Draft-Community-Practice
GFSG

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**Job Description for GGF Steering Group Members (GFSG)**

Status of This Memo

This memo provides information to the Grid community regarding the responsibilities of members of the GGF Steering Group (GFSG).  Distribution is unlimited.

**Abstract**

The GGF Steering Group (GFSG) is the management team of the GGF.  The GFSG is composed of the GGF Chair (who chairs the GFSG), two area directors per GGF area, and at-large members.  This document provides an overview of the responsibilities of ADs and at-large GFSG members.  The responsibility of the GFSG is outlined in [GFD-C.3].  This document is not intended to modify in any way the role or responsibility of the GFSG itself, and where any confusion arises from this document the GFSG role described in [GFD-C.3] should be taken as the authoritative document.

The GFSG is responsible for the integrity, quality, and coherence of the GGF document series that represents the collective work of the GGF community and in particular specifies recommendations for the design, implementation, deployment, and use of Grid technologies.

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**1. GGF Area Directors**

1.1    General Responsibilities

GGF Area Directors (ADs) serve as members of the GGF Steering Group (GFSG), which is the management team of GGF.  The role of GFSG is outlined in [GFD-C.3], and includes the following responsibilities:

- Oversee the GGF document series in terms of integrity, quality, and coherence as a representation of the collective work of the GGF community. In particular the document series specifies recommendations for the design, implementation, deployment, and use of Grid technologies.
- Advancement of Community Practice and Recommendations Track drafts in the GGF document series.  The GFSG serves as a review board for GGF recommendations, working closely with the GGF Editor to ensure that the GGF document series is of the highest quality and relevance.
- Chartering of GGF Working Groups and Research Groups.  The formation of GGF groups is by charter proposals to the GFSG.  As outlined in [GFD-C.3], the GFSG is responsible for evaluating group proposals, resulting in the creation of new GGF working groups and research groups.
- Management of "Areas," which are collections of related working groups and research groups.  GGF AD's work in pairs to manage areas, and this involves assisting chairs in implementing GGF processes and policy to ensure productive work in GGF groups.
- Setting long-term policy for GGF, dealing with issues ranging from the processes related to implanting the recommendations process to governance and GGF "mission" and scope.

Area directors should expect to devote 4-6 hours per week to GFSG and Area activities.  They should be well-versed in the research and technology of the area. In addition, Area directors need to have excellent managerial and presentation skills, as necessary to fill a leadership role in a rapidly growing volunteer organization.

The GFSG meets weekly by teleconference (generally 75 minute calls) as well as for 6-8 hours at each GGF meeting (3 times per year).  The GFSG holds 2-3 additional one-day face to face meetings annually.  GFSG members are expected to participate regularly in teleconferences and electronic discussions as well as meetings at GGF venues and interim meetings.  100% meeting participation is not realistic; however it is unlikely that participation in fewer than 2/3 of GFSG meetings is adequate.

1.2    Example List of Typical AD Activities

To fulfill the responsibilities of directing a GGF area and serving on the GFSG, ADs should expect to invest time in activities such as:

- Addressing requests for the formation of new Groups within the area by advising requestors regarding the scope of proposed charters and assistance with BoF requests. In addition, ensure that proposed charters adequately address the evaluation criteria within [GFD-C.3]. For example, ensuring that working groups address real needs, with a membership and leadership that suggests a high likelihood of successful product and impact.
- Acting as an advocate on behalf of new groups in discussions within the GFSG in order to help verify scope, leadership, relevance to the GGF community, and interactions with related working groups both within and outside of the area.
- Assisting new groups in the area to get up and running. This will likely involve attending initial teleconferences and meetings to help chairs learn the ropes.

- Overseeing the progress of each group in between GGF meetings. Primarily, to be aware of progress toward milestones (and failings thereof), and to intervene to assist or correct when necessary, for example, to bring in new members, assist in restructuring, or advising termination. Several areas have been successful at doing this by having bi-weekly or monthly phone calls.
- Acting as a first-pass editor for documents from WG/RG in the area as they are forwarded to the steering group/editor.
- Ensuring that logistics effectively handled with regarding WG and RG sessions at each GGF meeting. This includes pre-meeting work such as calling for agendas, scheduling, reminding groups of document deadlines; at-meeting work to be sure the sessions are run correctly (e.g. reminding chairs to state the IP policy, record minutes, gather attendance lists, etc; and post-meeting work such as ensuring minutes are published and web pages are updated accordingly.  (Note that the GGF secretariat is a resource that assists ADs in much of the logistics and administration)
- Running any area sessions at GGF meetings where overviews of the individual working groups are given in a succinct manner and future efforts examined. Area sessions are useful in identifying and addressing overlap that develops over time between groups.
- Working with an area secretary and/or the GGF secretariat to manage content of the Area web site, which should include general information about the area and its goals, pointers to working groups and documents.
- Addressing ad hoc requests as they arise for information related to the Area, from organizations and individuals.
- Advising the GFSG from time to time on the overall scope and progress of the Area.
- Maintaining an awareness of the overall activities of GGF, being aware in broad terms of the scope of all other areas, and the charters of key groups within them to the extent that the output of other groups affects work within ones own area (standards...etc).
- Reviewing draft GGF documents in a timely manner, as requested by the GGF editor.
- Representing the workings of the GGF in external contexts as such opportunities arise, in close coordination with the GFSG.
- Actively participate in the general steering, setting of policy, and forward progress of GGF through the consensus-based mechanisms in the GFSG and other GGF executive bodies.

### 2.  GFSG "At Large" Members

In addition to area directors who are responsible for management of GGF working groups and research groups, the GFSG includes members who perform an overall oversight role and are not directing areas.  These GFSG members are not expected to oversee individual areas but instead focus their energy on overall examination of GGF activities and directions.

It is expected that GFSG executive committee members will be very senior contributors to the GGF community, with experience working in GGF, ideally (but not necessarily) as former working group chairs or GFSG members.  It is essential that these members have outstanding organizational and management proficiency and excellent communication skills.

GFSG "at large" members should expect to devote 2-3 hours per week to participate in the GFSG, and are expected to participate in monthly GFSG teleconferences and in GFSG meetings in conjunction with GGF meetings.

In the event that an appeal is made to the GFSG regarding actions taken by the GFSG, the at-large members will form an appeals board to examine the appeal and make recommendations to the GFSG regarding resolution of the issues.

## 3.   Security Considerations

This document does not address security.


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**References**

[GFD-C.3]      Global Grid Forum Management and Processes, C. Catlett, I. Foster, W. Johnston, GFD-C.3, April 2003.