



# Committee Member & Committee Chair

## Committee Recruitment Policy

### BSI Standards Development

### Committee Recruitment Policy

Strive to ensure all stakeholders have clear and transparent pathways for getting involved in standards development.

#### **1. Policy statement**

This policy is part of the Committee Member Policy and sets out how BSI recruits committee members, chairs and deputy chairs for national standards development committees. The policy aims to assist in attracting candidates with relevant knowledge and experience from all backgrounds and stakeholder groups. It also seeks to provide transparency, consistency and equal opportunities in committee member and chair recruitment.

#### **2. Promoting involvement**

BSI will make, and request, recommendations for new committee members and chairs from within the standards-makers community, including from stakeholder (“nominating”) organizations. Committees are always open to applications from new members and BSI will strive to specifically promote available chair and deputy chair roles via all available/appropriate means.

#### **3. Advice for applicants**

Before applying, it is recommended individuals read the following available resources on the role of a committee member and chair:

BSI Committee Member Role Description

BSI Committee Chair Role Description

BS 0 'A standard for standards – Principles of standardization'

#### **4. Application**

If an applicant requires support making an application or an alternative application format, they can contact [standardsmakers@bsigroup.com](mailto:standardsmakers@bsigroup.com).

##### 4.1 Committee members

All individuals wishing to join a committee must complete a "[standards-maker](#)" application form and supply a copy of their latest CV. The application form is online, to which CVs can be uploaded. The following information will be required on the application:

Full name

Full address

Postcode

Telephone



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Email

Employment status and employer details, if employed

Title and/or identification number of the standard the applicant wants to help develop or committee they want to join

Representation (if representing an organization; the full organization name, Head office address and web details)

The application and CV are then sent to the relevant Committee Manager.

#### 4.1.1 Existing committee members

If a member is already on a national committee and would like to join another national committee, they should contact their current Committee Manager and give a brief explanation as to why they would like to join another committee. They should also supply a copy of their CV. This information will then be forwarded on to the Committee Manager of the new committee they wish to join for their/the committee's consideration. All other parts of the process are the same for all applicants.

#### 4.2 Technical committee chairs and deputy chairs

At the end of a chair or deputy chair's term, the current chair/deputy chair and their committee will be notified that the position is now open for applications. Current chairs/deputy chairs can reapply for the role but do so on the understanding that if they have already served two or more consecutive terms, their application may be declined. Vacant chair and deputy chair roles are open to applicants who are existing committee members, as well as to those who are not, and will therefore be advertised externally and internally.

It may be the case that chair or deputy chair roles are vacant for reasons other than a term ending. For example, the position is within a new committee or the existing chair or deputy chair has been unable to complete their current term.

The application form and process are the same for all chair and deputy chair applicants. The application form is online, to which CVs can be uploaded. The following information will be required on the application:

Membership of professional or other relevant bodies

Positions held in other relevant bodies

Positions held on other BSI, international, European committees

Personal statement

All candidates will be advised if their application is being progressed to the next stage, which is an interview with a BSI employee.

#### 4.3 Subcommittee chair recruitment

Subcommittee chairs are appointed by the appropriate technical committee, in line with the



existing procedure in BS 0:2016 'A standard for standards – Principles of standardization'. A new procedure will be reviewed in June 2021.

#### 4.4 Nominating organizations

When a nominating organization wishes to nominate a representative to a committee, an appropriately authorized individual must provide the relevant Committee Manager with an email confirming their support for this nomination. All other parts of the application process are the same.

Please note that a nomination from a stakeholder ("nominating") organization does not constitute automatic membership. All applications are reviewed to ensure there is diverse and balanced representation on committees.

### **5. Selection criteria & process**

The final decision about committee membership of any kind rests with BSI. The Committee Manager may consult with members of the relevant committee, prior to making a final decision. Every effort will be made to complete the recruitment of a new committee member, from application to formal approval, within 4 weeks and to complete the recruitment of a chair/deputy chair, from application to formal approval, in 3 months.

#### 5.1 Committee members

Individuals who wish to join a committee must demonstrate relevant knowledge and experience that would benefit the work of the committee.

A committee must be made up of a range of different stakeholders and the Committee Manager will need to consider the existing balance of a committee's expertise and representation and what kind of impact the addition of a new member will have on the work of the committee.

#### 5.2 Committee chairs and deputy chairs

When evaluating an application to the role of chair or deputy chair, BSI is seeking candidates who have knowledge/experience that will benefit the work of the committee and/or who represent a relevant stakeholder group. Candidates should also demonstrate the relevant leadership skills and the ability to work constructively with BSI and all fellow standards-makers. BSI also seeks candidates who can demonstrate a willingness to learn about, and commit to, our wider standards development strategic objectives and priorities.

### **6. Data Protection**

Committee member/chair data is handled in accordance with GDPR and BSI's Privacy Notice. For more information, please go to BSI's Privacy Notice: <https://www.bsigroup.com/en-GB/about-bsi/legal/privacy-notice/>



## 7. Terminology

### Committee

used to refer to both technical committees and subcommittees. It does not refer to any other administrative or governance committee of BSI.

### Committee chair

formally appointed leader of a technical or advisory committee. For full list of chair responsibilities refer to BS 0 'A standard for standards – Principles of standardization' and the BSI Committee Chair Role Description.

### Committee manager

responsible for ensuring that all necessary administrative arrangements are made in order for a committee to function efficiently and effectively. The Committee Manager is the standardization expert on the committee and ensures the committee and its members are operating in accordance with all applicable policies. The Committee Manager is also responsible for managing the membership and work programme of the committee.

### Committee member

person serving on a BSI committee or panel. For full list of responsibilities refer to BS 0 'A standard for standards – Principles of standardization' and the BSI Committee Member Role Description.

### Deputy chair

BSI strongly recommends each committee has a deputy chair in place to act as substitute for the committee chair when necessary.

### Subcommittee chair

formally appointed leader of a subcommittee. For full list of chair responsibilities refer to BS 0 'A standard for standards – Principles of standardization' and the BSI Committee Chair Role Description

