Welcome New Members
New Member Orientation

www.astm.org
Today’s Goals

1. Introduction to ASTM International
2. What you can expect as a participating ASTM Member
3. Participating through the ASTM website
4. Key Points for Participation
5. Questions
Introduction to ASTM International

Touching Every Part of Everyday Life

- 12,000+ ASTM standards operate globally
- Combined with our innovative business services they enhance performance and create confidence
- Across borders, disciplines, and industries
- Harnessing the expertise of over 30,000 members

- Across manufacturing and materials, products and processes, systems and services
- Touching every part of everyday life: helping our world work better
Introduction to ASTM International

- Opportunity for all stakeholders to participate in the standards development process
- Every member has equal say
- Consensus-based procedures
- Stakeholders on ASTM Committees:
  – Product Manufacturers
  – Regulatory Agencies
  – End Users
  – Professional Societies
  – Academia
Introduction to ASTM International

Examples of ASTM Committees

- A01 on Steel, Stainless Steel and Related Alloys
- C16 on Thermal Insulation
- E50 on Environmental Assessment
- D01 on Paint
- D02 on Petroleum Products and Lubricants
- D20 on Plastics
- E60 on Sustainability
- F04 on Medical and Surgical Materials and Devices
- F24 on Amusement Rides and Devices
- F37 on Light Sport Aircraft
- G01 on Corrosion of Metals
Effective and Relevant Around The World

The Role of Standards

– We rely on our members’ expertise and commitment – their good science, good engineering and good judgment
– Recognizing expertise not geography – 148 countries are represented by our members
– Our voluntary consensus process gives everyone an opportunity to participate – ensuring standards are effective and relevant across diverse markets
– Our standards help everyone: consumers, businesses, manufacturers, innovators and governments
– Embracing all the principles of the World Trade Organization’s Agreement on Technical Barriers to Trade
– Incorporated into contracts, regulations, codes, and laws, they support established and emerging economies and free and fair global trade
Technical Committee Operations (TCO)

- Staff manager for each committee
  - ASTM Staff’s role is to manage & support the technical committees
- Staff editor for each committee
- Draft templates for new standards
- Web conferencing
- Electronic balloting
- Web access to committee information
Technical Committee Organization

- Technical Committees form to address specific industry needs

- Subcommittees are established to address subsets of specialized subject matter

- Subcommittees organize their expertise into Task Groups to write standards
Balloting

- Documents are drafted and revised in the task group
- New standards are required to be balloted at the subcommittee level at least once
- After subcommittee approval, the main committee & entire Society
Voting Interests

- Technical committees are “classified” and “balanced”
- Committee Members are “classified” as one of the following:
  - Producer, User, General Interest, or Consumer
- “Balance” in ASTM means that committees have more User, General Interest, and Consumer members than Producer members
- Only one official vote is assigned per company
- Every member receives ballots and should vote
Member Expectations

ASTM requires all participating members with the official vote to return ballots

- Review standards activity in the committee
- ASTM’s website facilitates this
  - www.astm.org
Technical Committees Webpages (public)
Committee B10 on Reactive and Refractory Metals and Alloys

General Information
- B10 Scopes
- Committee Officers and Staff Support
- Future Meetings
- Search Past ASTM Symposia

Standards Development
- R17 News Feed
- List of Subcommittees, Standards and Work Items

Get Involved
- Membership Information and Application
- New Member Orientation
- Invite a Colleague to Join

Additional Information
- General Committee Information (MS Word Document)
- Honors & Awards
- B10 Zinc Presentations May 2013
Logging In – Members Only Area
Options

MyASTM
Welcome, Jeffrey Adkins
Please Select:
- SEDL - Digital Library
- MyCommittees
- MyCollaboration Areas

Recommended
Member Training
Free one-hour online training courses, such as New Member Orientation and Developing and Revising a Standard, are offered regularly to help you.
Committee Rosters

All B10 Rosters

View My B10 Rosters

Click on the designations below to view the appropriate roster:

- B10 Reactive and Refractory Metals and Alloys
- B10.01 Titanium
- B10.02 Zirconium and Hafnium
- B10.03 Niobium and Tantalum
- B10.04 Molybdenum and Tungsten
- B10.05 Executive
- B10.06 Editorial
- B10.02 Awards
- B10.03 Symposium
Ballots

The S09.02 (11-01) Committee Ballot is now posted on the ASTM web site. To access the ballot, please go to http://mycommittee.astm.org and login. This will give you access to your personalized ‘MyCommittees’ page. The minutes, rosters and agendas (where available) are also posted in this area.

ASTM International is pleased to announce a new service for members on the ASTM Website – Agendas/Minutes/Closing Reports Tracker. A complimentary and optional subscription based service, the tracker provides an email notification for newly posted closing reports, minutes and meeting agendas for any subcommittees and committees which you select to be included in your subscription.

To subscribe, please go to http://mycommittee.astm.org and login. In the ‘My Tools’ box located on the left side of the ‘MyCommittees’ page, select ‘Meetings, Minutes, & Agendas’ and click on ‘Agenda/Minutes/Closing Reports Tracker.’

The meeting schedule is available by selecting the “Meetings & Symposium” link on your personalized ‘MyCommittees’ page approximately two months prior to the next meeting.

The ballot will be open and available on the web from DEC 19, 2011 – JAN 19, 2012.

All voting members are required to return ballots. Your ballot response is important to the committee in obtaining the required 60% return for a valid ballot. The return of ballots is a measure of a member’s participation on a committee.

It is critical that ASTM be notified of any changes to mailing and email addresses as soon as possible. This may be done by going to your ‘MyCommittees’ page and clicking on “MyProfile” and then “Settings” and changing along with your member number at http://memberprofile.astm.org -- sign in.

Customer Service at (610) 832-9000 or fax at (610) 832-9390.

Please do not reply to this automated email. If you need user support, please contact support@astm.org.
Key Points for Participation

- Join Subcommittees & Task Groups that interest you and your organization
- Return Ballots, this is your voice in the process
- Meeting Information posted on the ASTM website
ASTM Opportunities

- Have a voice in the standard that affects your bottom line
- Leadership Training
  - Lead a Task Group or committee of your peers
  - Effectively run a meeting
  - Interaction with Industry Experts/Leaders
- Networking opportunities
ASTM Leadership Connection

Your Leadership Connection

Standards setting and leadership go hand in hand

Active participation in ASTM International technical committees offers many opportunities to develop career-enhancing skills. From learning to build consensus among colleagues to serving as an ambassador for your company, your involvement in ASTM technical committee work can give you the skills you need to succeed professionally.

This website provides tools and tips to help you and your technical committee take advantage of the leadership connection that membership in ASTM provides. New and long-time members will find resources including the opportunity to find a mentor, technical committees will discover tips for training and coaching new leaders. Finally, links for employers provide an understanding of the value of standards and participation in their development.

For Members
Training Resources
Reference Articles
Find a Mentor

For Technical Committees
Best Practices for Attracting New Members
Building the Next Generation of Leaders
Member Recognition

For Employers
The Corporate Edge (PCE)
Video Testimonials on the ASTM Advantage
Standards Boost Business

Interview with 2011 ASTM President’s Leadership Award Winner Nicholas R. Lang

Leadership Skills and Standards Development

Become a member of ASTM, where you can develop the standards your
Find a Mentor

ASTM Technical Committee Mentor Program

Attending your first meeting, learning the standards development process and becoming familiar with the inner workings of a technical committee can be a daunting task for new members. ASTM’s mentoring program is designed to quickly involve new members in the standards development activities of a technical committee by providing one-on-one instruction from a seasoned member before, during and after a meeting. If you would like to request a mentor please complete the electronic form below and submit it.

ASTM International also offers a series of free, one-hour online training workshops. If you have any questions about the training or mentoring program, please contact Les Smith.

First Name:

Middle Name:

Last Name:

Email:

Committee Title and Designation for which you are requesting a mentor:

Are you attending the next committee meeting?

Yes

No
Standards Development Resources

Regulations Governing ASTM Technical Committees

- Recommended reading: Entire item; critical: sections 4 - 12

Form and Style for ASTM Standards

- Recommended reading: Introduction (1 page), Information on the type of standard you may be writing or critiquing (+/- 10 pages)

ASTM Technical Committee Officer Handbook

- Recommended Reading: Peruse cover-to-cover
- A one-stop shop for an overview on what you need to know (not just for officers!)
Training

- [http://www.astm.org/MEMBER_TRAIING/](http://www.astm.org/MEMBER_TRAIING/)

- [http://www.astm.org/MEMBER_TRAIING/howto.html](http://www.astm.org/MEMBER_TRAIING/howto.html)

- Free WebEx courses on different aspects of the ASTM standards development process