Role Title	BSI Panel Member
Department	Content Development, Standards Development, National Standards Body
Location	BSI Chiswick Other locations in the UK
Main Contact	BSI Editorial Project Manager
Other Contacts	Standards-Makers Development and Engagement Manager
Senior Contact	Content Development Delivery Manager Head of Content Development Standards Publishing Manager
Main purpose of the role	To actively contribute to the standards drafting process by providing pro bono expertise to the panel(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 panel(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) and/or taking actions

To meet deadlines to ensure the project is not delayed

To complete work and participate in discussion between meetings as required

To provide relevant technical input (including copyright permissions as and when necessary) and review all drafts and comments carefully prior to meetings

To raise queries or objections within agreed timescales

To work constructively with your fellow panel members in order to build consensus

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

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

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To actively promote the Draft for Public Comment facility to relevant parties to ensure that comments are submitted on time and using the correct procedure

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

Skills / Knowledge / Experience

Essential
• Experience / expertise in the relevant sector or field
• General knowledge, understanding of your sector
• Ability to work towards a shared goal
• Computer literacy

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

Person Specification

Essential
• Able to work to a deadline
• Good verbal skills
• Team player / collegial
• Flexible / able to compromise
• Ability to think on your feet
• Attentive listener

Desirable
• Patient
• Perseverant

IT Equipment

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

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