

SIGDOC has multiple EC and Advisory Board openings in 2026. Please feel free to nominate yourself or others if you are interested in any of the following positions.

Ask the Chair/EC Anything

In preparation for our upcoming election, the EC will host “Ask the Chair/EC Anything” sessions for a couple of hours per day in the registration area during the conference. We encourage anyone interested in SIGDOC leadership positions offered by EC, conference teams, and Advisory Board to come and talk with us about these positions. We will also be happy to provide mentoring to students, junior faculty, and tenured faculty in terms of career pathway mapping, professional development, and other related topics.

Executive Committee Openings (2026-2029)

SIGDOC EC officers are the Chair, the Vice-Chair, and Secretary-Treasurer. The Officers are elected for three-year terms without extension beginning July 1. These positions are prominent national leadership opportunities that demonstrate the national and international visibility of candidates going up for tenure and promotion or interested in other local leadership opportunities.

Chair, whose duties are

- Serving as the principal officer and is responsible for leading SIGDOC and managing its activities
- Calling and presiding at SIGDOC Executive Committee and business meetings;
- Conducting SIGDOC activities in accordance with the policies of the ACM;
- Managing grant and award selection processes;
- Making all appointments and filling vacancies as authorized herein;
- Writing annual reports and viability reports to meet ACM requirements;
- Initiating paperwork and setting up infrastructure for annual conferences.

Vice-Chair, whose duties are

- Assisting the Chair in leading and managing SIGDOC;
- Working with conference teams to facilitate annual conference planning, management, and logistics; running conference team meetings; ordering certificates for annual conferences;
- Co-managing Cvent to provide support for registration and billing requests;
- Presiding at SIGDOC and ACM SGB meetings when the Chair is absent.

Secretary-Treasurer, whose duties are

- Maintaining the records and correspondence of SIGDOC;
- Keeping and distributing the minutes of business and Executive Committee meetings of SIGDOC; and

- Managing SIGDOC's finances according to the Financial Accountability Policy of the ACM. This includes preparing the annual budget, monitoring SIGDOC's disbursements for adherence to the annual budget, and preparing financial reports as required.
- Working with the conference planning team to develop conference budget and reimbursement plans
- Strategizing with other leadership members to develop plans to maintain SIGDOC's financial health

Advisory Board Openings

The purpose of the Advisory Board is to allow members outside of the Executive Committee to participate in setting policy and direction for SIGDOC. These positions are excellent national leadership opportunities that demonstrate the national visibility of candidates going up for tenure and promotion.

Communication and Social Media Manager (start shadowing January 1st, 2026; officially starting on October 25, 2026), whose duties include:

- developing and executing communication strategies with past, current, and potential SIGDOC members;
- researching ways to build membership through strategic communication in venues outside SIGDOC and ACM;
- developing and executing communication strategies with past, current, and potential SIGDOC members;
- engaging membership on appropriate social media channels; documenting live events with photography;
- researching ways to build membership through social media content creation in venues outside SIGDOC and ACM.

Website Manager (starting January 1st, 2026), whose duties include:

- maintenance of the SIGDOC web server and site and its content;
- ensuring security for access to the site;
- making content edits on the site under the direction of the SIGDOC Board.

Technical editor (starting shadowing January 1st, 2026; officially starting on October 25, 2026), whose duties include

- Working as a team with the program chair(s), following their lead on editorial vision, and attending most if not all their meetings
- Ensuring the accuracy of the Publication Workflow on the SIGDOC website (sigdoc.acm.org/conference-proceedings/), integrating any updates from ACM pertaining to formatting, templates, or The ACM Publishing System (TAPS)
- Supporting authors in their formatting of proceedings documents, including but not limited to assistance with Word template and macros; assistance with alt-text and other accessibility features; and assistance with the TAPS submission process
- Work with Microsoft Word templates, styles, and macros
- Advise with eRights (CSV files), CMS, and TAPS

- Work with SRC chair as well through the same processes
- Format the conference program using content developed by the rest of the conference committee

Program Chairs for SIGDOC 2027 and 2028

These positions are excellent national leadership opportunities that demonstrate the national visibility of candidates going up for tenure and promotion.

The program chair(s) is/are responsible for:

- Providing editorial vision for the conference by drafting the CFP with input from rest of the committee
- Identifying and recruiting reviewers
- Managing the conference abstract review process
- Managing the conference proceedings review process
- Producing the proceedings
- Helping determine best paper award(s), using EC as judges
- Producing the program for the conference, including layout and gathering of content