:

Gather the reports from each member, and prepare as one PowerPoint for the meetings.

- Send report to ITF after each meeting – send to ITF Rep

- Send an Annual report to the ITF each year. (Due end of June) – send to ITF

Rep.

- Make request to ITF for funds – Send to ITF Rep (usually in Fall)

- Update the TSCC stationary

Post Meeting minutes online/web site

Post upcoming meetings on website

Files to pass on:

- TSCC letterhead template
- Meeting template
- IFT report/fund request sample
- Attendance/Membership spreadsheet
- agenda template
- Member notification letter template

TSCC - Nominating Chair

Assure adequate diversity of membership from agency users, contract users, government agencies and manufacturers and that potential members have the technical stature and capability to participate in TSCC activities

Propose TSCC members (for any openings) and officers for approval by the TSCC ensure the nominating committee has three members, including past chair if possible

Each member serves for a 2 year term

Nominate new chair, Sec/Treasurer each even year at the fall meeting

Membership should have government and commercial entities each having a min of one-third of the membership

Remaining third can be commercial, government and academic organizations

Non-US entities will not exceed one-fourth of the membership

TSCC will have 16 regular members

Keep track of members terms and check if member wants to be re-nominated when term expires

Keep track of membership of members and alternates on subcommittees - strive to keep up to date

Files:

membership spreadsheet

Recruiting for TSCC letter template

TSCC – Unassigned

updates to the website:

members

subcommittee members

Post award paper on the website

Notification of acceptance (alternates/members)

Request letter of support for members (chair responsible now)