



ADVANCING STANDARDS
TRANSFORMING MARKETS

Subcommittee Chair's Duties and Responsibilities

www.astm.org

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



ADVANCING STANDARDS
TRANSFORMING MARKETS

Being an Effective Subcommittee Chair

Roles of the Subcommittee Chair

You serve as a:

- Leader
- Communicator
- Administrator
- Organizer

- ✓ Conduct effective and inclusive meetings
- ✓ Record/Submit the meeting minutes
- ✓ Prepare items for ballot/submit ballot resolutions
- ✓ Handle inquiries on standards
- ✓ Roster Maintenance
- ✓ Act in an impartial manner in the performance of their duties
- ✓ Consistent in conducting meetings in a professional manner and with respecting the participation from both members and attendees

[Principles of the WTO Technical Barrier to Trade Principles](#)
[Appendix B: ASTM International Responsibilities of Membership](#)



ADVANCING STANDARDS
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Delegation of Responsibilities

Delegating Responsibilities to the Subcommittee Vice Chair & Secretary

The Subcommittee Vice Chair

- Conducts meetings in Sub Chair's absence
- Assigns projects to task group leader and follows up on deadlines
- Answers correspondence
- Assumes responsibilities as delegated by the Sub Chair
- Proxy for the Sub 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



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Subcommittee Chair Administrative Duties

Administrative Duties

- Report to main committee on subcommittee actions

- Manage, where applicable
 - ✓ Roster Maintenance
 - ✓ Negative Resolutions
 - ✓ Minutes and Agendas

- Provide meeting room requirements and virtual meeting needs, if necessary, for the next meeting to staff manager

- Respond to inquiries on standards

Inquiries on Standards

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

1

Inquiries can be handled informally by subchairs and technical contacts

2

Official responses must follow Section 16 of the ASTM Regulations

3

Ensure you are following the ASTM International Logo and Letterhead Policies

4

Inquiries on Standards cont'd

- Be clear that the response is a personal opinion and does not represent that of the committee or ASTM

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

MyCommittees

Committee C01 on Cement

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

Committee C07 on Lime and Limestone

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

Committee C12 on Mortars and Grouts for Unit Masonry

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

Committee C15 on Manufactured Masonry Units

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

Committee D05 on Coal and Coke

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

MyTools

Roster Maintenance **360**

Negative & Comments **113**

MyOutstanding Ballots **8**

MyWork Items

MyCollaboration Areas

Ballots & Workitems

Meetings, Minutes & Agendas

Additional Resources

Roster Maintenance cont'd

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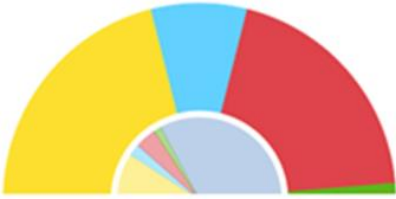
All Search topic, title, author, A53

Products & Services Get Involved About News Contact Cart Len

Roster Maintenance

Total Pending Applications **1167** → Select Committee A04

Committee Summary



Producer Votes Available: 6

38	492	454
Total Official Voters	Total Members	Total Non Official Voters

[More](#)

Pending Applications **335** Producer Wait List 24

Name	Organization
Nousak, Matt 10/01/1979	Globex Corporation
Simmons, Gregory 06/07/1994	CHARLOTTE PIPE & FOUNDRY...
Schroeder, Thomas 05/28/1998	Sintercast Inc

Roster Roster Reports

All Classifications All Votes Search

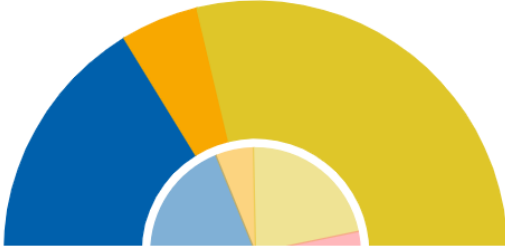
Name	Organization	Join Date	Classification	Official Vote
Murra, Abraham abraham.murra@...	Abraham Murra Consulting	07/11/2011	Unclassified	No-Non Voter
D'Souza, Adrian ands@yopmail.c...	Standards New Zealand	05/13/2021	User	No-Wait List
Participating ... ak23junepartic...	ak23juneparticpat ing Organization	06/23/2021	Unclassified	No-Pending
Kupfer, Alan alan.kupfer@yo...	Westlake Chemicals	03/17/2021	Unclassified	No-Pending
Pense, Alan awp0dyopmail.c...	Test Org	03/17/2021	Unclassified	No-Pending
Norris, Alfred bnorris@yopmail...	Metals Usa-I-Solutions	03/17/2021	Unclassified	No-Pending
Desjarlais, And... desjarlaisa@yo...	Oak Ridge National Laboratory	03/17/2021	Unclassified	No-Pending
Sitka, Andrew sitka@nist.gov	NIST	05/13/2021	General Interest	No-Chopped

Roster Maintenance

Total Pending Applications **360**

Select Committee **C07**

Committee Summary



Producer Votes Available: 14

40 Total Official Voters	77 Total Members	37 Total Non Official Voters
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[More](#)

Pending Applications **2** [Producer Wait List](#) **0**

Name	Organization
Barrett, Jessica 11/04/2021	ASTM International
Donis, Rita 11/18/2021	Cementos Pro S.A.

Classification
• Unclassified

Official Vote
• No-Pending

Roster [Roster Reports](#)

All Classifications **▼** All Votes **▼**   

Name	Organization	Join Date	Classification	Official Vote
Olajide, Aderem... aderemi_olajid...	Green Point Ready Mix Concrete	05/15/2014	• User	• No-Inactive
Degruchy, Andre... gogreen@limewo...	Degruchy Masonry Inc	11/26/2003	• Producer	• No-Redundant Interest
Hita, Anthony anthony@limewo...	LimeWorks.us	01/06/2021	• Producer	• Yes
Bicer-Simsir, B... bbicersimsir@g...	Getty Conservation Inst (The)	12/12/2007	• General Interest	• Yes
Kjorlien, Bill bkjorlien@argo...	ARGOS USA	12/06/2011	• User	• Yes
Bergman, Bobby bby.bergman@...	Huber Engineered Materials	10/21/2014	• Producer	• Yes
Irrell, Caitlin... irrell@astm....	ASTM International	03/16/2006	• Unclassified	• No-Non Voter



ADVANCING STANDARDS
TRANSFORMING MARKETS

Preparing and Conducting an Effective Meeting

Preparing for a Meeting

- Review ballot results
- Review correspondence
- Review minutes and action items from previous meeting
- Review status of the subcommittee's standards
- Update committee roster/print attendance report
- Contact task group leader(s)
- Contact staff manager
- Adhere to committee-specific virtual meeting policies, if applicable
- Subcommittee Chair Checklist

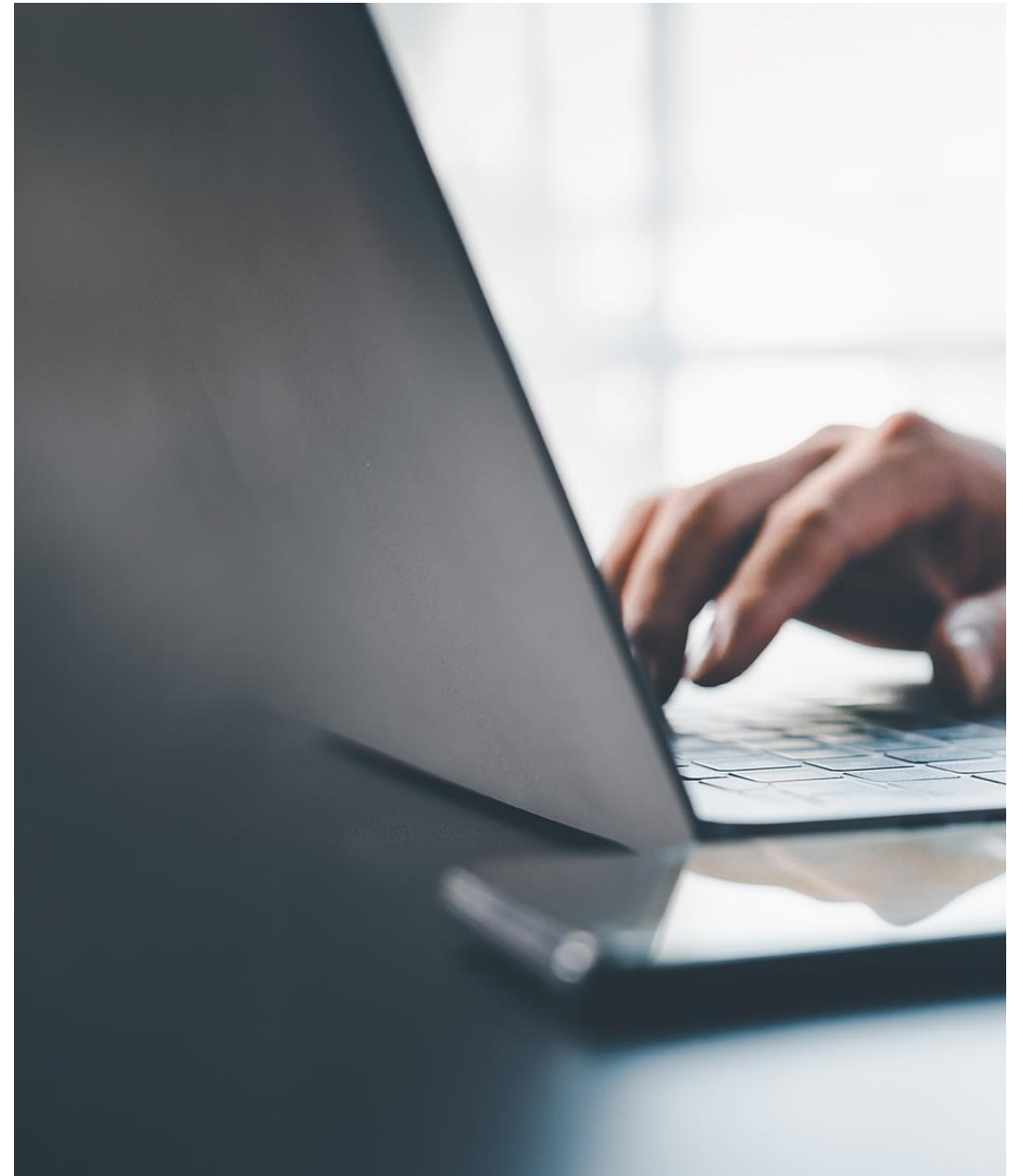


Why is an agenda important?

- 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, and location
- Agenda/minutes approvals
- Items with background/goals
- Old/New business
- Utilize the Create My Agenda tool
- Member Website Tools



Creating an Agenda

MyASTM / Membership / MyCommittees

MyAccount

Membership

MyCommittees

Manage Committees

Change Of Employment

Committee Profile

Invite a Colleague

Membership Info

Recent Activity

Orders

Subscriptions

Tracker

MyCommittees

Committee C01 on Cement

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
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Committee C07 on Lime and Limestone

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
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Committee C12 on Mortars and Grouts for Unit Masonry

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
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Committee C15 on Manufactured Masonry Units

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Committee D05 on Coal and Coke

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

Roster Maintenance **360**

Negative & Comments **113**

MyOutstanding Ballots **8**

MyWork Items

MyCollaboration Areas

Ballots & Workitems

Meetings, Minutes & Agendas

Create MyAgenda

Create MySchedule

Create MyMeeting Materials

Submit Minutes & Agendas

Agendas/Minutes/Closing Reports
tracker

Creating an Agenda cont'd

MyASTM / Membership / MyCommittees / MyAgenda

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

* Meeting Date

* Meeting Location ⓘ

* Start Time

☐ AM ☐ PM

* Meeting Duration

Create agenda

Clear

Documentation

For guidance on Preparing an Agenda, download [Handbook](#)

Templates : [Main Committee](#) , [Executive Subcommittee](#)

The following item topics will automatically be added to your Subcommittee Agenda. 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)
- Revision and Withdrawal Work Items (Not Currently on Ballot)
- Task Group Reports (Other than work items)
- Liaison Reports
- Old business
- New business
- Administrative Deadlines
- Future Meetings
- Meeting Adjournment

Creating an Agenda cont'd



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Meeting Agenda F08.22 on Camping Softgoods

Sub Chairman: Giblin, James F
Date and Time: July 27, 2018, 1:00 PM - 3:00 PM
Place: Salt Lake City, UT

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 06/12/2018 15:43 PM Producer Votes Available: 5

	Producer	User	Consumer	General Interest	Unclassified	Total
Official						
Voting Member	16	2	0	19	0	38
Non-Official						
Voting Member	2	0	0	5	0	9
TOTAL	18	2	0	24	0	47

6. Ballot Results (since last meeting)
 1. Main/Concurrent Items
 - F08 (18-01) 1 Items
 - [F08 \(18-01\)-ITEM 001](#) WK55820 REVISION of F1955 Technical Contact: Giblin, James F
 - Negatives
 - [Hirschler, Marcelo M](#)
 - [Mays, Donald L](#)
 - [Short, Andrew L](#)
 - o Subcommittee Items
 - *** None ***
7. Standards Requiring Review
 - o F1853-2013 Test Method for Measuring Sleeping Bag Packing Volume
 - Status: Ballot Action Required
 - o F1932/F1932M-2013 Test Method for Measuring Sleeping Bag Loft
 - Status: Ballot Action Required
 - o F1933-1998-2013 Specification for Illustrating the Footprint of a Backpacking or Mountaineering Tent
 - Status: Ballot Action Required
8. New Standard and Reinstatement Work Items (Not Currently on Ballot)
 - o WK51150 New Standard New Classification for Measurement and Communication (Reporting, Illustrating, Claims) of Backpacking, Mountaineering, and Camping Tents (Technical Contact: Giblin, James F)
9. Revision and Withdrawal Work Items (Not Currently on Ballot)
 - *** None ***
10. Task Group Reports (Other than Work Items)
11. Liaison Reports
12. Old Business



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13. New Business/Committee Correspondence
14. Administrative Deadlines
15. Future Meetings

Event Name: November 2018 Committee Week
Dates: Tuesday, November 6th 2018 - Friday, November 9th 2018
Location: Washington Hilton; Washington, DC US

16. Meeting Adjournment

Read Antitrust Statement

ASTM International is a not-for-profit organization and developer of voluntary consensus standards. ASTM's leadership in international standards development is driven by the contributions of its members: more than 30,000 technical experts and business professionals representing 135 countries.

The purpose of antitrust laws is to preserve economic competition in the marketplace by prohibiting, among other things, unreasonable restraints of trade. In ASTM activities, it is important to recognize that participants often represent competitive interests. Antitrust laws require that all competition be open and unrestricted.

It is ASTM's policy, and the policy of each of its committees and subcommittees, to conduct all business and activity in full compliance with international, federal and state antitrust and competition laws. The ASTM Board of Directors has adopted an antitrust policy which is found in Section 19 of ASTM Regulations Governing Technical Committees. All members need to be aware of and compliant with this policy. The Regulations are accessible on the ASTM website (<http://www.astm.org/COMMIT/Regs.pdf>) and copies of the antitrust policy are available at the registration desk.

For a complete list of standards see
<http://www.astm.org/COMMIT/SUBCOMMIT/F0822.htm>

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 guests
- Open the discussions and encourage member contributions including different perspectives and opinions
- Maintain order by using the agenda effectively



Opening a Meeting

- 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 Sub Chair

- Remain neutral
- Recognize attendees who wish to speak
- Maintain order

Close a Meeting

- State conclusions reached
- Summarize assignments
- Review requirements for next meeting



Submitting Meeting Minutes

MyASTM / Membership / MyCommittees

MyCommittees

MyTools

MyAccount

Membership

MyCommittees

Manage Committees

Change Of Employment

Committee Profile

Invite a Colleague

Membership Info

Recent Activity

Orders

Subscriptions

Tracker

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

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Committee D05 on Coal and Coke

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

Roster Maintenance 360

Negative & Comments 113

MyOutstanding Ballots 8

MyWork Items

MyCollaboration Areas

Ballots & Workitems

Meetings, Minutes & Agendas

Create MyAgenda

Create MySchedule

Create MyMeeting Materials

Submit Minutes & Agendas

Agendas/Minutes/Closing Reports
tracker

Enter Neg. Dispositions from Meeting

MyASTM / Membership / MyCommittees

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Committee D05 on Coal and Coke

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
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Committee D07 on Wood

MyTools

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tracker

Additional Resources



ADVANCING STANDARDS
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Preparing Items for Ballot

Registering and Monitoring New Work Items

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 reapprovals, withdrawals or reinstatement

Monitoring 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

1

Provide visibility

2

Serve as tracking
number

3

Initiate the “Standards
Tracker” function

4

Registering a Work Item

MyASTM / Membership / MyCommittees

MyAccount

Membership

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Committee D07 on Wood

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Roster Maintenance **360**

Negative & Comments **113**

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MyWork Items

MyCollaboration Areas

Ballots & Workitems

Submit/Edit

Inactivity Reports

Launch Admin Collaboration Area

Meetings, Minutes & Agendas

Additional Resources



[MyASTM](#) / [Membership](#) / [MyCommittees](#) / [Ballots & Work Items](#)

[MyAccount](#)

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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](#)

Preparing New Drafts & Preparing Revisions for Ballot

New Drafts

- Use the standard templates
- Use the Form and Style Guide for:
 - ✓ Proper format of Test Methods, Specifications, Classification, Practices, Guides, and Terminology
- “Upfront” editing available via Headquarters



Revisions

- 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





ADVANCING STANDARDS
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Issuing a Ballot

Issuing a Ballot – Subcommittee & Main/Concurrent Ballot

Subcommittee 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

Main/Concurrent Ballot

Concurrent Ballot (section 11 of ASTM Regulations)

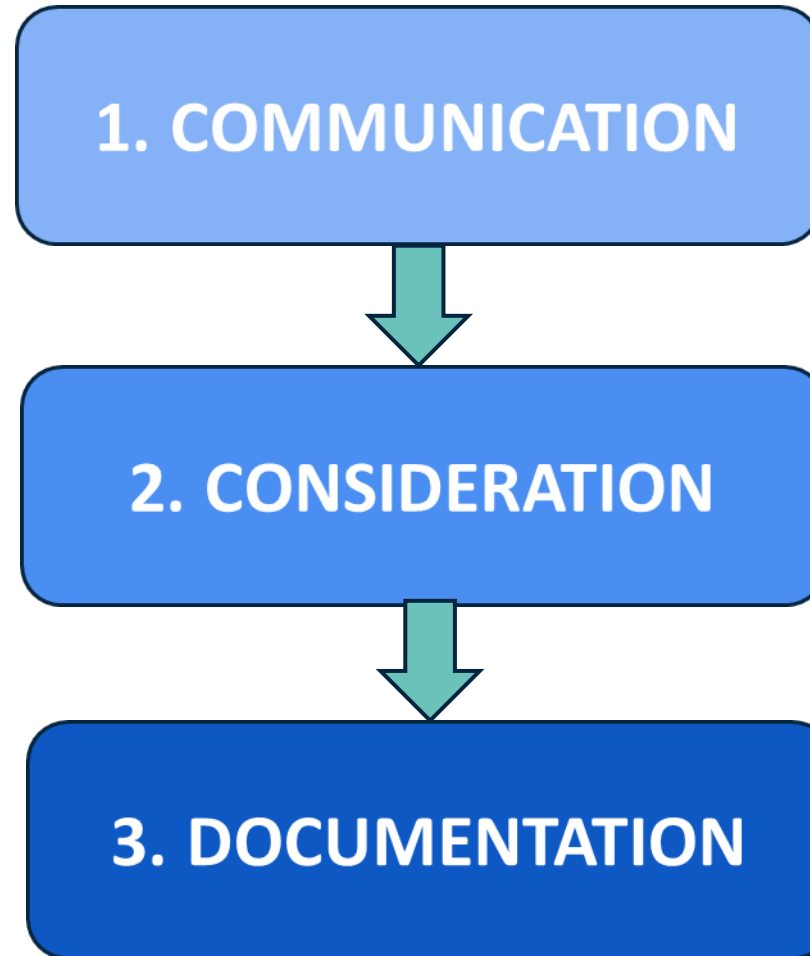
- Revisions to an existing standard or new standards that have undergone at least one subcommittee ballot can be issued concurrently
- Concurrent ballots need to be approved by the main committee chair and the subcommittee chair
- Rationale required for each ballot item
- Handling Negative Votes



ADVANCING STANDARDS
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Resolving Negatives

Resolving Negatives Effectively



There are several ways to resolve negatives

Communication

- Contact the negative voter:
 - ✓ Before the ballot closes
 - ✓ Before the meeting
 - ✓ After the meeting

Consideration

- Discussion at subcommittee meeting to determine the resolution of the negative
- Resolutions can also be determined via 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



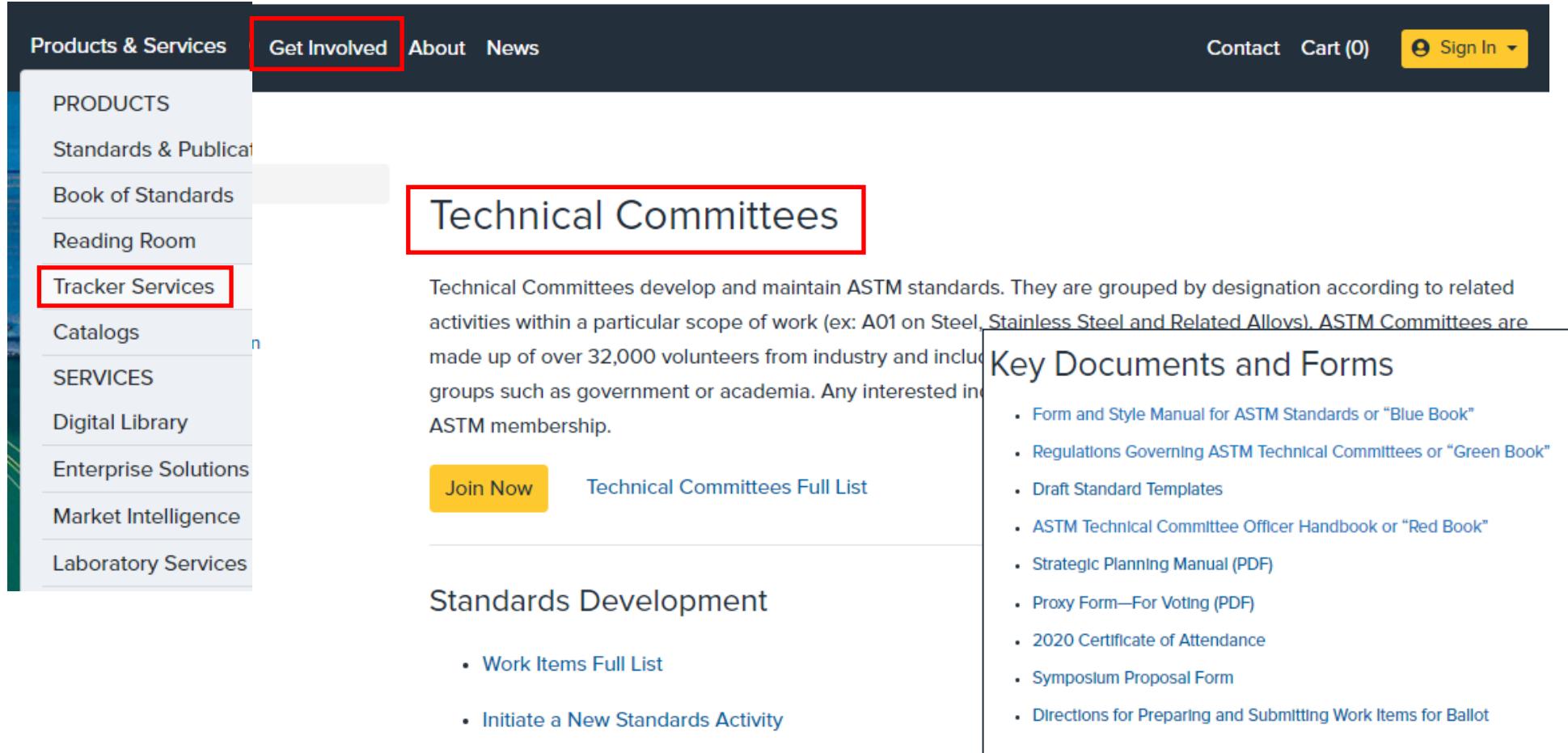
ADVANCING STANDARDS
TRANSFORMING MARKETS

Utilization of Available Resources

Tools & Resources

- [Form and Style Guide- Editorial](#) (Blue Book)
- [ASTM Regulations](#) (Green Book)
- [Officer Handbook](#) (Red Book)
- Committee Bylaws (refer to individual committees)
- [Virtual Classroom for Members](#)
- [Standard Templates](#)
- Professional Development
- [WebEx/Conference Call](#)
- [Standards Tracking](#)
- Products and Services/[updates](#)
- [Publicity \(*Standardization News/Press Releases*\)](#)

Finding Resources Online



The screenshot shows the ASTM website's navigation bar with 'Products & Services', 'Get Involved', 'About', and 'News'. The 'Get Involved' menu is open, showing options like 'PRODUCTS', 'Standards & Publications', 'Book of Standards', 'Reading Room', 'Tracker Services' (highlighted), 'Catalogs', 'SERVICES', 'Digital Library', 'Enterprise Solutions', 'Market Intelligence', and 'Laboratory Services'. The main content area features a 'Technical Committees' section with a description of their role and a 'Join Now' button. Below this is a 'Standards Development' section with links to 'Work Items Full List' and 'Initiate a New Standards Activity'. A 'Key Documents and Forms' sidebar lists various manuals and forms available for download.

Products & Services **Get Involved** About News Contact Cart (0) Sign In

PRODUCTS

- Standards & Publications
- Book of Standards
- Reading Room
- Tracker Services**
- Catalogs

SERVICES

- Digital Library
- Enterprise Solutions
- Market Intelligence
- Laboratory Services

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 individual can join an ASTM membership.

[Join Now](#) [Technical Committees Full List](#)

Standards Development

- [Work Items Full List](#)
- [Initiate a New Standards Activity](#)

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](#)

Review of 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](#)



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**Good luck
in your
important role!**



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QUESTIONS?



ADVANCING STANDARDS
TRANSFORMING MARKETS

Thank you
