Subcommittee Chair's Duties and Responsibilities

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Objectives

➢ At the end of this module, you will be able to serve effectively as a Subcommittee Chair by:

➢ Handling administrative responsibilities
➢ Conducting an effective meeting
➢ Preparing items for Sub and Main Committee ballots
➢ Resolving negative votes effectively
➢ Utilizing available resources at ASTM Headquarters

Role of the Subcommittee Chair

➢ **You serve as a:**

   ➢ Leader

   ➢ Communicator

   ➢ Administrator

   ➢ Organizer

Responsibilities

- ➢ [Conduct effective meetings](#)

- ➢ [Record/Submit the meeting minutes](#)

- ➢ [Prepare items for ballot/submit ballot resolutions](#)

- ➢ [Handle inquiries on standards](#)

- ➢ [Roster Maintenance](#)

Delegation of Responsibilities

The Subcommittee Vice Chair

➤ [Chairs meetings in your absence](#)

➤ Assigns projects to [task group chair](#) and follows up on deadlines

➤ Answers correspondence

The Secretary

➢ Takes minutes

➢ Collects task group reports

➢ Distributes attendance lists

➢ Assumes responsibilities as delegated by the Sub Chair

Subcommittee Chair

Administrative Duties

Duties

- Report to main committee on subcommittee actions

- Process necessary information through the website

- Provide meeting room requirements and audio/visual needs for next meeting

Inquiries on Standards

- ➤ ASTM membership and staff are prohibited from offering official interpretation of standards

- ➤ Official responses must follow Section 16 of the ASTM Regulations

- ➤ Inquiries can be handled informally by sub-chairs and technical contacts

- ➤ Do not use ASTM letterhead for the response

Inquiries on Standards cont.

➢ Be clear that the response is a personal opinion

ASTM does not provide interpretations of standards. While an ASTM member may offer a personal opinion in this regard, the only action a committee or subcommittee may take is to introduce a revision to the standard to further clarify its intent. If you feel that a revision to this standard would clarify the technical content, I encourage you to provide the subcommittee with that information.

I have provided your inquiry by copy to the Subcommittee Chairman for his consideration as a possible item of new business for the subcommittee. He may offer you his personal opinion on this matter. His response is his opinion and unless otherwise stated does not represent that of the committee or ASTM. I would invite you to consider joining in the work of this committee. You will find more information and an application for membership on our web site at www.astm.org.

Please let me know if I may be of further service in this regard.

Sincerely,

XXX

Roster Maintenance

➢ Approve new members with classification and vote

➢ Check balance and classifications of existing members

➢ ASTM sends email notifications regarding new members and out-of-balance rosters

Roster Maintenance

Roster Maintenance

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Roster Maintenance

Conducting a Meeting

Preparation for a Meeting

- ➤ Review ballot results

- ➤ Review correspondence

- ➤ Review minutes and action items from previous meeting

- ➤ Review status of your subcommittee's standards

- ➤ Update subcommittee roster/print attendance reports

  - ➤ If using the ASTM virtual platform (WebEx, etc.) discuss with your Staff Manager on how to obtain the attendance reports.

- ➤ Contact task group chair

- ➤ Contact staff manager

- ➤ Checklist

Why is an Agenda Important?

- ➤ Prepares chair
- ➤ Prepares attendees
- ➤ Travel approval
- ➤ Creates an interest
- ➤ Defines clear objectives
- ➤ Serves as a valuable organizational tool

The Agenda Includes:

➢ Meeting date, time, location

➢ Agenda/minutes approvals

➢ Agenda items with background/goals

➢ Unfinished/New business

➢ Utilize the Create My Agenda tool

➢ [Member Website Tools](#)

Create My Agenda

Create My Agenda

Create Agenda

A subcommittee meeting agenda should be prepared and posted to the "MyASTM" website in advance of an ASTM meeting. This enables the subcommittee members to attend the meeting prepared to make decisions on specific actions. In addition, an agenda creates a specific interest in attending the meeting.

Create your Subcommittee Meeting Agenda:

Subcommittee or Section: *   [Select Subcommittee ▼]

Meeting Date:*   [   ] 📅 MM/DD/YYYY

Meeting Location:*   [   ] (alphanumeric, separated by commas)

Start Time: *   [8:00 AM ▼]

End Time: *   [8:30 AM ▼]

[CREATE AGENDA]   [CLEAR]

Documentation:

For guidance on Preparing an Agenda, visit https://astm.org/media/pdf/Handbook_5-11-20.pdf

Templates: Main Committee, Executive Subcommittee

The following item topics will automatically be added to your Subcommittee Agenda. If desired, you can remove any of these items after Agenda creation.

- Call to order and introduction of attendees
- Approval of Agenda
- Approval of Previous Meeting Minutes
- Membership Updates
- Ballot Results (ballots closed since last meeting)
- Outstanding Negatives Needing Resolution (prior to last meeting)
- Standards Requiring Review
- New Standard and Reinstatement Work Items (Not Currently on Ballot)
- Revision and Withdrawal Work Items (Not Currently on Ballot)
- Task Group Reports (Other than work items)
- Liaison Reports
- Old business
- New business

Create My Agenda

Meeting Agenda
F08.22 on Camping Softgoods

Sub Chairman: Giblin, James F
Date and Time: July 27, 2018, 1:00 PM - 3:00 PM
Place: Salt Lake City, UT

1. Call to order and introduction of attendees
2. The meeting will be conducted in accordance with the ASTM Antitrust Statement (see statement at the end of the agenda).
3. Approval of Agenda
4. Approval of Previous Meeting Minutes
5. Membership Updates

Balance Report
As of 06/12/2018 15:43 PM
Producer Votes Available: 5

	Producer	User	Consumer	General Interest	Unclassified	Total
Official Voting Member	16	2	0	19	0	38
Non-Official Voting Member	2	0	0	5	0	9
TOTAL	18	2	0	24	0	47

6. Ballot Results (since last meeting)
   1. *Main/Concurrent Items*
      F08 (18-01) 1 Items
         F08 (18-01) ITEM 001 WK55820 REVISION of F1955 Technical Contact:
         Giblin, James F
            Negatives
            Hirschler, Marcelo M
            Mays, Donald L
            Short, Andrew L
   o *Subcommittee Items*
      *** None ***
7. Standards Requiring Review
   o F1853-2013 Test Method for Measuring Sleeping Bag Packing Volume
      Status: Ballot Action Required
      F1932/F1932M-2013 Test Method for Measuring Sleeping Bag Loft
      Status: Ballot Action Required
      F1933-1998-2013 Specification for Illustrating the Footprint of a Backpacking or Mountaineering Tent
      Status: Ballot Action Required

8. New Standard and Reinstatement Work Items (Not Currently on Ballot)
   o WK51150 New Standard New Classification for Measurement and Communication (Reporting, Illustrating, Claims) of Backpacking, Mountaineering, and Camping Tents (Technical Contact: Giblin, James F.)
9. Revision and Withdrawal Work Items (Not Currently on Ballot)
   *** None ***
10. Task Group Reports (Other than Work Items)
11. Liaison Reports
12. Old Business

13. New Business/Committee Correspondence
14. Administrative Deadlines
15. Future Meetings

    Event Name: November 2018 Committee Week
    Dates: Tuesday, November 6th 2018 - Friday, November 9th 2018
    Location: Washington Hilton; Washington, DC US

16. Meeting Adjournment

Read Antitrust Statement

ASTM International is a not-for-profit organization and developer of voluntary consensus standards. ASTM's leadership in international standards development is driven by the contributions of its members: more than 30,000 technical experts and business professionals representing 135 countries.

The purpose of antitrust laws is to preserve economic competition in the marketplace by prohibiting, among other things, unreasonable restraints of trade. In ASTM activities, it is important to recognize that participants often represent competitive interests. Antitrust laws require that all competition be open and unrestricted.

It is ASTM's policy, and the policy of each of its committees and subcommittees, to conduct all business and activity in full compliance with international, federal and state antitrust and competition laws. The ASTM Board of Directors has adopted an antitrust policy which is found in Section 19 of ASTM Regulations Governing Technical Committees. All members need to be aware of and compliant with this policy. The Regulations are accessible on the ASTM website (http://www.astm.org/COMMIT/Regs.pdf) and copies of the antitrust policy are available at the registration desk.

For a complete list of standards see
http://www.astm.org/COMMIT/SUBCOMMIT/F0822.htm

Opening a Meeting

➢ Start on time

➢ Delegate the task of taking minutes if you don't have a subcommittee secretary

➢ Review ASTM's Antitrust Statement (included in the agenda)

➢ Announce that recording of any kind (audio or video) is not allowed in ASTM meetings (See Section 9.7 of the ASTM Regulations)

➢ Review the agenda/obtain agreement on the meetings objectives and goals

➢ Revise agenda if necessary

➢ Refer to section 19 of the ASTM Regulations

During the Meeting

➢ Use **ASTM Regulations**

➢ Use **Robert's Rules of Order**

➢ Use time efficiently

➢ Use members effectively

How to Make a Motion

➢ Motion made

➢ Motion seconded

➢ Chair calls for discussion of the motion

➢ Chair calls for vote on the motion

➢ Officer Handbook (Red Book)

  ➢ Refer to section: Use of Motions at ASTM Meetings

Role of the Chair

➢ Remain neutral

➢ Recognize attendees who wish to speak

➢ Maintain order

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Closing a Meeting

➢ State conclusions reached

➢ Summarize assignments

➢ Review requirements for next meeting

Submit Meeting Minutes

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Enter Neg. Dispositions from Meeting

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Preparing Items

for

Ballot

Registering Work Items

➢ Required to register upon initiation of work on new standards or revision to existing standards

➢ No work item registration is needed for re-approvals, withdrawals or reinstatement

Monitoring New Work Items

➢ Establish procedures for who will register work items within the subcommittee

➢ Review content and authorize the posting of the work item to the web

➢ Keep active work items current and delete dropped projects

Why Work Items?

> ➢ Promote activity

> ➢ Provide visibility

> ➢ Serve as tracking number

> ➢ Initiate the "Standards Tracker" function

Registering a Work Item

Registering a Work Item

ASTM

MyAccount

Membership

  MyCommittees

  Manage Committees

  Change Of Employment

  Committee Profile

  Invite a Colleague

  Membership Info

  Recent Activity

Orders

Subscriptions

Tracker

Account#: 1802687
Krista Robbins
krobbins@astm.org
ASTM International

ASTM Work Item Registration Area and Ballot Item Submittal

Choose from the following options:

○ **I need to register a Work Item for a Revision or New Standard.**

Work Item registration is not required to submit a Reapproval, Withdrawal or Reinstatement action to ballot; go to Option 2 - Ballot Item Submittal

○ **I need to Submit an Item to Ballot.**

For Revisions and New Standards, please have a Work Item number. Go To Option 1 - Work Item Registration if WK registration is needed.

○ **I need to Edit an existing Work Item or Update the Target Date.**

Continue

Issuing a Ballot

➢ **Subcommittee Ballot**:

    ➢ Subcommittee Chair or their designees are authorized to initiate a subcommittee ballot

    ➢ Motion passed at a subcommittee meeting

    ➢ Rationale required for each ballot item

    ➢ Proposed new standards undergoing its initial round of balloting

    ➢ Revisions to an existing standard that subcommittee members believe warrant a subcommittee ballot

Issuing a Ballot

➢ **Concurrent Ballot**:

➢ Revisions to an existing standard or new standards that have undergone at least one subcommittee ballot can be issued concurrently

➢ Concurrent ballots need to be approved by the main committee chair and the subcommittee chair

➢ Rationale required for each ballot item

➢ Handling Negatives Votes

Preparing New Drafts for Ballot

> ➤ Use the standard templates

> ➤ Use the Form and Style Guide for:

>> ➤ Proper format of Test Methods, Specifications, Classification, Practices, Guides, and Terminology

> ➤ "Up Front" editing available via Headquarters

Preparing Revisions for Ballot

> Register a work item

> A link to the Word document will be provided to the technical contact via webmaster.org

> A link to instructions on how to prepare the work item for ballot will also be provided

> Track Changes appear in the margin of the document

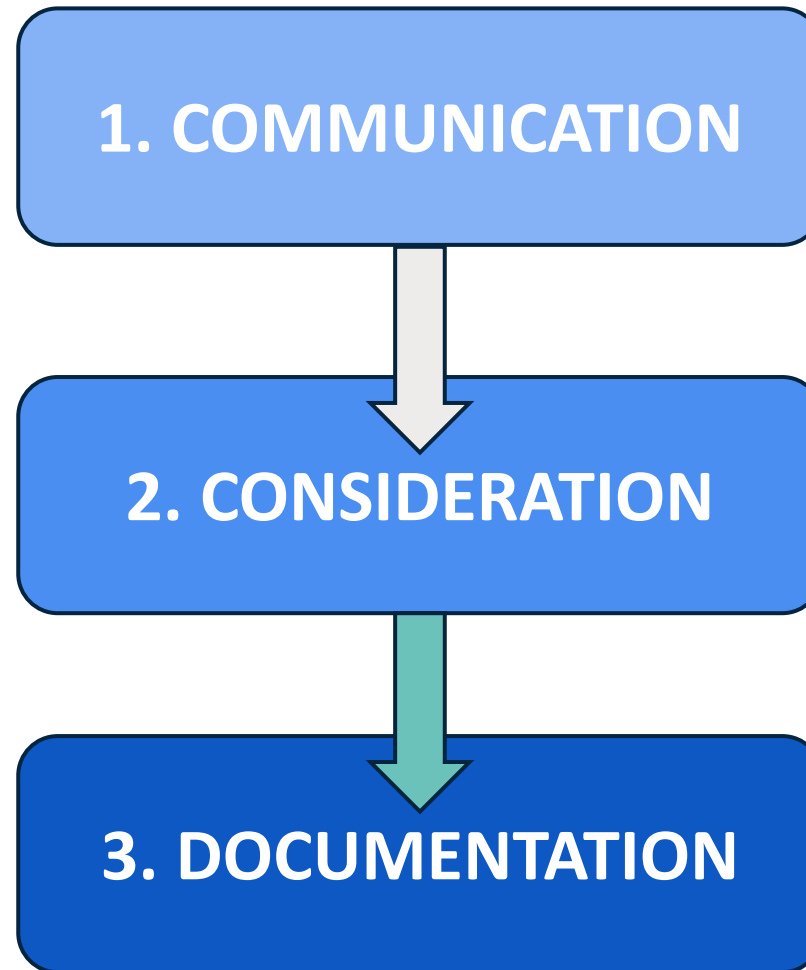> Submitting entire standard is not necessary, only revised sections

Preparing a Rationale for Ballot

- ➢ Short, concise explanation for balloting the item

- ➢ Previous ballot history

- ➢ Changes made due to negative votes or comments

- ➢ Include all contact information

Resolving Negatives Effectively

1. COMMUNICATION

2. CONSIDERATION

3. DOCUMENTATION

Communication

➢ <u>**Contact the negative voter**</u>:

  ➢ Before the ballot closes

  ➢ Before the meeting

  ➢ After the meeting

Consideration

- ➢ Discussion at a subcommittee meeting to determine the resolution of the negative.

- ➢ Resolutions can also be determined via committee admin ballot.

Documentation

➤ Document motions, vote count, and rationale in minutes

➤ Respond to negative voter

➤ Resolving the negative online

➤ [Additional training is provided on Balloting and Handling Negative Votes](#)

Disposition of Negative

- ➢ Persuasive

- ➢ Withdrawn

- ➢ Withdrawn with Editorial Change(s)

- ➢ Not Related

- ➢ Not Persuasive

Utilization of Available Resources

Tools and Resources

➤ Form and Style Guide- Editorial (Blue Book)

➤ ASTM Regulations (Green Book)

➤ Officer Handbook (Red Book)

➤ Committee Bylaws (refer to individual committee)

➤ Virtual Classroom for Members

➤ Standard Templates

➤ Professional Development

Tools and Resources (cont'd)

➢ WebEx/ Conference Call

➢ Standards Tracking

➢ Products and Services/ updates

➢ Publicity (*Standardization News*/Press Releases)

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Finding Resources Online

ASTM Staff Resources

- Staff Manager and Administrative Assistant

- Communications (Publicity Request Form)

- Form and Style Guide- Editorial (Blue Book)

- ASTM Regulations (Green Book)

- Officer Handbook (Red Book)

- Honors & Awards

- Interlaboratory Study Program (ILS)

- Product Certification Process & Checklist

- Sustainability

- Emerging Professionals Program

- Contract & Project Management Services

- Symposium Proposal Form

- Safety Equipment Institute (SEI) and Certification

- ASTM Proficiency Testing Program Testing (PTP)

- ASTM Training and eLearning

- Key Documents and Forms

- Intellectual Property Policy

- Principles for Use of ASTM Intellectual Properties by Other Standards

- Patents

- Trademarks

- Use of ASTM Letterhead

- Copyright/ Permissions

- Antitrust

- Interpretations

- Official Committee Responses

- ASTM Logo Use

Review of Today's Objectives

- ➢ Handling administrative responsibilities
- ➢ Conducting an effective meeting
- ➢ Preparing items for sub and main committee ballot
- ➢ Resolving negatives effectively
- ➢ Utilizing ASTM resources

Good Luck in Your

Important Role!

Questions?

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Thank you for your attention!

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