



## Committee Member Role Description V 4 (2023)

<b>Role Title</b>	<b>B S I Committee Member</b>
<b>Department</b>	Committees, National Standards Body
<b>Location</b>	Online B S I Chiswick (London) Other locations in the U K
<b>Main Contact</b>	B S I Committee Manager (Standards Development Manager) or B S I Committee Service Centre (C S C) According to how the committee is managed
<b>Other Contacts</b>	<u>Standards-Makers Engagement and Inclusion</u> <u>Standards Assist</u>
<b>Senior Contacts</b>	Senior Standards Manager Associate Director, Committees
<b>Main purpose of the role</b>	To develop standards by sharing your knowledge and experience with the committee(s) on which you serve
<b>Term length</b>	There are no set term limits for committee members but the constitution of the committee comes under regular scrutiny as per B S 0.  Committee members can withdraw membership / leave committees at any time and doing so does not by default preclude re-applying to join the same or another committee in the future.
<b>Estimated time/effort</b>	No two committees have the same work programme and / or schedule. Each committee has a portfolio of standards for which it is responsible and the standards go through stages only some of which require input / effort from members (e.g. if a standard comes up for its 5 year review and the committee decides that it needs to be revised, then the areas requiring revision will need to be identified). A good portion of the work can be done via the online platform (B S I Documents) and e-mail enabling members to fit committee work around other activities. When committees have active work items they may meet three to four times per



	year and meetings generally take place during U K working hours (e.g. 09:00-17:00), Monday to Friday. If preferable to and agreed by members, some committees may choose to schedule meetings slightly outside of working hours.
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**Please note:**

By accepting any role on any standards-making committee / panel you are accepting to work according to the principles outlined in both B S 0 and the Standards-Makers Policy. This role description provides further details about your specific role within standards-making.

As part of its commitment to developing sustainable and inclusive standards, B S I encourages applications from all interested parties including any potential users of the standard and any stakeholder group or community affected (directly or indirectly) by the use of a standard including those who have been or whose needs have been traditionally less represented and understood.

This role description is a general description for all Committee Members and always applies including for those taking on additional roles / responsibilities or opportunities. The additional roles / responsibilities and opportunities for existing Committee Members and their purpose are listed in Annex A of this role description.

## **1 Role Profile**

### **1.1 Scope / Responsibilities**

Alongside the core responsibilities in section 8.4 of B S 0, a Committee Member is expected to:

- Engage in the work of the committee(s) on which you serve.
  - Engagement is defined as not being absent from three or more consecutive meetings without communication regarding the absence / sending apologies and without contributing comments / input on agenda items during meeting when attending *or* either before / after the meeting via e-mail. (Online meeting participation is welcomed and counts as attending.)



- *NOTE:* B S I can accommodate extended absence / a pause in membership by simply notifying us of your need to step back temporarily. Members who have left committees of their own accord can apply to re-join at a later date. leaving one committee does not preclude applying to other committees.
- Complete work and participate in discussion between meetings as required and within reasonable, pre-agreed timeframes.
- Work constructively with your fellow standards-makers to build consensus within the committee.
- Share your expertise, knowledge and experience with your committee.
- Understand and adhere to B S I's policy on intellectual property rights as per section 9.5 of B S 0.
- Support the diversity, inclusivity, sustainability and viability of the committee by:
  - Supporting regular membership reviews (led by the Chair, Deputy Chair (if applicable) and/or B S I),
  - Recognizing the need for all members' voices to be heard,
  - Helping to recruit new committee members.
- Register with B S I Documents and attend training sessions relevant to your role, in person or online as needed.
- Where applicable, maintain close and effective working links with the nominating body that you represent (e.g. keep them informed, report back after meetings, take briefs from them, etc.)
- Join meetings online (e.g. WebEx, Zoom, M S Teams) and / or at a venue in the U K.

## 1.2 Skills / Knowledge / Experience

### 1.2.1 Essential

- Knowledge and / or experience relevant to the work of the committee,
- Communication and influencing skills,
- Ability to work towards a shared goal,
- Ability to work with others to build consensus,
- Computer literacy: emailing, online collaboration, joining online meetings, use of word processing and spreadsheet software.



### 1.2.2 Desirable

- Some knowledge of the role / purpose of standards,
- Previous experience working as part of a committee of volunteers.

## 1.3 Person Specification

### 1.3.1 Essential

- Team player / collaborative,
- Attentive listener,
- Flexible / able to compromise,
- Patient
- Able to work to a pre-agreed deadline(s),
- Willing to share your views and help ensure all views / voices are heard.

### 1.3.2 Desirable

- Able to improvise and take part in a discussion spontaneously,
- Perseverant.

## 1.4 IT Equipment

### 1.4.1 Essential

- Access to a reliable and fast Internet connection,
- An e-mail address,
- Regular access to a computer



## 2 Annex A – Additional roles / opportunities

### 2.1 Roles and opportunities

The additional roles / opportunities for Committee Members include:

- B S I Panel Member,
- B S I Panel Convenor,
- B S I Committee Chair,
- B S I Deputy Chair,
- U K Delegate,
- U K Expert,
- International or European Chair,
- International or European Convenor.

#### **NB:**

Some of these roles may also be open to those who are not already Committee Members and / or to participants from other countries.

Additional policies / roles descriptions / codes of conduct may also be applicable for some of these roles, particularly the international / European ones. It is each individual role holder's responsibility to make sure they know these and follow them.

### 2.2 Purpose of roles / opportunities and term limits

#### 2.2.1 B S I Panel Member

To contribute to the standards drafting process. Panel membership term limits are dictated by the task or project and once complete the panel is dissolved and membership / responsibilities cease.

#### 2.2.2 B S I Panel Convenor

To guide the standards drafting process by providing leadership and support to the panel(s) which you convene. Panel Chair term limits are dictated by the task or project and once complete the panel is dissolved and Chairship / responsibilities cease.

#### 2.2.3 B S I Committee Chair

To guide the standards development process by providing leadership and support to the national committee(s) which you chair and supporting the management of the committee's membership. See the [B S 0 8.5.4](#) and [8.5.5](#) and the Committee Chair role description for further information.

#### 2.2.4 B S I Deputy Chair

To provide support to the Chair of the committee and take on chairing responsibilities in the event of the Chair's absence, with their agreement and that of the Committee Manager. See the Deputy Chair role description for further information.



### 2.2.5 U K Delegate

To contribute to international or European standards development by representing the views of the U.K. Committee on a European or international technical committee or sub-committee. (FYI: The delegate role is a temporary one, appointed on a meeting-by-meeting basis. The UK delegation may comprise completely different people for each meeting.)

### 2.2.6 U K Expert

To contribute to the work of international or European working groups by sharing your expertise, knowledge and experience with the European or international working group(s) on which you serve. Working Groups are generally formed to carry out a specific task or project and term limits are therefore generally dictated by the task or project and once complete the Working Group is usually dissolved and membership / responsibilities therefore cease.

### 2.2.7 International / European Committee Chair

To guide the international or European standards development process by providing leadership and support to the European or international technical committee(s) or sub-committee(s) which you chair. For term limits and other applicable policies please speak to your B S I Committee Manager or refer to the resources of the relevant international or European standards development organization for which you are chairing a committee.

### 2.2.8 International / European Convenor

To guide the international or European standards development process by providing leadership and support to the European or international Working Groups which you convene. Generally, Working Group term limits are dictated by the task or project. Once complete, the Working Group is dissolved and Convenorship and other responsibilities cease. For more information, please contact your B S I Committee Manager or refer to the resources of the relevant international or European standards development organization for which you are convening a Working Group.