

BSI Committee Member Policy



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...making excellence a habit.™

Our vision

To engage, value and recognize committee members and other experts and create a productive network of people with the knowledge, skills and resources to make world-class standards. To ensure that committee members are provided with the tools and support they need to effectively engage in standards-making and enable them to have a rewarding experience.

BSI committee member policy

Introduction

BSI warmly welcomes and appreciates the valuable contribution of committee members whose time, knowledge, experience and expertise are an integral part of BSI's role as the National Standards Body (NSB) for the UK. BSI is obliged to promote the participation of stakeholders by supporting and enabling the engagement of committee members, but is also committed to providing them with a rewarding and enriching experience. Committee members are the heart of the standards-making process and BSI's role as the NSB and the fundamental principles of the role of committee members are set out in BSO. This policy is intended to supplement and complement BSO by providing more detail, clarity and transparency about the role of committee members and the relationship between them and BSI. This policy aims to clarify our respective responsibilities in the standards-making process as well as the expectations of being involved in standards-making. Being a committee member involves spending time providing expertise to create standards for the benefit of their industry and the public. A committee member is an unpaid, voluntary role and as such best practice in skilled volunteer management has informed and underpinned this policy.

Committee member agreement

Accepting any committee member role implies an acceptance of the BSI Committee Member Policy and the commitments and codes of practice for standards-makers outlined in the policy. BSI, in turn, agrees to uphold its commitments and obligations and agrees to adhere to the codes of practice for standards-makers outlined in the BSI Committee Member Policy.

NB: For the purposes of this policy, "committee member" refers to all individuals serving on any committee or group reporting to a committee, including panels, working groups, subcommittees, etc. The principles in this policy may also be applied to members of PAS Steering Groups as appropriate.

BSI committee member policy

Recruitment

- 1 BSI can make and request recommendations for new committee members (from nominating bodies, other committee members etc.) and BSI will also openly promote the opportunity of being a committee member.
- 2 Prospective committee members will be provided with a role description and person specification prior to completing the registration/application process to help them understand if the role is right for them.
- 3 Prospective committee members will need to provide their personal details, their employment details/background and their areas of expertise as part of the committee member registration process.

Selection process

BSI will make the final decision about who will be confirmed as a committee member but may consult the committee and/or chair for their views.

NB: In many cases an individual may need to be endorsed or nominated by a relevant nominating body but the final decision still rests with BSI.

In order to be selected, prospective committee members will need to demonstrate they have the relevant expertise and there must be an appropriate vacancy on the committee.

Committees need to be of a manageable size and seats are distributed to organizations and individuals to ensure there is balanced representation across the relevant sector(s).

Registration (set-up) and induction

All new committee members will receive a new member pack which will include:

- General introduction to BSI and our work as the NSB
- The role description
- Explanation of the benefits of being a committee member
- Committee member policies and procedures
- Committee member training brochure
- Pocket Guide to Standards Development
- Quick Guide to eCommittees
- Guide to the next steps

NB: The new member pack contents are regularly reviewed and revised so the above may vary.

New committee members will also receive e-mails with details of how to complete the registration process and activate their account on the eCommittees system. It is important to action these e-mails in a timely manner as the registration processes need to be completed in order to access tools and information required to fulfil the committee member role.

Specific roles and responsibilities

The role description for each role (e.g. committee member, chair, panel member etc.) sets any specific expectations for each position and will be provided in the welcome pack. As per the Committee Member Agreement, accepting *any* role implies the acceptance of this (BSI Committee Member) Policy which outlines the general expectations for all committee members.

Training/development

New committee members will have:

- 1 access to the general (introductory) committee member training.
- 2 the opportunity to review their first year to help them to get the most out of their committee member experience

All Committee members will have access to:

- 1 training in European and international standards-making
- 2 personal and professional development to help them build skills important in standards-making (e.g. working across cultures, influencing skills etc.)
- 3 the opportunity to provide feedback about their experiences as committee members

BSI's commitment

- BSI committee members are not substitutes for paid employees but they are crucial contributors to the standards-making process, the core activity of the NSB.
- BSI is committed to equal opportunities for committee members and BSI recognizes the right of committee members to be treated fairly, equitably and with respect.

Furthermore BSI will:

- Govern and facilitate the standards-making process and work with standards-makers in accordance with the principles set out in BSO.
- Enable committee members to provide feedback about their experiences.
- Interact professionally, constructively and respectfully with all committee members at all times and act fairly and impartially when reviewing and responding to committee member feedback.
- Ensure committee members understand their roles and that they are involved in standards-making as outlined in their role description.
- Hold ultimate responsibility for the recruitment, selection, development and management of all its committee members but it may require more experienced committee members to support these activities.
- Provide induction, information, training, professional development, on-going communication and support to committee members as appropriate to their role.

BSI committee member policy

- Ensure that committee members and BSI employees work together in accordance with the BSI Committee Member Policy.
- Provide remote/online meeting facilities (e.g. web conferencing) to facilitate engagement and participation in the work of the committee.
- Provide committee members with access to the tools and platforms required for engaging in the standards-making process.

Committee members' commitment

Committee members will:

- Actively and constructively engage in the work of their committee in accordance with the principles set out in BSO and any other policies which may govern their work.
- Carry out their role reliably, willingly and to the best of their ability.
- Treat other committee members, committee secretaries and BSI employees with respect and courtesy.
- Ensure they are meeting any deadlines for their work/contributions and give reasonable notice, wherever possible, if unable to undertake agreed activities.
- Attend induction, training and support sessions as specified for their role including any further training identified by BSI to assist them.
- Accept and follow the BSI Committee Member Policy and any related documents and/or procedures.
- Accept a duty of care for themselves and others around them.
- Reveal any conflicts of interest and/or Intellectual Property Rights issues to their committee.
- Share concerns or problems as soon as they arise and work constructively with BSI in order to solve them quickly and efficiently.
- Respect the confidentiality of the standards-making process.
- If representing a nominating body, ensure they are doing so effectively and that they are communicating regularly with that body.
- Inform BSI of any medical or other disability that may impede their ability to carry out the role so that support, where appropriate, can be arranged.

Recognition

- Committee members have the opportunity to be recognized via one (or more!) of the forms of recognition specifically for committee members.
- Committee members also have access to events for committee members where they can engage in discussions about the strategic direction of BSI as the NSB, emerging and priority areas of standards-making and help shape BSI's programme of committee member engagement.

Review of committee member experience

BSI wishes to recognize and celebrate excellence in addition to supporting the on-going development of BSI committee members and BSI employees. The review process supports this and may also help to identify future committee leaders.

Committee members can review their experience via an annual, online feedback form.

All feedback will be reviewed by BSI.

Feedback and concerns

If committee members have any concerns about meeting the expectations of this policy and/or those within BSO please inform BSI as soon as possible. Anyone wishing to provide any form of feedback about their standards-making experiences at any time is strongly encouraged to do so. The first point of contact should always be the committee secretary or the regular BSI point of contact for your committee. Alternatively, there is an online form which can be found at <https://www.surveymonkey.co.uk/r/standardsmakersfeedback> or feedback can be e-mailed to standardsmakers@bsigroup.com. Please also see full details about all the ways feedback can be provided and how it will be handled in the Standards-Makers Feedback Policy.

Recommended term of service

Being a committee member is a voluntary role and committee members can continue to serve for as long as they:

- are able to make a contribution
- continue to have relevant expertise
- continue to participate in accordance with principles in BSO and this policy
- retain the support of the nominating body (where applicable)

Recruitment and selection of chair

Vacancies do arise for committee chairs and BSI does its utmost to ensure these positions are appropriately filled. For further details about this process please refer to BSO sub-clause 8.5.

BSI committee member policy

For more information or questions about this policy please contact:

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