Standards Committee (SC) Officer Training

Source: AMPP Standards Committee Operating Manual 04.08.2021
This training provides participants with a basic understanding of the roles and responsibilities of AMPP Standards Committees’ Officers.
Training Topics

• SC Officer Responsibilities
• SC Chair Role
• Officer Selection Process
Standards Committees (SCs)

• Responsible for developing, maintaining, and publishing all standards and standards-related products within their scope

• Established and approved by the AMPP Standards Program Committee (SPC)
Standards Committees Charter

- Scope clearly defines technology area or industry sector covered

- All new and revised SC charters are approved by the SPC
SC Officers

Each Standards Committee must have:

- Chair
- Vice Chair
- Committee Secretary (Optional)
- Officer terms are two-year terms, renewable one time
- Officers are SC voting members
### SC Chair Responsibilities

#### Document Management
- Approve, manage, & assign standards projects
- Monitor balloting process
- Appoint Document Project Managers (DPMs)
- Sunset outdated projects
- Manage 5-year review process

#### Meetings
- Plan & conduct effective SC meetings
- Appoint SC member to prepare minutes
- Ensure quorum
- Provide timely minutes and forward to staff for uploading

#### Administrative
- Coordinate with other SCs on related projects
- Manage SC membership and maintain balance of SC Voting Members
- Utilize SPC metrics to improve SC operations & health
SC Vice Chair Responsibilities

- Assist with management of SC
- Fulfill obligations in absence of SC Chair
SC Secretary (Optional) Responsibilities

- Prepare meeting minutes
- Perform other functions as requested by SC Chair
New Standards Projects

- Anyone can fill out and submit a Project Request Form
- SC Chair works with the requester and SC to:
  - Determine scope of proposed new document
  - Ensure industry need
  - Identify sufficient interest to help draft new standard
- SC Chair approves initiation of document
- SC Chair appoints Document Project Manager (DPM)
Managing SC Membership

• Two SC member roles:
  • Observer
  • Voting Member

• Designated by three different classifications:
  • User
  • Producer
  • General Interest
SC Membership Classification Definitions

• **User:**
  • Technical views are drawn from an organization that purchases or uses materials, products, systems, or services, other than for household use and would not also be classified as a Producer.

• **Producer:**
  • Technical views are drawn from an organization that produces or sells materials, products, systems, or services.

• **General Interest:**
  • Technical views are drawn from an organization that cannot be classified as either a Producer or a User.
Balancing SC Membership

• Principal tenet of consensus process
• SC Chair maintains equitable balance among interest classifications
  • Voting Members in any one interest classification should not significantly outnumber the members in other interest classifications
  • Strive to have no interest classification with more than 50% of total SC voting membership
• Additional members from an organization may participate as Observers (can do everything but vote).
Voting Member Requirements

• Participation requirements to maintain Voting Membership:
  • Vote on all ballots submitted to the SC.
    • If three consecutive ballots are missed, may be reassigned as an Observer
  • Attend SC meetings
    • If three consecutive SC meetings are missed, may be reassigned as an Observer.
    • Virtual attendance counts toward participation.
  • SC Chair may make exceptions for extenuating circumstances.
Who's Eligible to be an SC Chair?

- SC Chair Candidate Requirements:
  - Active SC member in good standing
  - Minimum of two years SC membership
  - Support of employer to attend meetings and perform functions of the office.
SC Chair Desired Qualities

- Technical expertise in the SC’s subject matter
- Demonstrated leadership skills
- Strong communication skills
- Willingness to make decisions yet lead through consensus-building
- Ability to keep projects on track and on schedule
- Global perspective of the corrosion sciences community
- Knowledge of AMPP processes
SC Chair Selection Process

Chair’s Term Concludes

- Vice Chair becomes Chair.
- If Vice Chair is unable to serve, replacement candidates are nominated by SC

Vote

- Requires approval by simple majority vote of SC voting members

Approval

- Elected candidate is presented to SPC for approval
Vice Chair Selection

- Employer supported
- Minimum 1 year SC member
- Different organization than SC Chair

Appointed by SC Chair
Committee Secretary Selection

- Appointed by the SC Chair
Learning Outcomes

You are able to:

• Identify the primary responsibilities of the SC Chair, Vice Chair, and Committee Secretary.

• Recognize the process of selecting SC officers.
Questions?

Email standards@ampp.org