

Role Title	BSI Committee Member
Department	Standards Development, National Standards Body
Location	BSI Chiswick Other locations in the UK
Main Contact	BSI Committee Secretary (Programme Manager) or other designated contact in the BSI Committee Service Centre
Other Contacts	Standards-Makers Development and Engagement Manager
Senior Contact	Standards Publishing Manager Head of Market Development
Main purpose of the role	To actively contribute to standards-making by providing pro bono expertise to the committee(s) on which you serve

Please note:

By accepting any role on any committee 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 / on committees.

Role Profile

Scope / Responsibilities

To actively engage in the work of the committee(s) on which you serve

Active engagement is defined as not being absent from two or more consecutive meetings (participating via web conferencing facilities counts as attending)

To complete work and participate in discussion between meetings as required

To work constructively with your fellow committee members in order to build consensus within the committee

To share your expertise, knowledge and experience with your committee

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

To support the diversity, sustainability and viability of the committee by actively engaging in regular membership reviews and by helping to recruit new committee members as appropriate

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

To, where applicable, maintain close and effective working links with the nominating body that you represent; keep them informed, report back after meetings, take briefs from them, etc.

Willing and available for travel to meetings (sometimes overnight) in the UK

Skills / Knowledge / Experience

Essential

- Experience / expertise in the relevant sector or field
- General knowledge, understanding of your sector
- Communication and influencing skills
- Ability to work towards a shared goal / build consensus
- Computer literacy

Desirable

- Understanding of what standards are
- Previous standards-making experience

Person Specification

Essential

- Team player / collegial
- Attentive listener
- Flexible / able to compromise
- Ability to think on your feet
- Able to work to a deadline
- Willing to share your views

Desirable

- Patient
- Perseverant

IT Equipment

Essential

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