

SIGMETRICS Chair Duties

Preamble

The role of the SIGMETRICS Chair is to provide leadership for the SIG. You will serve as the primary conduit for communications between ACM and your members, and will represent your SIG in the interactions with ACM and the other SIGs. This is an important role, elected by SIG members as an indication of their respect for your experience and judgement. In some SIGs, this role is called President, but for SIGMETRICS, you are the somewhat-less-pretentious SIGMETRICS Chair. You will serve a two-year term, starting July 1 in an odd-numbered year (e.g., 2011). Renewal for a second two-year term is relatively easy, if you wish to do so.

You are assisted in your role by an elected Executive Committee (EC), which includes a Vice-Chair (additional source of ideas and wisdom, and a suitable replacement for you if you cannot attend an ACM meeting) and a Secretary-Treasurer (financial matters, meeting minutes, SIG data expert), as well as a four-member Board of Directors (experienced members of the SIG community to provide broader representation and perspective, as well as creative ideas and suggestions).

In conjunction with your EC, you provide strategic direction and leadership for the SIG, including conference activities, SIG cooperation relationships, stewardship of the SIG's substantial financial resources, and regular reporting to ACM Headquarters. You also oversee the SIG's award processes, and can launch new initiatives on behalf of the SIG.

Duties and Expectations

The following list summarizes some of the typical duties for the SIG Chair, organized roughly around the timeframes for doing each activity.

1. One-Time Activities (start of initial term)

Set up email alias for contacting your Executive Committee members.

Congratulate and welcome the new members of your EC.

Attend ACM SIG Chair orientation meeting. This is usually offered in July or August of odd-numbered years. It is well worth it!

Get yourself added to SIG-CHAIRS mailing list.

Become the owner and moderator of the SIGMETRICS-MEMBERS mailing list.

Get yourself an ACM computer account for access to SIG Web site.

Update SIG EC list and contact info on SIG Web site, or get the SIG Webmaster to do it for you.

2. Ongoing Activities (year-round)

Communicate regularly with EC via e-mail or conference call on SIG-related matters. At least twice per year, but preferably 3-6 times per year.

Communicate regularly with your SIG representative at ACM Headquarters (currently Irene Frawley) via email. Your SIG rep is an endless source of advice, wisdom, and answers to your many questions. Be responsive to her questions and requests for information as well, since she is your best ally at ACM headquarters.

Monitor emails from ACM regarding awards, initiatives, processes, best practices, surveys, and requests for information about your SIG. Offer feedback, suggestions, and response as appropriate.

Monitor email submissions to the SIGMETRICS-MEMBERS mailing list. About 90% of what you get will be spam, but occasionally there are relevant ACM announcements and CFPs that you can approve for forwarding to the members.

Monitor the many error messages received from LISTSERV following each email sent to the list. Update mailing list entries as you see fit (or appoint someone to do it for you).

Engage in leadership development and mentoring of SIGMETRICS members (especially those who might be willing to serve on EC or in conference leadership roles in the future).

Coordinate communication between SIG members, the Executive Committee, and the ACM throughout the year (regarding awards, calls for papers, other announcements, new initiatives, funding opportunities, etc.).

Field requests for in-cooperation or co-sponsored conferences (via ACM). Approve or deny these as appropriate, based on budget implications and fit. See the existing SIG policy for in-cooperation events.

Build your general knowledge about the SIG, its operations, and its history.

Maintain good working relationship with IFIP to hold a joint SIGMETRICS/Performance conference every 3 years. The most recent was 2009. SIGMETRICS usually partakes as an affiliated conference in ACM FCRC every 4 years as well. The most recent was 2007, and the next is 2011. Be aware that the IFIP and ACM cycles will conflict every 12 years, and you may need to proactively adjust the IFIP cycle by one year (earlier or later) to accommodate (e.g., as was done in 2006). The current cycles will conflict again in **2015**.

3. Regularly Scheduled Activities (once or twice per year)

Attend ACM SIG Governing Board meetings. These one-day meetings take place twice per year, usually in March and October. The location is usually New York or Chicago, to make it easy for travels. You will meet the leaders of about 32 other ACM SIGs, as well as ACM office staff and the higher-level leaders of ACM. You will learn a lot about ACM's activities (e.g., Computer Science education, image of the discipline, government lobbying, digital library, international outreach, membership trends, financial situation), as well as those of other SIGs (e.g., conference activities, in cooperation events, fund balances, best practices). You can learn a lot from the other experienced SIG Chairs at the table. You can also share your ideas and experiences with them. Plan to attend these meetings regularly, or send another member of your EC. Note that ACM tracks your attendance, just like your primary school teacher did!

In conjunction with your SIG Treasurer, **review and approve the SIG Budget.** ACM has a July-June fiscal year, with the budget approval process happening in November to January time frame. ACM's financial officer (currently Darren Ramdin) knows far more about your SIG's financial operations than you do, so you can place great faith in the draft budget and final budget that he circulates to you for approval. You are free to ask questions of course, to try to understand ACM financial operations. You will also have to update Darren on any changes in co-sponsored events (i.e., additions, removals, or changes in financial sharing percentages). One confusing thing with SIGMETRICS is that the revenue and expenses from the Year N conference will show up in the Year N+1 budget. This is because we have a May/June conference, and it normally takes 4-6 months after the conference to pay all the bills and close the conference account.

In conjunction with your SIG Treasurer, determine an appropriate setting for SIG membership dues. Ours have stayed the same (\$20 US) for about a decade. This is probably fine, but feel free to review it anyway.

Upon request from ACM, update and approve the SIG Membership Benefits information for SIGMETRICS. For our SIG, some of the key benefits are discounts on conference registration, newsletter (*Performance Evaluation Review*), mailing list, and awards (e.g., eligibility to nominate or be nominated).

Appoint committee to consider paper nominations for **CACM Research Highlights**. Usual timeframe is July to August, with nominations forwarded to CACM Editor in Chief by September 1 each year.

Upon request from ACM, **prepare and submit an annual report on SIG activities**. It is due July 31 each year, though it is better to do it right after the SIGMETRICS conference, when everything is fresh in your mind. You can follow the examples from previous years if you wish, but hopefully there are some new and exciting things to report as well. In an election year that produces new officers, the outgoing Chair is often courteous enough to prepare the annual report. Do the same when it is your turn to hand over the Chair role to someone else.

4. Conference-Related Activities (once per year)

Solicit suggestions for General Chair and Program Chair, as needed. With good choices, a conference pretty much runs itself, from the EC's point of view. With poor choices, a lot of panic and follow-up is needed.

In consultation with your EC, select the next General Chair(s) for the annual ACM SIGMETRICS conference. Try to do so at least 18 months prior to the conference, so that the General Chair has adequate time to plan the conference, and can fit it into their busy schedule (e.g., work, teaching, sabbatical).

Build and maintain a list of potential candidates for future General Chairs, keeping in mind seniority, organizational skills, communication skills, geography, gender, academia/industry, leadership, and vision. Attention to detail is also an important skill.

Build and maintain a list of potential candidates for future Program Chairs, keeping in mind seniority, technical strength, topic area, organization skills, communication skills, geography, gender, academia/industry, leadership, and vision. Share this list with the General Chair during consultations regarding potential PC Chair(s) for the next ACM SIGMETRICS conference.

Provide General Chairs and Program Chairs with suggestions and advice regarding the process, timelines, and expectations for a successful conference. Monitor progress regularly, as required.

Achievement Award

- ∞ In consultation with EC, decide if there should be an **Achievement Award** this year (nominally, it is every two years, but the continued availability of suitable candidates and adequate financial resources could allow an annual award).
- ∞ Appoint the chair of the selection committee, and provide them instructions. The usual timeframe is January call for nominations, March submission deadline, and April decision for award winner.
- ∞ Notify the award winner, or have the chair of the award selection committee do so.
- ∞ Prepare a press release, and get permission for its distribution.
- ∞ Notify the General Chair about the winner, so that the invited talk can be scheduled in main conference.
- ∞ Publicize the award on the SIG Web site, the conference Web site, and the SIGMETRICS-MEMBERS mailing list.
- ∞ Notify ACM of the award winner at least one month before the conference, so award plaque and cheque can be ordered.

Rising Star Award

- ∞ In consultation with EC, decide if there should be a **Rising Star Award** this year (nominally, it is every two years, but the continued availability of suitable candidates and adequate financial resources could allow an annual award).
- ∞ Appoint the chair of the selection committee, and provide them instructions. The usual timeframe is January call for nominations, March submission deadline, and April decision for award winner.
- ∞ Notify the award winner, or have the chair of the award selection committee do so.
- ∞ Prepare a press release, and get permission for its distribution.
- ∞ Publicize the award on the SIG Web site, the conference Web site, and the SIGMETRICS-MEMBERS mailing list.
- ∞ Notify ACM of the award winner at least one month before the conference, so that award plaque and honorarium (cheque or travel support) can be arranged.

Test of Time Award

- ∞ Appoint a chair for the **Test of Time Award** selection committee, and provide instructions to the committee. They should evaluate candidate papers from the designated years, and select a winner. This can be done almost any time, perhaps 3–6 months in advance.
- ∞ Publicize the award on the SIG Web site, the conference Web site, and the SIGMETRICS-MEMBERS mailing list.

- ∞ Notify ACM of the award winner at least one month before the conference, so that award plaque, cheque, and travel can be arranged.

Notify and congratulate all award recipients on behalf of the SIG. **Obtain award plaques and cheques through ACM.** Bring plaques and cheques with you to SIGMETRICS conference, or arrange for them to be delivered there.

Attend the conference.

Make opening remarks at SIGMETRICS conference as SIG Chair. Present SIG awards. Chair SIG EC meeting on one evening during the conference (mandatory in SIG bylaws). Provide a SIG report to members (optional), either in hardcopy, email, Web, or PER.

5. Occasional Activities (only when needed)

Appoint a new editor for the SIG newsletter (Performance Evaluation Review). Thank the outgoing PER editor for their service.

Appoint a new Webmaster for the SIG. Thank the previous Webmaster(s) for their service.

Appoint a new person to administer the "performance mailing list" (also known as the SIG bulletin board). Thank the previous list maintainer for their service.

Create and oversee ad hoc committees for new initiatives or urgent issues.

With assistance from ACM Headquarters, **prepare SIG viability review report** and slides for presentation at ACM SGB meeting. This happens once every four years. The next one is slated for **October 2010**.

6. Miscellaneous Activities (whenever you feel like it)

Request an updated SIGMETRICS membership list from ACM Headquarters. Cross-reference this list with the SIGMETRICS-MEMBERS mailing list, deciding what to add, remove, or change to reduce errors.

Review SIGMETRICS bylaws and policies. Update as needed. For example, the structure of award selection committees could be made more consistent across our different awards.

Propose **new initiatives** for the SIG, and authorize budget requests for new initiatives as appropriate. In recent years, we have launched new awards (Rising Star, Test of Time), revamped our Web presence, documented SIG history, and expanded our suite of co-sponsored conferences. There are many other things that could be done (e.g., best practices, industry outreach, membership survey, membership drive, oral history of the SIG, commemorative CD, member recognition, student travel grant program, child care at conferences).

Review, update, and improve the information in this and related documents.

7. One-Time Activities (end of term)

Seek renewal of term (or assiduously avoid it, depending on how things have gone so far!). Automatic renewal of a second term requires agreement from your EC as well as ACM. Petitions from membership can overturn this.

Prepare for ACM election process. Appoint a Nominations Chair to establish (via arm-twisting) a full slate of candidates for each position. Provide slate to ACM by December, including campaign statement and bio from each candidate. ACM conducts email ballots of SIG members in March, with newly elected EC members taking office in July.