Module B – Process
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B2. Standards Development: Roles and Responsibilities – Volunteers and Staff
Objectives

This submodule will describe the roles and responsibilities of ASME volunteers and staff in the development of codes and standards.
AGENDA

I. The Volunteer/Staff Partnership
II. Volunteer Roles & Responsibilities
III. Staff Roles & Responsibilities

Agenda
Part I - The Volunteer/Staff Partnership
The ASME Partnership

Keith Thayer, then President of ASME, opened an earlier Leadership Training Conference with some very profound words concerning the working relationship between the volunteers and the staff, and how they affect ASME as a Society, which are shown here.

"This is a partnership of volunteers and staff. Together we are the source of ASME's strengths. This partnership truly represents a premier society."

Keith Thayer, Past President ASME
THE VOLUNTEER ROLE

• ASME By-Laws, Article B5.1.3
  The primary role of volunteer members of boards and committees will be to
  – Determine policies
  – Develop programs
  – Conduct studies
  – Prepare reports
  – Advise the sector to which that board or committee reports on matters pertaining to specific assignments

The Volunteer Role

The ASME Bylaws further describe the function that each individual, be it a volunteer or staff, performs for the Society
The Staff Role

Here again, the Bylaws are very specific as to what role the staff plays. It is the staff that has to make sure a final action is taken to implement the direction chosen by the volunteers.

ASME, and certainly Codes and Standards, consider the volunteer as an active member who is willing to devote a good part of his/her time to guide ASME.

On the other hand, we have the second force behind ASME, and that is the staff.
Volunteer/Staff Roles – The Reality

The redesign process ASME went through a few years ago produced some important tools that we are implementing to help the volunteers and staff carry out their standards development responsibilities.

This chart shows at a glance the main issues of responsibility and involvement for the volunteers and the staff. The next few slides will address some specific responsibilities of both.
II. VOLUNTEER ROLES & RESPONSIBILITIES

Part II - Volunteer Roles & Responsibilities
Do You Know?

This list includes some basic questions and answers about the role of the volunteer.

How is the volunteer program organized?

Every Standards Committee reports to a Supervisory Board that, in turn, reports to the Codes and Standards Board of Directors. The Standards Committee consists of individual members and delegates. The individual members of the Standards Committee comprise the Consensus Committee. Annually, the Board of Governors delegates authority to the Codes and Standards Board of Directors to act on behalf of the Board and ASME on matters pertaining to codes, standards, accreditation and certification, as defined in the procedures of the Supervisory Boards reporting to the Codes and Standards Board of Directors. Standards Committees develop their own committee structure as indicated in ASME’s accredited standards development procedures.

2. What is the role of the volunteer?

Volunteers – individual members and delegates – bring to the committee knowledge and expertise, both from a national and an international perspective. While employers pay the expenses of most individual member volunteers, the volunteer does not serve to promote the interests of his/her employer. It is expected that the volunteer will work diligently with the committee to accomplish the specific task at hand.

Delegates are individuals representing a group outside of the U.S. and Canada. Each group represented shall be a recognized organization within its country. The duty of the delegate is to coordinate the group’s review and commenting on proposed actions as well as contributing the expertise of their group in preparation of new actions. Delegates represent the consensus of the participating experts of the organization that the delegate represents. Delegates are afforded first consideration voting privileges on standards actions.
**Do You Know? (cont’d)**

How many volunteers (for C&S) are there?

Currently there are over 3,700 volunteers who are members of the Codes and Standards Board of Directors, boards and committees.

What is the category of interest balance of the volunteers?

Every Standards Committee member is classified according to his/her main interest, essentially according to his/her own job responsibility. The AS-11 Committee Personnel Directory, available to all members on the C&S Web Site, lists more than 20 classifications. These include manufacturer, user, insurance/inspection, regulatory and general interest. The committees do not have to have members in all these classifications, but all individuals serving on a Standards Committee, i.e., a committee responsible for achieving consensus approval of final draft standards, are classified according to one of these categories. With some exceptions—most notably accreditation and certification subcommittees—members of task groups, subcommittees, etc., do not have to be classified.

Membership on Consensus Committees must be balanced, i.e., for committees dealing with safety codes and standards, not more than 1/3 of the total number of members can be from any one category of interest; for committees dealing with product standards, not more than ½ of the total number of members can be from any one category of interest.

Delegates are classified in accordance to the predominant interest of the member’s group, for information
only. The classification will not be used in determining whether the committee has balanced representation.
Do You Know? (cont'd)

How are volunteers recruited?

Years ago, ASME used to work under the premise that the job seeks the person. To some extent, this is still a valid statement. When a Standards Committee is organized, it will have a nucleus of individuals very much interested in the subject. These individuals suggest other potential members. In addition, ASME may announce the formation of the committee in division newsletters, Mechanical Engineering Magazine, the ASME Web Site, or other non-ASME publications, and invite interested individuals to serve.

The C&S Web page, as well as all specific Committee Web pages, contain a link to information on the benefits of participating in committee activities; how to apply for appointment; and those committees currently seeking new members.

Who makes the decisions on a committee?

Decisions are made at different levels for different actions. But the volunteers make most of the decisions. They decide what should be covered by a standard, who the officers should be (except for the Staff Secretary), and when and where to meet. In most of these cases the staff plays an advisory role, unless the protection of ASME is involved.
Do You Know? (cont’d)

How is the system of communication structured and maintained?

There is no prescribed way to communicate with the staff or among members of a committee. With the advance of electronic communication tools, including systems that allow documents to be circulated electronically for comment, review and approval, this is becoming the means of communication. ASME has developed C&S Connect, a web-based tool that is being used by an increasing number of committees to develop and approve documents, as well as to track actions during the approval and production of documents. Enhancements to this system are being continuously integrated to address feedback from users.

How much time is the volunteer expected to give to the organization?

The amount of time an individual devotes to the work of the committee depends on the individual and sometimes the urgency or the need of a document. Electronic communication tools are helping to lessen the workload of committee members and teleconferences are also helping to reduce travel time.
Do You Know? (cont’d)

How is the volunteer’s work reviewed and rewarded?

Every year, the Chair of a committee is expected to review the performance of each of the members. This review includes attendance at meetings, response to recorded votes, and completion of assignments. Unfortunately, on occasion it is determined that a member is not as interested as he/she was before, or that the member simply wants to be a part of this activity, but does not want or cannot perform all the functions expected of him/her. In such cases, his/her membership may be terminated.

Rewards are a different story. ASME and some committees have established some type of reward for members that have performed in an outstanding manner. These rewards are given as Medals (the Melvin R. Green Codes and Standards Medal, the Bernard F. Langer Nuclear Codes and Standards Medal, Performance Test Codes Medal, Safety Codes and Standards Medal, and the J. Hall Taylor Medal) and the Patrick J. Higgins Award, certificates of appreciation or similar certificates and honorary memberships on committees. In addition, the Senior Vice President and each Vice President may select one individual for the Dedicated Service Award. Medals and Dedicated Service Awards are considered annually.

This subject is addressed in more detail in submodule A4, Honors and Awards.
Responsibilities

Standards Committee Chair responsibilities:
Facilitate meetings (Robert's Rules of Order)
Guide the committee members
Follow codes and standards development process procedures
Follow committee's operating and administrative procedures
Monitor overall process for conformance to procedures and its effectiveness
Work with Project Technical Manager and Project Administrative Manager to determine project team members
Responsibilities

Standards Committee Member responsibilities:

- Attend meetings and complete assignments
- Review and comment on actions prior to releasing for consensus voting
- Follow applicable procedures
- Vote on proposed standards actions in a timely manner
RESPONSIBILITIES

- Project Technical Manager Responsibilities
  - Assignment of project team members
  - Facilitate communication among project team members
  - Guide team members
  - Follow applicable procedures
  - Coordinate responses to comments on proposed standards actions

Responsibilities

Project Technical Manager responsibilities:

- Work with standards committee Chair and Project Administrative Manager to determine project team members
- Facilitate communication among project team members
- Guide team members
- Follow codes and standards development process procedures
- Follow committee’s operating and administrative procedures
- Coordinate responses to issues dealing with comments on proposed standards actions
RESPONSIBILITIES

- Project Administrative Manager Responsibilities (Normally ASME Staff)
  - Determine complexity of and prioritize items
  - Establish tracking/record keeping
  - Notify requestor of status
  - Distribute proposal
  - Oversee project for timely completion

Responsibilities

Project Administrative Manager responsibilities (Normally ASME Staff):
Determine complexity of and prioritize items with the Committee Chair and Project Technical Manager
Establish tracking/record keeping
Notify requestor of status
Distribute proposal for comments/voting
Oversee project for timely completion
Responsibilities

Project Team Member responsibilities:
- Attend meetings and complete assignments
- Follow applicable procedures
- Follow committee's operating and administrative procedures
Part III - Staff Roles & Responsibilities
Staff Responsibilities

The four main areas of staff responsibility are:

Policies and procedures
Staff organization
Responsibility to the committees to which the staff member is assigned
Understanding the role of the volunteer

These areas are covered in an internal C&S technical staff training program.
Staff Responsibilities

Committee Responsibilities of Staff:

- Schedule meetings and prepare and distribute agendas and minutes
- Process requests for standards actions
- Process recorded votes
- Receive and maintain all standards committee and subordinate group documents
- Maintenance of committee membership
- Correspond with interfacing organizations or individuals in the name of the standards committee
- Interact with key stakeholders (e.g., industry, government) (cont’d)
Staff Responsibilities

Committee Responsibilities of Staff (cont’d):

- Handle technical interpretations
- Timing of submittals for publication
- Coordinate approval of contractual agreements
- Seek new opportunities for C&S products

NOTE: Contracts must be signed by the Executive Director, Assistant Treasurer, or a Second Assistant Treasurer.

- Be constantly alert to new opportunities for additional codes and standards products
- Additional committee-specific duties and responsibilities (e.g., U.S. TAG activity; processing of Conformity Assessment actions; dealing with legal issues, in coordination with legal counsel, if necessary)

Support Staff:

- In addition to the members of staff that work directly with the Standards Development Committees and Conformity Assessment Committees, other areas of staff support these main activities, such as C&S Administrative Services staff and ASME Services, which include publishing, meetings management, and marketing.
SUMMARY

I. The Volunteer/Staff Partnership
II. Volunteer Roles & Responsibilities
III. Staff Roles & Responsibilities

Summary
References

- Codes and Standards Board of Directors Procedures
- Assignment of Duties to the Codes and Standards Board of Directors by the Board of Governors
- Standards Committee Procedures
- Supervisory Board Procedures
  - http://cstools.asme.org/csconnect/committeepages.cfm
- Participating on ASME Codes and Standards Committees
  - http://www.asme.org/Codes/DevelopmentCommittees/Participating_Codes_Standards.cfm