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

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<th>Document Management</th>
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<td>• Approve, manage, &amp; assign standards projects</td>
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<td>• Monitor balloting process</td>
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<td>• Appoint Document Project Managers (DPMs)</td>
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<td>• Sunset outdated projects</td>
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<td>• Manage 5-year review process</td>
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<th>Meetings</th>
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<td>• Plan &amp; conduct effective SC meetings</td>
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<td>• Appoint SC member to prepare minutes</td>
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<td>• Ensure quorum</td>
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<td>• Provide timely minutes and forward to staff for uploading</td>
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<th>Administrative</th>
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<td>• Coordinate with other SCs on related projects</td>
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<td>• Manage SC membership and maintain balance of SC Voting Members</td>
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<td>• Utilize SPC metrics to improve SC operations &amp; health</td>
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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