PWG Roles and Responsibilities

Status: Approved

The PWG Process document lists the specific responsibilities to be performed by individuals holding official PWG roles.

This document is available electronically at:

<https://ftp.pwg.org/pub/pwg/general/process/pwg-roles-and-responsibilities-policy.pdf>

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1. Terminology
	1. Conformance Terminology

Capitalized terms, such as MUST, MUST NOT, RECOMMENDED, REQUIRED, SHOULD, SHOULD NOT, MAY, and OPTIONAL, have special meaning relating to conformance as defined in Key words for use in RFCs to Indicate Requirement Levels [BCP14].

* 1. Other Terminology

*Voting Member* : A PWG Member that has paid for a membership level that has voting rights and is in good standing.

* 1. Acronyms and Organizations

*IANA*: Internet Assigned Numbers Authority, <https://www.iana.org/>

*IETF*: Internet Engineering Task Force, <https://www.ietf.org/>

*PWG*: Printer Working Group, <https://www.pwg.org/>

1. PWG Officers
	1. PWG Chair

The PWG Chair organizes the activities of the PWG and oversees the PWG's high-level operations. The PWG Chair MUST be a PWG Voting Member representative.

The PWG Chair is elected to a 2-year term of office via a PWG Officer Election [PWG-ELECTION]. The email alias address "chair@pwg.org" forwards to the current PWG Chair. The PWG Chair is an ex officio member of all Workgroups.

The PWG Chair's responsibilities include the following:

* Organize the activities of the PWG
* Create PWG Workgroups & appoint Workgroup Chairs
* Maintain adequate PWG Workgroup leadership
* Coordinate arrangements for PWG Member Meetings
* Maintain the PWG Member Organization roster on the PWG web site
* Chair PWG plenary sessions
* Assist Workgroup officers with carrying out their tasks
* Schedule and host PWG Steering Committee meetings
* Vote on all PWG Last Calls and PWG Formal Approval vote actions
* Enforce the PWG IPR policy on PWG mailing lists and on the PWG website
* Announce and oversee PWG Officer elections [PWG-ELECTION]
* Monitor PWG finances with ISTO and approve expense reimbursement
* Act as an Ex Officio member of all Workgroups of the PWG
	1. PWG Vice Chair

The PWG Vice-Chair assists the PWG Chair with their duties and fills in for the PWG Chair in cases of absence. The PWG Vice-Chair MUST be a PWG Voting Member representative.

The PWG Vice-Chair is elected to a 2-year term of office via a PWG Officer Election [PWG-ELECTION]. The "vicechair@pwg.org" email address forwards to the current PWG Vice-Chair. The PWG Vice-Chair is an ex officio member of all Workgroups.

The PWG Vice-Chair's responsibilities include the following:

* Maintain the PWG Member Organization roster on the PWG web site
* Assist Workgroup officers with carrying out their tasks
* Vote on all PWG Last Calls and PWG Formal Approval vote actions
* Enforce the PWG IPR policy on PWG mailing lists and on the PWG website
* Monitor PWG finances with ISTO and approve expense reimbursement
* Act as an Ex Officio member of all Workgroups of the PWG
* Host PWG meetings in the absence of the Chair
* Assist the Chair in carrying out their role, as required
	1. PWG Secretary

The PWG Secretary records and distributes the minutes of all PWG plenary sessions and PWG Steering Committee meetings, to support the PWG Chair. The PWG Secretary MUST be a PWG Voting Member representative.

The PWG Secretary is elected to a 2-year term of office via a PWG Officer Election [PWG-ELECTION]. The "secretary@pwg.org" email address forwards to the current PWG Secretary.

The PWG Secretary's responsibilities include the following:

* Maintain the PWG Member Organization roster on the PWG web site
* Assist Workgroup officers in carrying out their tasks
* Announce PWG Last Calls and PWG Formal Approval vote actions
* Vote on all PWG Last Calls and PWG Formal Approval vote actions
* Enforce the PWG IPR policy on PWG mailing lists and on the PWG website
* Record and distribute minutes for all PWG plenary sessions and other PWG meetings
* Register PWG documents in the PWG document number system
1. PWG Workgroup Officers
	1. Workgroup Chair

A PWG Workgroup has one or two Workgroup Chairs. A Workgroup Chair MUST be a PWG Voting Member representative. The PWG Steering Committee appoints Workgroup Chairs when it creates a new PWG Workgroup. Successor Workgroup Chairs are elected or appointed via a process defined by that Workgroup's existing Workgroup Chair and the process is approved by the PWG Steering Committee.

A Workgroup Chair's responsibilities include the following:

* Publish Workgroup meeting agendas, schedule Workgroup meetings, conduct Workgroup meetings
* Assign tasks to achieve the goals in the Workgroup charter and monitor the tasks' progress
* Revise or update the Workgroup charter
* Participate in the PWG Steering Committee and its meetings
* Participate in PWG Member Meetings
	1. Workgroup Vice-Chair

A PWG Workgroup can have one Workgroup Vice-Chair. The Workgroup Vice-Chair MAY be a PWG Member representative or a non-member. The Workgroup Vice-Chair is appointed or elected via a process defined by the Workgroup Chair and the process is approved by the PWG Steering Committee.

The Workgroup Vice-Chair assists the Workgroup Chair(s) with their duties and fills in for the Workgroup Chair(s) in cases of absence.

* 1. Workgroup Secretary

Each PWG Workgroup has one Workgroup Secretary. The Workgroup Secretary MAY be a PWG Member representative or a non-member. The Workgroup Secretary is appointed or elected via a process defined by the Workgroup Chair and the process is approved by the PWG Steering Committee.

The Workgroup Secretary's responsibilities include the following:

* Take and publish minutes at Workgroup meetings
* Assist the Workgroup Chair and Workgroup Vice-Chair with their duties
1. PWG Staff and Liaisons

PWG Staff and Liaison roles are important to the operation of the PWG. PWG Staff and Liaison roles MAY be held by PWG Member representatives or non-members.

PWG Staff and Liaison roles have open ended term durations.

* 1. PWG Document Editor

A PWG Document Editor creates, revises, and completes a PWG Document. A PWG Document Editor is appointed by the PWG Chair or by a PWG Workgroup Chair, according to the scope and nature of the related PWG Document.

The PWG Document Editor's responsibilities include the following:

* Publish new revisions of a PWG Document to the PWG Document Repository
* Publish stable draft of a PWG Document for PWG Document Approval
* Review PWG Document comments and publish proposed resolutions
* Publish approved PWG Document to the PWG Document Repository
* Publish errata resolutions or major versions of a PWG Document
	1. PWG Network Administrator

The PWG Network Administrator supports the PWG's network and communications infrastructure, which is essential to the functioning of the PWG's operations and to making the PWG's standards and other documents available to the community. The PWG Network Administrator is appointed by the PWG Chair.

The PWG Network Administrator's responsibilities include the following:

* Maintain the PWG web site, including the static page structure, look-and-feel, dynamic site facilities, etc. and TLS server certificate renewal
* Maintain the PWG FTPS file sharing server to provide access to draft PWG documents
* Maintain the PWG mailing list server and "role" email addresses (e.g. "chair@pwg.org")
* Maintain PWG software project sites, revision control systems and automated build systems
	1. PWG Liaison Representative

A PWG Liaison acts as the official PWG representative to another organization with which the PWG has an active liaison relationship. The PWG Liaison is appointed by the PWG Chair. The PWG Liaison is named in the liaison agreement as the primary contact for the PWG.

1. Outside Partners

The PWG depends on a small number of external entities for its operation.

* 1. IEEE ISTO Program Manager

The IEEE ISTO PWG Program Manager is not itself an official PWG role, but rather a significant external contact representing the PWG's hosting organization. The PWG Chair will be the primary PWG contact for the ISTO PWG Program Manager. The IEEE ISTO PWG Program Manager manages and reports PWG financials, assists with legal matters including helping to draft liaison agreements, and may offer additional services to the PWG.

* 1. IETF Designated Expert

The Internet Engineering Task Force (IETF) designates certain individuals as subject matter experts for a particular technology. An IETF Designated Expert is a Subject Matter Expert (SME) who maintains the quality of a particular registry hosted by the Internet Assigned Numbers Authority (IANA). The PWG depends on IETF Designated Experts for the Internet Printing Protocol (IPP) Registrations [IANA-IPP] and several SNMP MIBs.

An Internet Engineering Task Force (IETF) Designated Expert is an individual responsible for carrying out an appropriate evaluation and returning a recommendation to the Internet Assigned Numbers Authority (IANA) concerning additions to a registry hosted by IANA [RFC8126].

The PWG depends on IETF Designated Experts to add / delete / modify entries in the following IANA registries:

* Internet Printing Protocol (IPP) Registries [IANA-IPP].
* Job Monitoring MIB [RFC2707]
* Printer MIB v2 [RFC3805]
* Printer Finishing MIB [RFC3806]
1. Overview of Changes
	1. 20230501

The following changes were made to this PWG Roles and Responsibilities PWG Policy:

* Added section 3 "PWG Workgroup Officer"; and
* Removed SME and added IEEE ISTO Program Manager
* Added PWG Document Editor
	1. 20221221

The following changes were made to the previous version of this PWG Roles and Responsibilities PWG Policy [PWG-RnR-2020]:

* Added definitions of PWG Workgroup Officers;
* The "PWG Administrators" section was retitled to be "PWG Staff and Liaisons";
* A new "Outside Partners" section was created; and
* Part of the definition of the IETF Designated Expert was migrated to Process 4.0
1. References
	1. Normative References

[BCP14] S. Bradner, "Key words for use in RFCs to Indicate Requirement Levels", RFC 2119/BCP 14, March 1997, <https://tools.ietf.org/html/bcp14>

[PWG-ELECTION] S. Kennedy, J. Leber, I. McDonald, "PWG Officer Elections Policy", Printer Working Group Policy, March 2021, <https://ftp.pwg.org/pub/pwg/general/process/pwg-officer-elections-policy.pdf>

[PWG-PROCESS] S. Kennedy, J. Leber, I. McDonald, "PWG Process v4.0 (DRAFT)", May 2023, <https://ftp.pwg.org/pub/pwg/general/wd/wd-pwg-process-4-20230501.pdf>

* 1. Informative References

[IANA-IPP] "Internet Printing Protocol (IPP) Registrations", Internet Assigned Numbers Authority, <https://www.iana.org/assignments/ipp-registrations/ipp-registrations.xhtml>

[PWG-RnR-2020] S Kennedy, J. Leber, I. McDonald, "PWG Roles and Responsibilities: PWG Policy", Printer Working Group Policy, September 2020, <https://ftp.pwg.org/pub/pwg/general/process/pwg-roles-and-responsibilities-policy-20200924.adoc>

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