Subcommittee Chairman’s Duties and Responsibilities

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www.astm.org
Objectives

At the end of this module, you will be able to serve effectively as a Subcommittee Chairman 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 Chairman

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 Chairman

- Chairs meetings in your absence
- Assigns projects to task group chairmen 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 Chairman
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.

- Be clear that the response is a personal opinion.

- Do not use ASTM letterhead for the response.
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

## MyCommittees

### Committee A05 on Metallic-Coated Iron and Steel Products

- Ballots
- Minutes
- Rosters
- Meetings & Symposia
- Agendas
- Committee Documents
- Standards Tracking

### Committee B01 on Electrical Conductors

- Ballots
- Minutes
- Rosters
- Meetings & Symposia
- Agendas
- Committee Documents
- Standards Tracking

### Committee B07 on Light Metals and Alloys

- Ballots
- Minutes
- Rosters
- Meetings & Symposia
- Agendas
- Committee Documents
- Standards Tracking
Roster Maintenance

Select Committee

Pending Applications 2

Balance Report

Producer Votes Available: 27

<table>
<thead>
<tr>
<th>Official Voting Member</th>
<th>Producer</th>
<th>User</th>
<th>Consumer</th>
<th>General Interest</th>
<th>Unclassified</th>
<th>Total</th>
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<tr>
<td></td>
<td>21</td>
<td>18</td>
<td>0</td>
<td>30</td>
<td>0</td>
<td>69</td>
</tr>
<tr>
<td>Non Official Voting Member</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>5</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>TOTAL</td>
<td>23</td>
<td>20</td>
<td>0</td>
<td>35</td>
<td>3</td>
<td>81</td>
</tr>
</tbody>
</table>

Pending Applications

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Company</th>
<th>Choose Classification</th>
<th>Choose Official Vote</th>
<th>Join Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>McCasland, Scott M</td>
<td><a href="mailto:smccasland@atlantictesting.com">smccasland@atlantictesting.com</a></td>
<td>Atlantic Testing Laboratories</td>
<td>Unclassified</td>
<td>No-Pending</td>
<td>1/3/2019</td>
</tr>
</tbody>
</table>
# Roster Maintenance

## Pending Applications

<table>
<thead>
<tr>
<th>Name</th>
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<th>Company</th>
<th>Choose Classification</th>
<th>Choose Official Vote</th>
<th>Join Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lim, Keu Wei</td>
<td><a href="mailto:kwlim@topglove.com.my">kwlim@topglove.com.my</a></td>
<td>Top Glove Sdn. Bhd.</td>
<td>Unclassified</td>
<td>No-Pending</td>
<td>6/11/2018</td>
</tr>
<tr>
<td>Nooi, Loo S</td>
<td><a href="mailto:snlou@topglove.com.my">snlou@topglove.com.my</a></td>
<td>Top Glove Sdn Bhd</td>
<td>Unclassified</td>
<td>No-Pending</td>
<td>6/11/2018</td>
</tr>
</tbody>
</table>

**INSTRUCTIONS**

- All Classifications
- All Pending

**Search Function**: 

- **Clear** button

**Join Date**:

- 6/11/2018
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 sheet

✓ Contact task group chairmen

✓ Contact staff manager
Why is an Agenda Important?

- Prepares chairman
- 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
<table>
<thead>
<tr>
<th>Committee</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>A05</td>
<td>Metallic-Coated Iron and Steel Products</td>
</tr>
<tr>
<td>B01</td>
<td>Electrical Conductors</td>
</tr>
<tr>
<td>B07</td>
<td>Light Metals and Alloys</td>
</tr>
<tr>
<td>D16</td>
<td>Aromatic Hydrocarbons and Related Chemicals</td>
</tr>
<tr>
<td>D26</td>
<td>Halogenated Organic Solvents and Fire</td>
</tr>
</tbody>
</table>
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: *
- Meeting Date:* MM/DD/YYYY
- Meeting Location:* alphanumeric, separated by commas
- Start Time: *
- End Time: *

Documentation:


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)
Create My Agenda
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 agenda)
- Announce that recording of any kind (audio or video) is not allowed in ASTM meetings
- Review the agenda/obtain agreement on the meetings objectives and goals
- Revise agenda if necessary
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

➢ Chairman calls for discussion of the motion

➢ Chairman calls for vote on the motion
Role of the Chairman

➢ Remain neutral
➢ Recognize attendees who wish to speak
➢ Maintain order
Closing a Meeting

➢ State conclusions reached
➢ Summarize assignments
➢ Review requirements for next meeting
Submit Meeting Minutes

MyCommittees

Committee A05 on Metallic-Coated Iron and Steel Products
Ballots Minutes Rosters Meetings & Symposia Agendas Committee Documents Standards Tracking

Committee B01 on Electrical Conductors
Ballots Minutes Rosters Meetings & Symposia Agendas Committee Documents Standards Tracking

Committee B07 on Light Metals and Alloys
Ballots Minutes Rosters Meetings & Symposia Agendas Committee Documents Standards Tracking

Committee D16 on Aromatic Hydrocarbons and Related Chemicals
Ballots Minutes Rosters Meetings & Symposia Agendas Committee Documents Standards Tracking

Committee D26 on Halogenated Organic Solvents and Fire
Enter Negative Dispositions from Meeting
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

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Ballots Minutes Rosters Meetings & Symposia Agendas Committee Documents Standards Tracking

Committee D16 on Aromatic Hydrocarbons and Related Chemicals

Submit/Edit
Registering a Work Item

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.**
Issuing a Ballot

**Subcommittee Ballot:**

- Subcommittee Chairman 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 chairman and the subcommittee chairman.

- Rationale required for each ballot item.
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 work item

➢ A link to the Word document will be provided to the technical contact

➢ 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

Contact the negative voter:

➢ 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 ballot.
Documentation

➢ Document motions, vote count, and rationale in minutes

➢ Respond to negative voter

➢ Resolving the negative online
Disposition of Negative

➢ Persuasive

➢ Withdrawn

➢ Withdrawn with Editorial Change(s)

➢ Not Related

➢ Not Persuasive
Utilization of Available Resources
Tools and Resources

- Regulations Governing ASTM Technical Committees
- Form and Style Manual
- Committee Bylaws
- Virtual Classroom for Members
- Standard Templates
Tools and Resources (cont’d)

➢ WebEx/Conference call

➢ Standards Tracking
  ➢ Products and Services/product updates

➢ Publicity (*Standardization News*/Press Releases)
ASTM Staff Resources

➢ Staff Manager/ Administrative Assistant
➢ Communications
➢ Editor

➢ Symposia
➢ Interlaboratory Study Program (ILS)
Finding Resources Online

Technical Committees

Technical Committees develop and maintain ASTM standards. They are grouped by designation according to related activities within a particular scope of work (e.g., A01 on Steel, Stainless Steel and Related Alloys). ASTM Committees are made up of over 32,000 volunteers from industry and include manufacturers and consumers, as well as other interest groups such as government or academia. Any interested individual can participate on a Technical Committee through ASTM membership.

Search for ASTM Committees

D02 or Petroleum

Standards Development

- Initiate a New Standards Activity
- ASTM Regulations
- ASTM Form & Style Manual
- How Standards Get Developed
- Draft Standard Templates
- Proxy Form
- Society Review of Standards
- Publicity Request Form
- Strategic Planning Manual
- How to Articles
- Committee Officer Handbooks
- Ballot Item Submittal

Other Programs and Services

- Honors & Awards
- Interlaboratory Study Program (ILS)
- Sustainability
- 2015 Certificate of Attendance
- 2014 Certificate of Attendance
- Contract & Project Management Services
- Resources for US Technical Advisory Groups (US TAGs)
- Symposium Proposal Form

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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?
Thank you for your attention!