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| Role Title | BSI Committee Chair |
| Department | Committees, National Standards Body |
| Location | BSI Chiswick Other locations in the UK |
| Main Contact | BSI Committee Manager (Standards Development Manager) or other designated contact in the BSI Committee Service Centre |
| Other Contacts | <u>Standards-Makers Communications and Engagement Manager</u> <u>Standards Assist</u> |
| Senior Contacts | Senior Standards Manager Associate Director, Committees |
| Main purpose of the role | To pro-actively guide the standards-making process by providing leadership and support to the committee(s) which you chair |

Please note:

By accepting any role on any standards-making committee/panel you are accepting to work according to the principles outlined in both BS 0 and the Committee Member Policy. This role description is to provide further details about your specific role within standards-making.

Role Profile

Scope / Responsibilities

Term of office for chairs is three years during which time the contribution of the chair is monitored in relation to the responsibilities outlined in BS 0, the Committee Member Policy and the responsibilities outlined in this role description

It is recommended that Chairs serve for no more than two consecutive terms

To actively lead the work programme of the committee(s) which you chair

Active leadership is defined as being present at all meetings except under exceptional circumstances (chairing via video web conferencing facilities counts as attending)

To effectively lead / manage your committee members in order to build consensus within the committee and guide the discussion and work between meetings as required

To share your expertise, knowledge and experience about the standards development process with your committee

To understand and adhere to BSI's policy on intellectual property rights

To register with eCommittees and attend training sessions relevant to your role

To actively support the diversity, sustainability / continuity and viability of the committee by:

- ensuring the membership is regularly reviewed
- helping to retain existing and identify and recruit new committee members
- supporting the development of a new chair / deputy chair to enable smooth leadership transition

To maintain close and effective working links with the BSI Committee Manager (Standards Development Manager) or other BSI or external secretariat point of contact for the committee(s) and the Vice Chair (where applicable)

Willing and available to travel to meetings (sometimes overnight) in the UK and to be accessible / responsive between meetings

Ability to join and Chair online meetings via web conferencing facilities (e.g. WebEx)

Skills / Knowledge / Experience

Essential

- Communication skills
- Leadership / people management skills
- Project / programme management experience
- Understanding of what standards are
- Previous standards-making and / or consensus building experience
- Computer literacy

Desirable

- Previous experience chairing a committee of volunteers
- General knowledge, understanding of the sector

NB: in some areas of standardization technical expertise may be essential to be an effective chair

Person Specification

Essential

- Goal orientated
- Pro-active
- Ability to think on one's feet
- Able to work to a deadline(s)
- Attentive listener
- Diplomatic
- Fair
- Patient

Desirable

- Confident / Out-going
- Imperturbable

IT Equipment

Essential

- Broadband connection
- An e-mail address
- Your own computer or regular access to one