



Vice Chairman Responsibilities Overview

Each committee's bylaws provide for the number of vice chairmen and their duties. Generally, a committee vice chairman:

- Is a member of the executive subcommittee
- Serves as chairman in the chairman's absence
- Executes those duties as described in the bylaws or assigned by the chairman
- Understands the consensus process: ASTM Regulations, Officer Handbook, Committee Bylaws and general Parliamentary Procedure as outlined in 'Robert's Rules of Order'
- Assists chairman with duties
- Keeps abreast of all main and subcommittee operations

Examples of specific responsibilities:

Based on the committee bylaws, there can be several positions for Vice Chairmen:

- Nominating Committee Chair
- Point of contact for bylaws and proposed revisions
- Chair Strategic Planning, including symposia and workshop planning
- The Committee Awards Chairman
- Review requests for new standards
- Review Subcommittee Scopes
- Succession Planning
- New Member Orientation
- Liaison Reports
- Committee Publicity (e.g. new standards, committee outreach)