

CMG Conference **Subject Area Chair** Job Description

Pre-conference:

- January-March (about 1 hour / week):
 - Work with Program Chair to define the subject area, the theme for the year, panel subjects, suggestions for invited speakers, and contact authors to get their commitment to contribute papers to fit the subject area or theme.
- May (About 2 hours / week, depending on the area and number of referees):
 - Receive a list of referee volunteers from the Program Chair or Volunteer Coordinator.
 - Call assigned referees (e-mail the ones outside North America) and confirm:
 - They are still available
 - How many papers they can handle
 - What their current e-mail addresses are
 - What their areas of expertise are.
 - Set up referee IDs and passwords. E-mail referees with that information. (NOTE: keep a master list for yourself!)
- Mid-June thru mid-July (About 2 hours / week, plus however long you spend reading papers yourself):
 - Assign referees to papers. Try to have at least 3 referees (besides yourself) per paper (4-5 is better). If possible, try to get an additional referee who is NOT an expert in the field, so you have some idea how useful the paper might be to a novice.
 - E-mail the assignments to the referees.
 - Read all of the papers – if the area has co-chairs, divide up papers or all read everything. (Fill out Referee Evaluations yourself, which will also help you remember what you thought and why.)
- Early July (About 1 hour / week, plus time spent reading papers):
 - Nag those referees who haven't sent in their evaluations yet.
 - Read any paper which got "Award" or "Reject" ratings; if you have already read it, review your own Referee report.
- Mid-July (About 1 hour / week if not attending on-site scheduling meeting)
 - Sort papers by length and average rating.
 - Note the ones you insist on rejecting or keeping. You may have rated a paper overall differently from the objective average rating. Remember, the ratings are a *recommendation* to you – you can either select based on the rating or overrule it. But be able to speak to reasons used.
 - Attend Agenda Scheduling Weekend (ASW) in New Jersey at CMG HQ, *if requested to do so by Program Chair*. Otherwise, be available via phone or e-mail to address questions that may arise on-site.
 - Start filling in the schedule, using 'the Big Board' for visual oversight. Start with invited speakers and work thru filling all session slots based on highest-rated paper information from SACs.
 - Potential Mullen Award papers (any having a minimum of one "Award" evaluation and haven't won before) should be on Tuesday or Wednesday so that their presentation can be evaluated at the Thursday lunch Mullen Award meeting.
 - For papers "on the bubble" (i.e. close to the cutoff), be ready to exercise some SAC discretion.

At the Conference:

- Take a morning or afternoon shift as Booth Boss at Session Control.
- Chair one or more sessions, preferably in your subject area.
- Be available for one shift (morning or afternoon) as a Session Monitor, if possible.
- Schedule your flight home for Saturday, so you can attend the President's Dinner Friday evening. The dinner is comped as a reward for your hard work thru the year as SAC.