Standards Program Committee (SPC) Training

Source: AMPP Global Center Program Committee Charter 01.01.2021
Training Scope

This training will provide participants with a basic understanding of the purpose and responsibilities of an AMPP Standards Program Committee (SPC) member.
Training Topics

- Why Does the SPC Exist?
- Meetings
- Voting and Membership
- Term Limits
- Officer Responsibilities
- Subcommittees & Task Forces
Learning Outcomes

• Identify the purpose of the Standards Program Committee
• Recognize SPC meeting and voting requirements
• Recognize and explain SPC term limits and officer responsibilities
Why Does the SPC Exist?

The AMPP SPC shall provide:

- Strategic direction for the AMPP Global Center’s (GC) standards program
- Ensure effective and efficient development of standards and procedural quality
- Maintain a robust new business development plan
- Develop recommendations for improving the Global Center’s standards program for the GC board’s consideration
Meetings

• The SPC shall meet as needed.
• Notice of a meeting shall be provided to the SPC members at least 10 days prior to the meeting.
• Minutes of the meeting shall be taken and distributed to all members of the SPC on a timely basis.
Quorum

A quorum to conduct business shall be a simple majority of the SPC’s voting members.
Membership

The SPC shall consist of a minimum of **five** and a maximum of **15** voting members.

Up to **two** non-voting members may be appointed by the SPC Chair, subject to SPC approval.

The Board shall elect the voting members and the Chair of the SPC.

The Board may assign a Board member to the SPC to provide strategic direction and serve as a non-voting member.

The Chair shall appoint the Vice Chair from among the voting members.
Term Limits for Voting and Non-Voting Members

- A voting member shall serve a term of three years, beginning July 1 and ending June 30.
- A voting member may serve up to two consecutive terms (six consecutive years) and may be reelected after one year has elapsed since the expiration of his or her last term.
- Non-voting members shall serve a term of one year and may serve an unlimited number of consecutive terms.
Term Limits for Officers

- The Chair shall serve a term of two years and may serve up to two consecutive terms (four consecutive years).
- The Vice Chair shall serve a term of one year and may serve up to six consecutive years.
The Chair shall be a current member of the Association for Materials Protection and Performance (the “Association”).

The Chair is responsible for:
- Scheduling meetings
- Developing agendas
- Overseeing preparation of draft minutes of meetings
- Submitting recommendations and plans approved by the SPC to the Board.
SPC Vice Chair Responsibilities

- The Vice Chair shall fill the duties of the Chair in his/her absence.
- The Vice Chair shall be knowledgeable of the SPC’s activities and protocols, so the duties of the Chair can be assumed when necessary.
Subcommittees

- The Board may approve the creation or disbandment of a standing subcommittee(s) that advises the SPC on such matters as determined by the Board.
- The SPC shall elect the Chair of the subcommittee.
- The subcommittee Chair shall determine the number of voting members, not to exceed 15 voting members, and appoint the remaining members for such term as determined by the subcommittee Chair.
Task Forces

- The SPC may approve the creation or disbandment of a task force that advises the SPC for a discrete purpose for a time period of up to one year, which may be extended, as necessary.

- Notwithstanding the foregoing, the Board may disband any such task force at any time.

- The SPC shall elect the Chair of such task force.

- The task force Chair shall determine the number of voting members, not to exceed 15 voting members, and appoint the remaining members.
Questions?
Email Standards@ampp.org