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 Volunteer 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 other duties as may be required from time-to-time by the Program Chair.

Time requirements:
- Prior to Conference: 20+ hours
- At Conference: None

Referee assignment. Once volunteer form information is input at HQ into a spreadsheet, HQ sends that data to the Volunteer Coordinator, usually 6-8 weeks following the end of the prior year’s Conference. Later, 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, 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 Volunteer 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 Volunteer 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 Volunteer 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 list is kept by the Volunteer 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.

Assist the SACs as necessary to insure the Referee process operates as efficiently as practical.

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 Volunteer 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 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.