Subcommittee Chair’s Duties and Responsibilities
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 subcommittee meeting
   ➢ Preparing items for Sub and Main Committee ballots
   ➢ Resolving negative votes effectively
   ➢ Utilizing available resources at ASTM Headquarters
Being an Effective Subcommittee Chair
Role of the Subcommittee Chair

➢ You serve as a:

➢ Leader

➢ Communicator

➢ Administrator

➢ Organizer
Responsibilities

- Conduct effective and inclusive meetings
- Record/Submit the meeting minutes
- Prepare items for ballot/submit ballot resolutions
- Handle inquiries on standards
- Roster Maintenance
Subcommittee Officer Responsibilities

➢ Act in an impartial manner in the performance of their duties.

➢ Consistent in conducting meetings in a professional manner and with respecting the participation by both members and attendees.

✓ Principles of the WTO Technical Barrier to Trade Principles

✓ Appendix B: ASTM International Responsibilities of Membership
Delegation of Responsibilities
The Subcommittee Vice Chair

➢ Will conduct the meetings in the Chairs absence

➢ May assign projects to task group chair and follows up on deadlines

➢ Answers correspondence

➢ Assumes responsibilities as delegated by the Sub Chair

➢ Proxy for the Chair at the Executive Subcommittee meeting and Main Committee Meeting
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

➢ Managing, where applicable:
  ✓ Roster Maintenance (covered on slides 15-18)
  ✓ Negative Resolutions
  ✓ Minutes and Agendas

➢ Provide meeting room requirements and virtual meeting needs, if necessary, for next meeting
Inquiries on Standards

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

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

➢ Official responses must follow Section 16 of the ASTM Regulations

➢ Ensure you are following the ASTM International Logo and Letterhead Policies
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 pending 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
## Roster Maintenance

### Committee Summary

- **Producer Votes Available:** 14
  - **Total Official Voters:** 40
  - **Total Members:** 77
  - **Total Non Official Voters:** 37

### Total Pending Applications: 360

#### Roster

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Join Date</th>
<th>Classification</th>
<th>Official Vote</th>
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<tr>
<td>Olajide, Aderemi...</td>
<td>Green Point Ready Mix Concrete</td>
<td>05/15/2014</td>
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<tr>
<td>Degruchy, Andre...</td>
<td>Degruchy Masonry Inc</td>
<td>11/26/2003</td>
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<td>No-Redundant Interest</td>
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<tr>
<td>Hita, Anthony</td>
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<td>01/06/2021</td>
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<td>12/12/2007</td>
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<td>Kjorlien, Bill</td>
<td>ARGOS USA</td>
<td>12/06/2011</td>
<td>User</td>
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<td>Girman, Bobby</td>
<td>Huber Engineered Materials</td>
<td>10/21/2014</td>
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<td>Cementos Pro S.A.</td>
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<tr>
<td>Barrett, Jessica</td>
<td>ASTM International</td>
<td>11/04/2021</td>
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<td>Donis, Rits</td>
<td>Cementos Pro S.A.</td>
<td>11/18/2021</td>
<td>No-Pending</td>
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</table>
Preparing and Conducting an Effective Meeting
Preparation for a Meeting

➢ Review ballot results
➢ Review correspondence
➢ Review minutes and action items from previous meeting
➢ Review status of the subcommittee’s standards
➢ Update subcommittee roster/print attendance reports
➢ Contact task group chair
➢ Contact staff manager
➢ Adhere to committee specific virtual meeting policies, if applicable
➢ Subcommittee Chair Checklist
Why is an Agenda Important?

➢ Prepares chair
➢ Prepares attendees
➢ Travel approval
➢ Creates an interest and defines clear objectives
➢ Serves as a valuable organizational tool
The Agenda Includes:

- Meeting date, time, location
- Agenda/minutes approvals
- Agenda items with background/goals
- Old/New business
- Utilize the Create My Agenda tool
- Member Website Tools
Create MyAgenda

A subcommittee meeting agenda should be prepared and posted to the "MyCommittees" 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

* Start Time
  Hour
  Minutes

  AM  PM

* Meeting Duration
  Hour
  Minutes

Create agenda  Clear
Create My Agenda

ASTM INTERNATIONAL
Helping our world work better

Meeting Agenda
F08.22 on Compost Application

Sub-Chairman: Bob James P
Date and Time: July 27, 2016, 1:00 PM - 3:00 PM
Place: Goleta, CA, USA

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 06/30/2016 16:42 PM
Producer Votes Available: 5

<table>
<thead>
<tr>
<th>Member Class</th>
<th>Vote</th>
<th>Comment</th>
<th>General Interest</th>
<th>Unclassified</th>
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<td>0</td>
<td>0</td>
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<tr>
<td>Non-Official</td>
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<tr>
<td>TOTAL</td>
<td>12</td>
<td>2</td>
<td>5</td>
<td>0</td>
<td>43</td>
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</table>

6. Ballot Status (next last meeting)
   a. Mark/Unmarked Items
      F08.22-17 (105)
      F08.22-17b (105)
      F08.22-17c (105)
      REVISION of F1995 Technical Contact:
      Qihui Pan
   b.选用
   c. Disapproved
   d. Subcommittees

7. Standards Requiring Review
   a. F08.22-15 (2) Text for Measuring Baffle Effect on Volume
   b. F08.22-16 (2) Text for Measuring Baffle Effect on Height
   c. F08.22-17 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   d. F08.22-18 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   e. F08.22-19 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   f. F08.22-20 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   g. F08.22-21 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   h. F08.22-22 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   i. F08.22-23 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   j. F08.22-24 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   k. F08.22-25 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   l. F08.22-26 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   m. F08.22-27 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   n. F08.22-28 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   o. F08.22-29 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   p. F08.22-30 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   q. F08.22-31 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   r. F08.22-32 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   s. F08.22-33 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   t. F08.22-34 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   u. F08.22-35 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   v. F08.22-36 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   w. F08.22-37 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   x. F08.22-38 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   y. F08.22-39 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test
   z. F08.22-40 (2) Specification for Measuring the Performance of a Baffle or Mounting Venting Test

8. New Standard and Reapproval Work Items (Not Currently on Ballot)
   a. W112-150 New Standard and New Classification for Measurement and Communication (Rating, Rating, Classify, Open of the Baffle, Mounting, and Design Terms) Technical Contact: Qihui Pan, James R
   b. W112-150 New Standard and New Classification for Measurement and Communication (Rating, Rating, Classify, Open of the Baffle, Mounting, and Design Terms) Technical Contact: Qihui Pan, James R
   c. W112-150 New Standard and New Classification for Measurement and Communication (Rating, Rating, Classify, Open of the Baffle, Mounting, and Design Terms) Technical Contact: Qihui Pan, James R
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9. Revision of Withdrawn Work Items (Not Currently on Ballot)

10. Technical Changes (Other than Work Items)
11. Unclassified Items
12. Other Business

For a complete list of standards see
https://www.astm.org/COMMIT/STANDARDS/17/02.htm

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Running an Effective Meeting

During the Meeting:

➢ Start on time
➢ If using virtual meeting tools, ensure all attendees know how to log in and use meeting tools
➢ Review the agenda and revise as necessary
➢ Recognize new members and guest
➢ Open the discussions and encourage team member contributions including different perspectives and opinions
➢ Maintain order by using the agenda effectively
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, & in section 19 of the ASTM Regulations)
- 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
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
Closing a Meeting

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

MyCommittees

<table>
<thead>
<tr>
<th>Committee</th>
<th>C01 on Cement</th>
<th>C07 on Lime and Limestone</th>
<th>C12 on Mortars and Grouts for Unit Masonry</th>
<th>C15 on Manufactured Masonry Units</th>
<th>D05 on Coal and Coke</th>
<th>D07 on Wood</th>
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<tr>
<td>Ballots</td>
<td>Rosters</td>
<td>Meetings &amp; Symposia</td>
<td>Minutes &amp; Agendas</td>
<td>Committee Documents</td>
<td>Standards Tracking</td>
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<td>MyTools</td>
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- Roster Maintenance
- Negative & Comments
- MyOutstanding Ballots
- MyWork Items
- MyCollaboration Areas
- Ballots & Workitems
- Meetings, Minutes & Agendas
  - Create MyAgenda
  - Create MySchedule
  - Create MyMeeting Materials
  - Submit Minutes & Agendas
  - Agendas/Minutes/Closing Reports tracker

© ASTM International
Enter Neg. 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

MyCommittees

<table>
<thead>
<tr>
<th>Committee C01 on Cement</th>
<th>Committee C07 on Lime and Limestone</th>
<th>Committee C12 on Mortars and Grouts for Unit Masonry</th>
<th>Committee C15 on Manufactured Masonry Units</th>
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<td>Committee Documents</td>
<td>Standards Tracking</td>
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MyTools

- Roster Maintenance
- Negative & Comments
- MyOutstanding Ballots
- MyWork Items
- MyCollaboration Areas
- Ballots & WorkItems
- Submit/Edit
- Inactivity Reports
- Launch Admin Collaboration Area
- Meetings, Minutes & Agendas
- Additional Resources
Registering a Work Item

MyASTM / Membership / MyCommittees / Ballots & Work Items

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** (section 11 of ASTM Regulations):
  - 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** (section 11 of the ASTM Regulations):
  - 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

➢ **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 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)
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 (ex: A01 on Steel, Stainless Steel and Related Alloys). ASTM Committees are made up of over 32,000 volunteers from industry and include groups such as government or academia. Any interested in ASTM membership.

Key Documents and Forms

- Form and Style Manual for ASTM Standards or “Blue Book”
- Regulations Governing ASTM Technical Committees or “Green Book”
- Draft Standard Templates
- ASTM Technical Committee Officer Handbook or “Red Book”
- Strategic Planning Manual (PDF)
- Proxy Form—For Voting (PDF)
- 2020 Certificate of Attendance
- Symposium Proposal Form
- Directions for Preparing and Submitting Work Items for Ballot
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)
➢ ASTM Global Communications Team

➢ 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 and inclusive meeting
- Preparing items for sub and main committee ballot
- Resolving negatives effectively
- Utilizing ASTM resources
Additional Classroom for Member Trainings

- New Member Orientation & Training
- Balloting & Handling Negatives Votes
- WebEx Training
- Roster Maintenance
- Process of Developing & Revising a Standard
- Task Group Chair & Technical Contact Responsibilities
- Subcommittee Chair's Duties and Responsibilities
- Interlaboratory Studies Program
- Planning Symposia & Workshops
- Collaboration Area Training
Good Luck in Your Important Role!
Questions?
Thank you for your attention!