

Standards Committee (SC) Officer Training

Source: AMPP Standards Committee Operating Manual 04.08.2021



Training Scope

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

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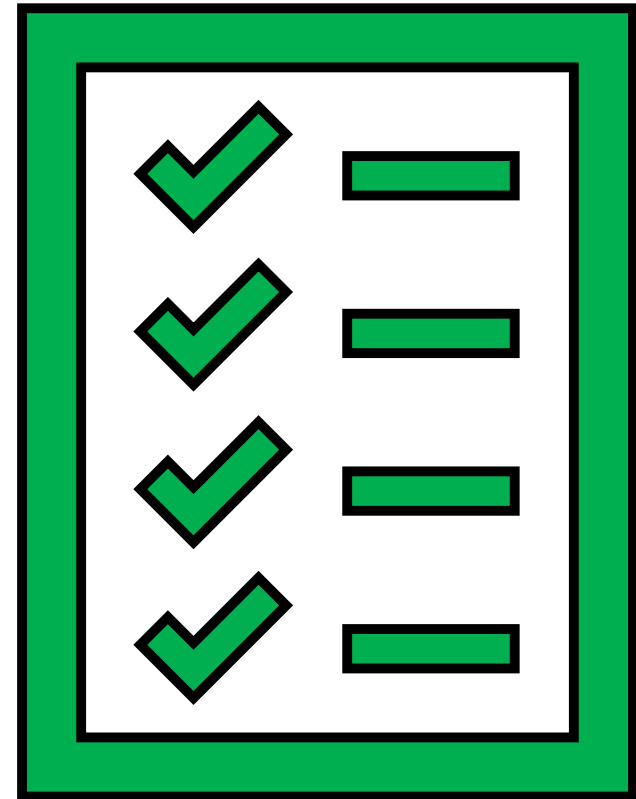
Standards Committees (SCs)

- 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- Sunset outdated projects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

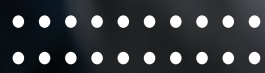
- Coordinate with other SCs on related projects
- Manage SC membership and maintain balance of SC Voting Members
- Utilize SPC metrics to improve SC operations & health

SC Vice Chair Responsibilities

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- 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)



Project Request Form

Use this form to submit an idea for an AMPP Standard, or to initiate a revision (prior to 5-year periodic review), stabilization, or cancellation of a currently published AMPP standard.

Form Submitted by:

Name: _____

Email: _____ Date: _____

Organization: _____

Document Type (select one): Standard Practice _____ Test Method _____ Materials Requirement _____

Guide _____ Technical Report _____ Other _____

Select one: New _____ Revised _____ Stabilized _____ Cancelled _____

Document Title: _____

Scope:

Description of need or rationale:

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?

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- **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

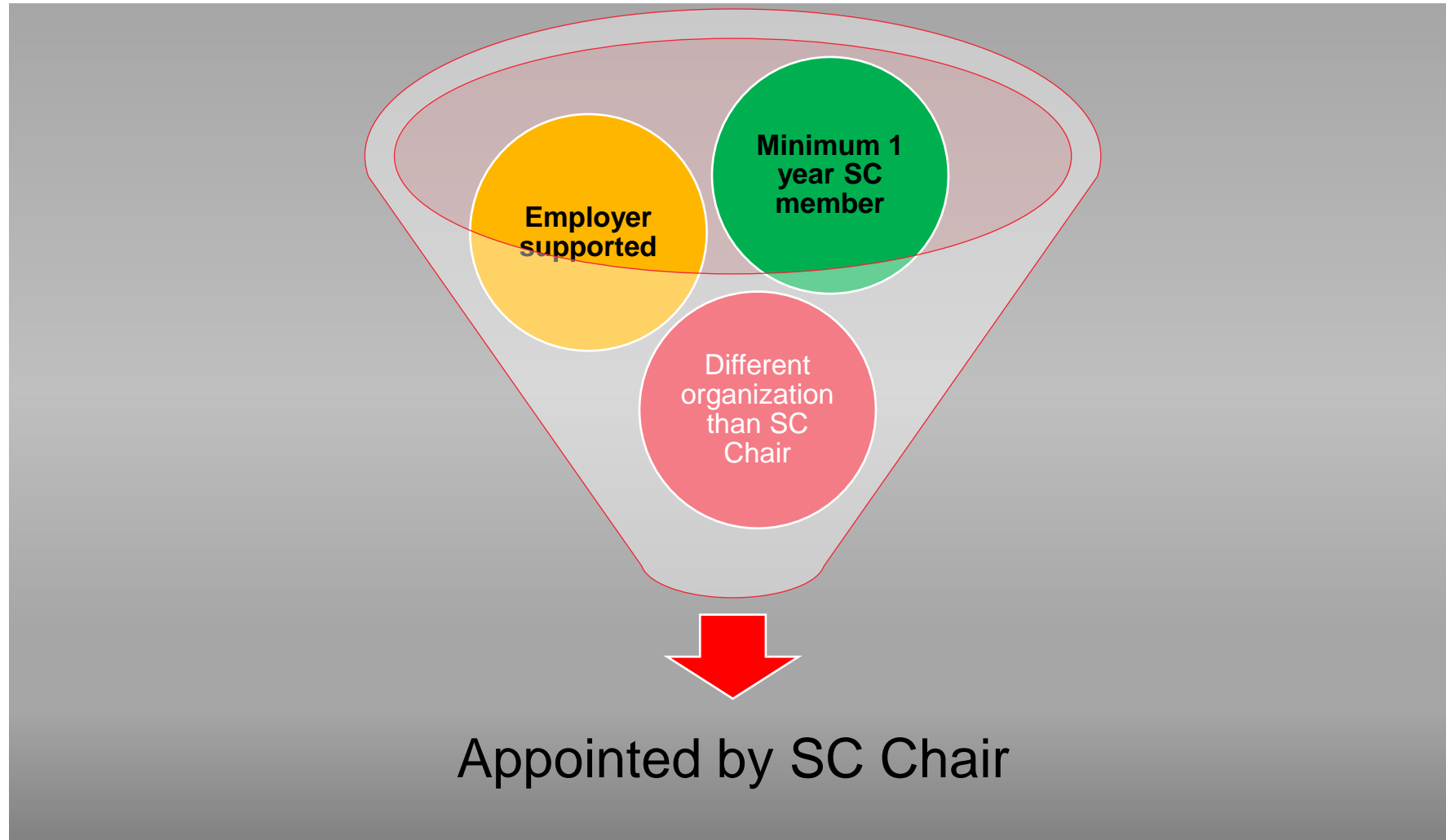
Vote

- Requires approval by simple majority vote of SC voting members

Approval

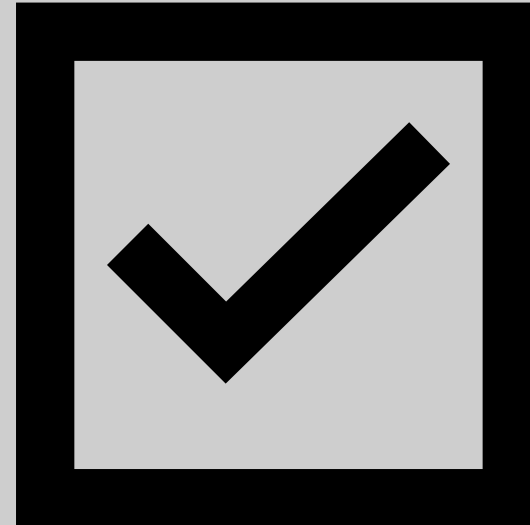
- Elected candidate is presented to SPC for approval

Vice Chair Selection



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
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