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# 2021 Officers' Training Workshop





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# Main Committee Officers' Duties & Responsibilities

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

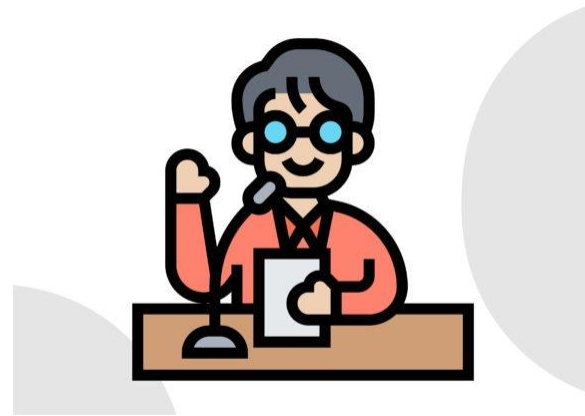
# Objectives

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- Identify key duties and responsibilities of the Chair, Vice Chair, Membership Secretary and Secretary in order to strengthen the leadership skills necessary for a productive committee.
- Develop an internal plan for organizational and administrative effectiveness
- Identify strategies for developing a unified leadership team to enhance the committee's impact on industry

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# The Main Committee Chair



# Know ASTM Rules and Regulations

- ASTM Regulations  
<http://www.astm.org/COMMIT/Regs.pdf>
- Officer Handbook  
<http://www.astm.org/COMMIT/RedBook5.pdf>
- Form & Style  
[https://www.astm.org/FormStyle\\_for\\_ASTM\\_STDS.html](https://www.astm.org/FormStyle_for_ASTM_STDS.html)
- Committee Bylaws  
MyCommittees - Committee Documents
- Parliamentary Procedure  
'Robert's Rules of Order'



# Chairing Executive & Main meetings

- Meeting preparation
  - ✓ Prepare an agenda
  - ✓ Review correspondence
  - ✓ Review minutes & action items from previous meeting
  - ✓ Communicate with your Staff Manager
  
- Facilitate an efficient meeting
  - ✓ Understand the basics of parliamentary procedure
  - ✓ Ensure that all positions have the opportunity to be represented, while being a neutral facilitator on controversial issues
  - ✓ Stick to schedule
  
- Introduce and welcome new members



# Know when *(and when not)* to use Robert's Rules



- **The Principles of Roberts Rules reflect that:**
  - all members have equal rights
  - the power of any meeting is in the hands of the voting members – the Chair is leading the meeting, but does not own it.

1. If a formal vote count is required  
(e.g. voting on a not persuasive negative)
2. Seeking resolution to a controversial issue  
(e.g. choosing a strategic path for committee to take regarding standards development)
3. Ensure that business is conducted in a formal and efficient manner  
(e.g. main & subcommittee meetings are on time and all issues are aired)

# Facilitate committee administration

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- Appoint subcommittee chairs and liaisons; and fill vacancies
- Appoint special purpose ad hoc committees
- Plan meetings
- Ensure executive subcommittee duties are being fulfilled
- Ensure that committee funds are used appropriately
- Delegate responsibility when necessary
- Monitor subcommittee meetings
- Respond to circular letter ballots
- Assist in Inquiries on Standards



# Oversee the standards development process

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- Establish and maintain a good line of communication with ASTM Headquarters (Staff Manager) and Subcommittee Chairs
- Ensure proper consideration and documentation of negatives, *especially if items are moving from sub to main*
- Facilitate consensus
- Ensure standards are current



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# The Vice-Chair

# Prepare to Substitute for the Chair

- Know ASTM rules and procedures
- Assist chair with duties as needed
- Keep abreast of all committee activity
- Be prepared to serve as chair in the absence of chair



# Perform Special Duties and Assignments

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Based on Committee's Bylaws, there can be several options for Vice Chair positions:

- Head Nominating Committee
- Champion Bylaws
- Chair Long Range Planning, including symposia and workshop planning
- Serve as the Committee Awards Chair
- Review requests for new standards, ensuring that industry needs are addressed
- Review Subcommittee Scopes
- Succession Planning
- New Member Orientation
- Liaison Reports
- Committee Publicity (e.g. new standards, committee outreach)

# The Membership Secretary



# Coordinate membership issues within the Committee

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- Update online Committee rosters in accordance with Committee Bylaws using Roster Maintenance functions
- Process new membership applications and changes to current membership
- Report on committee membership status and recommend action to Executive Subcommittee to maintain balance
- Print attendance rosters for Main and Executive Subcommittee meetings
- Resolve voting status issues when necessary

# Additional Membership Secretary Duties

- Monitor classification and voting status of Committee members
  - ✓ Is the Committee in balance?
  
- Monitor Inactivity
  - ✓ Voting members not returning ballots
  
- Initiate and coordinate recruitment efforts
  - ✓ Membership promotion
  
- Review status of affiliate members annually
  - ✓ Executive Subcommittee approval needed



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# The Recording Secretary





# Secretary Responsibilities

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- Assist Chair in preparing:
  - Agendas
  - Minutes
  - Correspondence
    - ✓ Internal
    - ✓ External

# Meeting Coverage

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- If you cannot attend, find a replacement, and notify Chair and Staff Manager
- Brief your replacement on the agenda
- Inform replacement of any potential “hot topics”

# Responsibilities Before Meetings



- Help the Chair prepare the Executive Subcommittee and Main Committee agendas



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## COMMITTEE F24 on AMUSEMENT RIDES AND DEVICES

**CHAIRMAN:** Benjamin L Sheldon, 1355 Ram Lane, Fallbrook, CA 92028, United States (760) 525-4939, e-mail: sheldonmail@gmail.com

**VICE CHAIRMAN:** Francoen Gonzales, Whitewater West Industries, #116, 2840 West Bay Drive, Belleair Bluffs, FL 33770, United States (703) 888-8090, Fax: (732) 928-3400, e-mail: francoen.gonzales@whitewaterwest.com

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**MEMBERSHIP SECRETARY:** Steven C Blum, Universal Parks & Resorts, Promenade Building, 1000 Universal Studios Plaza, Orlando, FL 32819, United States (407) 224-3080, e-mail: steve.blum@nbcouni.com

**PAST CHAIRMAN:** James L Seay, Premier Rides, 1007 East Pratt Street ..., Baltimore, MD 21202, United States (410) 923-0414, Fax: (410) 923-3157, e-mail: jseay@premier-rides.com

**STAFF MANAGER:** Katerina Koperna, (610) 832-9728, Fax: (610) 832-9666, e-mail: kkoperna@astm.org

### F24 Executive Committee Meeting Agenda Thursday, February 15, 2018

1. Call to order. Introduction of attendees and reminder that electronic recording of ASTM meetings is prohibited.
2. Note Antitrust Policy
3. Approval of Agenda
4. Approval of previous meeting minutes
5. Staff Manager's Report – Katerina Koperna
6. Membership Secretary Report – Steve Blum
7. Subcommittee Business Announcements/Reminders
  1. Negative Dispositions for Saturday needs to be adhered to (use the form) – Andreas
  2. Awards (Chair: Brian K., TG Members: Roger, John and Patti)
    - i. President's Leadership Award
8. Old Business
  1. Any international updates that need to be announced to Exec?
    - i. Meeting tomorrow 8:30am to discuss Costa Rica and Australia
  2. 40<sup>th</sup> Anniversary Update - Kat
  3. Other
9. New Business
  1. F24 Voting Policy (multiple votes per voting interest) – Ben
  2. Adoption of F24 standards into international building codes (threat of irrelevance) – Francoen
  3. Performance based language in F24 standards – Francoen
  4. Core standards referenced in specific standards (reference cleanup) – Ben
  5. Corrosion & Fatigue TG ==(Progress? Direction?)
  6. F24 Bylaws Revisions – Andreas
10. Future Meeting Locations/Dates – Ben Sheldon
11. Meeting Adjournment

# Responsibilities During Committee Meetings

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- Collect meeting attendance list and record attendance
- Approve minutes of previous meeting
- Record minutes
- Identify voting members
  - ✓ Includes collection of proxy forms
- Have pertinent documents available
  - ✓ Minutes from prior meetings
  - ✓ Committee By Laws
  - ✓ Correspondence

# Responsibilities After Committee Meetings

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- Prepare minutes of main and executive subcommittee meetings
  - ✓ An accurate **summary** of the decisions and conclusions reached
  - ✓ Record all motions and vote counts
  - ✓ Assignments that were made
  - ✓ Note if follow-up action is required
  - ✓ Note time of adjournment, next meeting date, time, and location
  
- Collect and consolidate any relevant reports (ASTM Staff Report)
  
- Submit minutes to ASTM International Headquarters for posting (in a single file)



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# Questions?

# Additional Training Resources

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- [Classroom for Members](#)
- **Member Training Materials**
  - [ASTM 101](#)
  - [New Member](#)
  - [Committee Operations](#)
  - [Meetings](#)
- **Virtual Members Trainings**
  - [New Member Orientation & Training](#)
  - [Balloting & Handling Negatives Votes](#)
  - [WebEx Training](#)
  - [Training on ASTM Online Tools](#)
  - [Roster Maintenance](#)
  - [Developing & Revising a Standard](#)
  - [Responsibilities for Task Group Chair & Technical Contacts](#)
  - [Subcommittee Chair's Duties and Responsibilities](#)
  - [Interlaboratory Studies Program](#)



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**Thank you for your attention!**

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