Guildelines for SAM TC Subcommittees

A. Awards Subcommittee.

Members of this subcommittee preferably should include IEEE Fellows or individuals that have received an award as to bring experience to the Awards nominations process. This committee collects nominations from Technical Committee members and the community as a whole (nomination process is open) and narrows down the list, with the final names being voted on by the Technical Committee, which then passes its recommendations to the Awards Board. This procedure applies for all the SPS awards and Distinguished Lecturers. This subcommittee will also identify Senior Members that are considered qualified for elevation to Fellow and help find an individual that can nominate the candidate (neither the subcommittee nor the TC will nominate or endorse Fellow candidates). The Chair of this subcommittee would act as a liaison to the Society's Awards Board.

Task and Timeline:

Task	Timeline

Distinguished Lecturer Nomination
    • Call for nomination
    • Voting
    • Nomination finalized
    • Nomination sent to TC Chair
	
	Week 1, Apr. – Week 1, May
	Weeks 2-3, May
	Week 4, May
	Must be before May 31

SPS Award Nominations (BP, YA, SPMag)
    • Update of paper database
    • Allocating members to area subcommittees
    • Distributing papers to area subcommittees, call for individual nomination
    • Collecting nominations(with support statements) from area subcommittees
    • First and second round voting
    • Resolving issues and refining nominations
    • Nominations sent to TC Chair
	
	Mar. – Apr.
	Weeks 1-2, May
	Week 3, May
	
	Weeks 1-2, Aug.
	
	Week 3, Aug. - week2, Sept.
	Weeks 3-4, Sept.
	Must be before Sept. 30

SPS Award Nominations (Major Awards)
    • Call for nominations
    • First and second round voting
    • Resolving issues
    • Nominations sent to TC Chair
	
	June – July
	Week 3, Aug. – week2, Sept.
	Weeks 3-4, Sept.
	Must be before Sept. 30

B. Nominations and Elections Subcommittee.

Membership in the nominations subcommittee is restricted to elected Technical Committee members. The role of this subcommittee is to collect nominations for Technical Committee members and Vice Chair positions, and conduct the election process. The Nominations Subcommittee shall ensure that the candidate pool for new TC members represents the diversity of SPS members in the Technical Committee area, which includes: gender, geographic, academic/industry, junior/senior, etc. This subcommittee will also help nominate Associate Editor candidates to relevant Editors-in-Chief in the Society.

Task and Timeline:

Task	Timeline
TC Members and Vice-Chair Nominations • Call for nomination • Voting • Nomination finalized	Week 1, Aug. – Week 2, Oct. Week 3, Oct. – week 1, Nov. Week2, Nov.
Associate Editor Nominations (if needed) • Call for nomination • Nomination finalized	On needed basis from EIC request

C. Workshops Subcommittee.

This involves soliciting proposals for workshops, helping volunteers with access to historical data regarding workshops and best practices, as well as putting in place a process to ensure there are enough proposals in time for voting and TC decision making.

Task and Timeline:

Task	Timeline
Soliciting Proposals for CAMSAP Workshop - Call for workshop proposals - Voting - Decision finalized	Jan. – Mar., even year ICASSP TC meeting / email June
Soliciting of Proposals for SAM Workshop - Call for workshop proposals - Voting - Decision finalized	Jan. – Mar., odd year ICASSP TC meeting / email June
Maintaining Workshop Participants Mailing Lists Update of mailing list	Within one month after the workshop
Providing Assistance to Workshop Organizing Committee	

D. Industry/Government Subcommittee.

This involves supporting the Membership Board in industry and government activities. Responsibilities include forwarding information to relevant members from industry and the government, who are interested in activities of the Technical Committee and keeping them involved, as appropriate. Responsibilities include liaison with the Industry DSP standing Committee.

Task and Timeline:

Task	Timeline
Soliciting Job Opportunities for Posting in Job Marketplace	
Maintaining Relationship Between Industry/Government and the TC	
Liaison with Industry DAP Standing Committee	
Promoting our TC Workshops and Activities to Industry / Government	

E. Webmaster Subcommittee.

This subcommittee maintains the Technical Committee web site together with SPS staff.

Task and Timeline:

Task	Timeline
Maintenance of SAM TC Web • Update of TC member and associate member lists • Update of Job Markeplace • Posting relevant information for the TC, e.g. meeting minutes	By Jan. 31

F. Newsletter Subcommittee.

The newsletter shall include open calls for new Technical Committee members and TC Vice Chair-elect, plus information on SPS elections, the Society's e-newsletter, as well as other information such as relevant Calls for Papers. The Speech and Language TC newsletter is a good example.

Task and Timeline:

Task	Timeline
Preparation of Newsletter • Collecting newsletter information (Awards, Workshops,..) • First newsletter finalized • Collecting newsletter information • Second newsletter finalized (Workshops, new members,…)	Jan. - May Week 2, June July – Nov. Week 2, Dec.
Contribution to SPS eNewsletter	Upon request by eNewsletter AE

G. Area Chairs.

A Technical Committee may have several Area Chairs within their Technical Committee. Such Area Chairs shall normally be elected Technical Committee members and shall drive the review of papers for that area submitted to the Society's conferences and workshops. Each Area Chair will have a number of reviewers, which shall normally include elected, Associate and Affiliate Technical Committee Members. Other responsibilities may include proposal of special sessions and special issues in that area.

Task and Timeline:

Task	Timeline
Coordinating Paper Reviews for SPS Award Nominations	
• Papers distributed to area subcommittee members	Week 4, May
• First round of coarse paper selection	Weeks 1-4, June
• Second round of detail paper selection	Weeks 1-3, July
• Preparation of support statements	Week 4, July – week 1, Aug.
• Nominations, including support statements, finalized and sent to Awards subcommittee	By week 1, Aug.
Assisting CAMSAP and SAM Workshops for Paper Reviews	Paper review period

H. Student Subcommittee.

This subcommittee will be formed by students, either elected members or Affiliate TC members. The Chair of the Student Subcommittee will be a Student. This subcommittee may provide tutorials for students, courses, networking events, access to job postings, student grants, and other activities of interest to students.

Task and Timeline:

Task	Timeline
Coordinating Student Activities in the TC	
Promoting SAM Activities to Student Affiliate Members	
Providing Assistance in the Selection of ICASSP Student Paper Awards	Jan. – Feb.

I. Education Subcommittee.

Responsibilities of the subcommittee include liaison with the Signal Processing Education Technical Committee, and creation of content of interest to SPS members involved in the Technical Committee that is not appropriate for publication in the Society's conferences and periodicals (such as tutorial style articles on Wikipedia or Connexions, etc).

Task and Timeline:

Task	Timeline
Soliciting and CreatingTutorial Materials for SAM	
Liaison with the SPEd Standing Committee	
Soliciting Joint Nomination of SPS Education Award with SPEd	Sept.

J. Four Regional Representatives.

(Regions 1-6, Regions 7/9, Region 8, and Region 10). The four regional representatives shall support the Society's Regional Directors-at-Large in the area of expertise of the Technical Committee. The representatives shall promote and foster local activities of that Technical Committee (such as conferences and meetings) and encourage new chapter development; publicize the activities of the Technical Committee in that region and help attract members from that region to the Technical Committee.

Task and Timeline:

Task	Timeline
Promoting SAM Activities	
Coordinating activities with Local Chapters	
Attracting and Nominating Potential TC Members in Under-Represented Regions	No later than Sept.

K. Technical Directions Subcommittee.

Responsibilities of the subcommittee include looking for future research directions for the TC, updating the SAM EDICS for SPS journals and the SAM Topics for ICASSP conference.

Task and Timeline:

Task	Timeline
Seeking New Research Directions and Activities for SAM	
SAM EDICS Update for T-SP and SPL	
SAM Topics Update for ICASSP	
Creating SPS Competition Proposal and Topic for SAM	Week 1, Oct. – week 3, Nov.

L. Membership Subcommittee.

Responsibilities of the subcommittee include identifying the under-represented groups in the TC membership, maintaining membership record, coordinating with nominations and elections subcommittee for member elections, actively seeking affiliate members and student affiliate members.

Task and Timeline:

Task	Timeline
Identification of Under-Represented Groups in the TC	
Coordination with Nominations and Elections Subcommittee	
Update of TC Membership Record	Week 2, Dec.
Recruitment of Affiliate and Student Affiliate Members	At least 10 new affiliate student members per year