



Standards and Certification Training

Module B – Process

B2. Standards Development: Staff and Volunteer Roles and Responsibilities

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MODULE B COURSE OUTLINE

- B1. ASME Organizational Structure
- B2. Standards Development: Staff and Volunteer Roles and Responsibilities**
- B3. Conformity Assessment: Staff and Volunteer Roles and Responsibilities
- B4. Initiating and Terminating S&C Projects
- B5. Consensus Process for Standards Development
- B6. The Basics of Parliamentary Procedure
- B7. The Appeals Process
- B8. International Standards Development
- B9. ASME Conformity Assessment Programs
- B10. Performance Based Standards
- B11. Consensus Process for Standards Interpretation and Code Cases

Module B contains eleven submodules. This is Module B2 – Standards Development: Staff and Volunteer Roles and Responsibilities.

UPDATES

06/29/17	Editorially revised and restructured presentation
12/17/12	Revised Slide titles and notes throughout including Revised Learning Objectives Original slides 11-15 were consolidated into 3 slides. Revised Module Summary and References Deleted original slides 4, 5, 10, 19, 20 & 21 and consolidated information.
11/22/10	Changed "Codes and Standards Board of Directors" to "Council on Standards and Certification" throughout.

LEARNING OBJECTIVES

At the end of this module you will:

- Understand that the development of codes and standards is a partnership between volunteers and ASME Staff
- Understand the benefits of participation to volunteers
- Be able to describe the roles and responsibilities of both volunteers and ASME Staff

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- Understand that the development of codes and standards is a partnership between volunteers and ASME Staff
- Understand the benefits of participation to volunteers
- Be able to describe the roles and responsibilities of both volunteers and ASME Staff in the development of codes and standards

THE ASME VOLUNTEER/STAFF PARTNERSHIP

"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*

Keith Thayer, Past President of ASME, opened an S&C 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.

THE VOLUNTEER ROLE

- The primary roles of volunteer members of boards and committees are to
 - Determine policies
 - Develop programs
 - Conduct studies
 - Prepare reports
 - Advise the sector which that board or committee reports on matters pertaining to specific assignments

Volunteers are involved at every level of the Society, from the Board of Governors, Sector Councils, Supervisory Boards through to the standards development project teams.

The ASME By-Laws, Article B5.1.4 describes that the primary roles of the volunteer

- Determine policies
- Develop programs
- Conduct studies
- Prepare reports
- Advise the sector, in our case, the Standards and Certification Sector on matters pertaining to specific assignments.

THE STAFF ROLE

- The primary role of staff assigned to Boards and committees is to implement actions that are required to meet the objectives of the board or committee on a continuing basis.
 - For example, staff will:
 - Initiate programs
 - Actively engage in the committee work
 - Make operating decisions necessary to carry forward the programs in a dynamic and efficient manner

The ASME By-Laws are also specific as to what role Staff plays in Standards Development. Specifically, Article B5.1.5 indicates that it is staff's responsibility to take actions to meet the objectives of the board or committee.

Working under broad lines of policy established by the board or committee, the staff initiates programs, actively engages in the committee work and makes operating decisions necessary to carry forward the programs in a dynamic and efficient manner.

VOLUNTEER/STAFF ROLES

	Volunteers		Staff	
	Responsible	Involved	Responsible	Involved
Governance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration and budgets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Decides what	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Decides how and by whom	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Makes policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carries out policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sets goals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Plans to achieve goals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reviews plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Implements plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monitors progress	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Volunteers and ASME Staff work together in all areas of the society's standards and certification business.

This table shows the main areas of responsibility and involvement for both volunteers and the ASME Staff, which will be further addressed in the following slides.

STANDARDS DEVELOPMENT VOLUNTEERS

- Volunteers are individuals who donate their time, knowledge and technical expertise for the development of the technical content and maintenance of ASME codes and standards
- Volunteers responsibilities include, but are not limited to:
 - Determining what should be covered by a standard (i.e. scope)
 - Developing the technical content of standards
 - Determining who the officers and members should be (except for the Staff Secretary), and
 - Deciding when and where to hold a meeting

On Standards Development Committees, volunteers are individuals who donate their time, knowledge and technical expertise for the development and maintenance of ASME codes and standards.

Volunteers responsibilities include, but not limited to:

- Determine what should be covered by a standard,
- Developing the technical content in standards,
- Determining who the officers and members should be (except for the Staff Secretary), and
- Deciding when and where to meet.

STANDARDS DEVELOPMENT VOLUNTEER BENEFITS

- Volunteers and their employer benefit from:
 - Greater understanding of standards
 - Advanced notice of impending changes to codes and standards
 - Opportunity to provide input on technical revisions
 - Development of individual's project management and leadership skills
 - Opportunity to work with internationally recognized experts

Volunteers and their employer greatly benefit from participating in standards development activity by:

- Becoming intimately knowledgeable with the standards used in a particular industry. Participants are able to be more thorough and confident in their application of standard rules, leading to increased work efficiency.
- Being aware of revisions to standards prior to publication.
- Having the opportunity to provide input on technical revisions.
- Developing their project management and leadership skills including:
 - Gaining experience in the arts of consensus building and teamwork
 - Learning how to run productive and focused meetings and,
 - Enhancing communication skills and the ability to persuade others in a technical forum.
- Interacting with and learning from the foremost technical experts in a given field, thereby, creating a personal network of contacts for valuable technical advice.

COMMITTEE VOLUNTEER ROLES

- Committee Volunteer positions include:
 - Chair
 - Vice- Chair
 - Member
 - Contributing Member
 - Delegates
 - Alternates and
 - Representatives
- Committee Volunteers could be assigned as a project manager for a proposal on C&S Connect
- Refer to Module A3, Membership Maintenance for the committee volunteer role description and appointment process

Committee Volunteer Positions include Committee Chair, Vice-Chair, Member, Contributing Member, Delegates, Alternates, and Representatives. Committee Volunteers could be assigned as a project manager for a proposal on C&S Connect. These roles are described in greater detail in Module A3 Membership Maintenance.

The Responsibilities for each of these roles will be discussed in detail in the next few slides.

VOLUNTEER RESPONSIBILITIES

- Committee Chair Responsibilities include
 - Facilitating meetings (Robert's Rules of Order)
 - Guide the committee members through the consensus process
 - Follow applicable procedures
 - Assignment of project teams
 - Annual Review and evaluation of committee member performance

Committee Chairs are responsible for:

- Facilitating meetings using Robert's Rules of Order, as needed.
- Guiding the committee members through the consensus process.
- Working with ASME Staff to ensure that the committee is following codes and standards development process procedures and the committee's operating and administrative procedures.
- Assigning members to project teams, as required.
- Annual review and evaluation of committee member performance. This review includes attendance at meetings, response to recorded votes, and completion of assignments. If a member is unable to meet the expected performance of their position on the committee, action may be taken to terminate that individual's membership on the committee.

VOLUNTEER RESPONSIBILITIES

- Committee Members, Contributing Members, Delegates, Alternates and Representatives Responsibilities include
 - Completion of assignments
 - Following applicable procedures
 - Voting on proposed standards and administrative actions in a timely manner
- Committee members have the additional responsibility of attending meetings

Committee Members, Contributing Member, Delegates, Alternates and Representatives are responsible for:

- Completing assignments in a timely manner
- Following the Procedures for ASME Codes and Standards Development Committees
- Following the committee's operating and administrative procedures
- Voting on proposed standards actions and administrative actions in a timely manner

Committee members have the additional responsibility of attending meetings.

VOLUNTEER RESPONSIBILITIES

- Project Manager* Responsibilities include
 - Development of the proposal record
 - Management of the work for the proposal:
 - Setting a schedule
 - Arranging for conferences
 - Consulting with subject matter experts
 - Working with staff to submit proposal(s) for ballot
 - Coordinate responses to comments on balloted proposals including any public review comments

*Refer to Module B5A, Standards & Certification Project Management for further description of Project Manager responsibilities

A Project Manager may be a standing subcommittee chair or a committee member assigned by the Chair to complete a task.

Responsibilities for this role include:

- Development of a proposal record
- Management of the work for the proposal
 - Setting a schedule
 - Arranging for conferences
 - Consulting with subject matter experts
 - Working with ASME Staff to submit proposal(s) for ballot
- Preparation of responses to comments received on balloted proposals including any public review comments

*Please see Module B5A, Standards & Certification Project Management for further description of Project Manager responsibilities.

ASME STAFF ROLE

- ASME Staff members are assigned to Boards and committees by ASME Management
- The role of ASME Staff is to be knowledgeable of ASME policies and procedures and work within those guidelines to:
 - Protect the interest of ASME
 - Implement actions that are required to meet the objectives of the Board or committees to which ASME Staff member is assigned
 - Assist the volunteers in their duties, as needed

ASME Staff members are assigned to Boards and committees by ASME Management.

ASME Staff roles include:

- Working within the guidelines of ASME policies and procedures to protect the interests of ASME
- Implementing actions that are required to meet the objectives of the Board or committees to which ASME Staff members are assigned
- Helping the volunteers understand their roles and responsibilities
- Assisting the volunteers in their work, as needed

ASME STAFF COMMITTEE RESPONSIBILITIES

- Scheduling meetings
- Preparing and distributing agendas and minutes
- Processing requests for standards actions
- Processing recorded votes
- Maintaining all standards committee and subordinate group documents per ASME record retention policy
- Maintenance of committee membership
- Corresponding with interfacing organizations or individuals in the name of the standards committee
- Interacting with key stakeholders (e.g., industry, government)
- Participating in technical dialogue, as appropriate
- Processing technical interpretations
- Timing the submittals of standards actions for publication
- Interacting with other ASME units
- Coordinating approval of contractual agreements (e.g. hotel logistics)
- Seeking new opportunities for C&S products
- Additional committee-specific duties

ASME Staff members are responsible for:

- Arranging meeting locations
- Preparing and distributing agendas and minutes
- Reviewing requests and assigning a C&S Connect record, as appropriate
- Requesting initiator's participation and, if needed, additional information
- Contacting committee Chair(s) regarding new requests
- Reviewing and distribution of proposals for standards action
- Processing recorded votes
- Maintaining all standards committee and subordinate group documents per ASME record retention policy
- Maintenance of committee membership
- Corresponding with interfacing organizations or individuals in the name of the standards committee
- Interacting with key stakeholders (e.g., industry, government)
- Participating in technical dialogue, as appropriate
- Handle technical interpretations
- Timing of submittals for publication
- Interacting with other ASME units
- Coordinate approval of contractual agreements (e.g., hotel meeting space) that obligate the Society financially or otherwise
- Be constantly alert to new opportunities for additional codes and standards products
- Additional committee-specific duties and responsibilities (e.g., U.S. T.A.G. activity; processing of Conformity Assessment actions; dealing with legal issues, in coordination with legal counsel,

if necessary)

- Interacting

OTHER ASME STAFF RESPONSIBILITIES

- ASME Support Staff
 - C&S Administrative
 - Mailing
 - Processing membership actions
 - Processing ASME Committee awards
 - ASME Services
 - Publishing
 - Meetings management
 - Marketing

In addition to the members of staff that work directly with the Standards Development committees there are C&S Administrative Services staff and ASME Services that help to support the committee activity. These departments are responsible for administrative support such as mailing, and processing membership, editing and publishing standards, meetings management, and marketing.

MODULE SUMMARY

- ASME Standards and Certification products are developed through a partnership between ASME Staff and volunteers
- Volunteers benefit from participation in many ways such as obtaining a greater understanding of the standards, having advanced notice of pending revisions and working with internationally recognized experts in their field
- Volunteers are responsible for setting ASME policy, governance of the committees, setting goals or objectives for the committees and the development and maintenance of ASME codes and standards
- Staff works within the guidelines of ASME policies and procedures to implement actions that are required to meet the objectives of the committees to which staff member is assigned

- ASME Standards and Certification products are developed through a partnership between ASME Staff and volunteers.
- Volunteers benefit from participation in many ways such as obtaining a greater understanding of the standards, having advanced notice of pending revisions and working with internationally recognized experts in their field.
- Volunteers are responsible for setting ASME policy, governance of the committees, setting goals or objectives for the committees and the development and maintenance of ASME codes and standards.
- ASME Staff works within the guidelines of ASME policies and procedures to implement actions that are required to meet the

REFERENCES

- ASME By-laws
 - <https://www.asme.org/about-asme/who-we-are/governance/asme-constitution-and-by-laws>
 - Article B 5.1.4 – The Volunteer Role
 - Article B 5.1.5 – The Staff Role
- Standards and Certification Sector Operation Guide
 - http://cstools.asme.org/csconnect/CommitteePages.cfm?Committee=A010_00000&Action=7609
- Standards Committee Procedures, Supervisory Board Procedures and Committee Handbooks
 - <http://cstools.asme.org/csconnect/committeepages.cfm>
- Join an ASME Codes and Standards Development Committees
 - <http://www.asme.org/kb/standards/boards-and-committees/join-a-c-s-committee>

The following references were used in the development of this submodule:

- ASME By-laws
- Standards and Certification Sector Operation Guide
- Standards committee procedures, Supervisory Board procedures and committee handbooks which can be found on every “Committee Page” by clicking on a button along the left hand side of that page
- If you are interested in joining an ASME Codes and Standards Development Committees here is the link to the application page on www.asme.org