



Committee Deputy Chair Role Description

Role Title	B S I Committee Deputy Chair
Department	Committees, National Standards Body
Location	Online BSI The Acre 90 Long Acre London WC2E 9RA Other locations in the U.K.
Main Contact	B S I Committee Manager (Standards Development Manager) or B S I Committee Service Centre (C S C) According to how the committee is managed
Other Contacts	<u>Standards-Makers Engagement & Inclusion</u> <u>Standards Assist</u>
Senior Contacts	Senior Standards Manager Relevant Sector Director
Main purpose of the role	To help with leadership of the Committee and support the Committee Chair
Term length	Three years (unless otherwise specified)

Please note:

By accepting any role on any standards-making committee / panel you are accepting to work according to the principles outlined in both B S I and the Standards-Makers Policy. The purpose of this document is to provide further information about the standards development Committee Deputy Chair role at B S I.

Deputy Chairs are generally chosen from amongst the existing membership of the committee but may also be recruited from outside the committee. Unlike the Committee Chair, the Deputy Chair will also be a member of the committee with the right to put forward their points of view / position during discussions excluding when they are standing in as the Chair of the meeting (in this instance they must remain neutral).

If the Deputy Chair wishes to become Chair of the committee when that role becomes available, they must apply for the position in the same way as any other candidate.

Your Partner in Progress

1 Role Profile

1.1 Scope / Responsibilities

During the Deputy Chair's term, his / her / their contribution is monitored in relation to the responsibilities outlined in B S 0, the Standards-Makers Policy and the responsibilities outlined in this role description.

Alongside the core responsibilities outlined in B S 0, a Deputy Chair is expected to:

- Help lead the work programme of the committee(s) of which you are Deputy Chair.
- Help set agendas and to lead meetings in the Chair's stead when needed either in person or via video conference.¹
- Support inclusive leadership / management of your volunteer committee members in order to build consensus within the committee.
- Help guide the discussion and work between meetings as required.
- Share your knowledge and experience about the standards development process with your committee(s).
 - *NOTE:* Prior knowledge / experience of standards development is not a pre-requisite for becoming a Committee Deputy Chair; B S I offers training and all committees are supported by a designated or a service centre Committee Manager.
- Understand and adhere to B S 0, to ensure that the committee members do the same and to raise any concerns with your designated or service centre Committee Manager or other designated contact point.
- Register with B S I Documents and undertake training sessions relevant to your role, in person or online, as needed.
- Help support the diversity, inclusion, sustainability / continuity and viability of the committee by:
 - Supporting the Committee Chair to ensure that the membership is regularly reviewed and reflects a variety and balance of members who can reflect the needs of all potential users of the standard and of all those who may be directly / indirectly affected by the use of the standard especially where affects may differ based on human differences.
 - When chairing the committee (in the Chair's absence), doing so in an inclusive and impartial way that demonstrates equal respect for all members and ensures all voices are heard.
 - Helping to retain existing and identify and attract new committee members, especially to fill gaps in knowledge / experience.

¹ Deputy Chairs should refer to section 8.5.1 of B S 0 and the B S I Committee Chair Role Description in order to have a clear understanding of the Chair role should they need to stand in.

- Support the development of a new / successor Deputy Chair (if applicable) to enable smooth leadership transition.
- Build and maintain close and effective working links with the Committee Chair and the B S I Committee Manager (Standards Development Manager) or other B S I or External Secretariat point of contact for the committee and with the Chair.
- Join, and occasionally / as needed stand in as Chair of, meetings online (e.g. via WebEx, Zoom or M S Teams) or at a venue in the U K including hybrid meetings.
- Be accessible / responsive between meetings within reasonable and pre-agreed (e.g. with the Committee Chair or Manager / the Committee) timeframes.

1.2 Skills / Knowledge / Experience

1.2.1 Essential

- Communication skills,
- Leadership / people management skills,
- Organization and time-management skills,
- Ability to respond to / manage unexpected circumstances,
- Ability to remain objective / neutral when standing in as Chair,
- Understanding of what standards are,
- Some understanding of how to build consensus amongst diverse points of view as per B S O,
- Computer literacy including using document management systems, sending emails, running online meetings, using word processing and spreadsheet software.

1.2.2 Desirable

- Previous experience chairing a committee of volunteers,
- If not already a member of the committee, general knowledge / understanding of the sector / field relevant to the committee's work.

1.3 Person Specification

1.3.1 Essential

- Proactive,
- Honest,
- Work well to a pre-agreed deadline(s),
- Attentive listener,



Committee Deputy Chair Role Description

- Judicious,
- Fair,
- Patient.

1.3.2 Desirable

- Ability to adapt,
- Diplomatic.

1.4 IT Equipment

1.4.1 Essential

- Access to a reliable and fast internet connection,
- An e-mail address,
- Regular access to a computer.