



Committee Chair Role Description

Role Title	B S I Committee 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 guide the standards-making process by providing leadership and support to the committee(s) which you 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 0 and the Standards-Makers Policy. The purpose of this document is to provide further information about the standards development Committee Chair role at B S I.



If a Chair wishes to continue for another term, they must re-apply for the role in the same way as any other candidate for the role. Please note the recommended limit on consecutive terms as per above; these do not preclude outgoing Chairs from re-applying but will form part of the considerations during the selection process. Chairs may also be appointed on an interim basis, usually for one year, and this will be specified in the appointment letter.

This role description is for all B S I Committee Chairs but the general principles herein apply to all leadership roles in standards-making, although there might be some differences in specific responsibilities for other leadership roles. The other leadership roles / opportunities in standards development and their purpose are listed in Annex A of this role description.

1 Role Profile

1.1 Scope / Responsibilities

1.1.1 All Chairs

During the 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 in section 8.5.1 of B S 0, a Chair is expected to:

- Help lead the work programme of the committee(s) which you chair.
- Contribute to agendas and to lead meetings either in person at a venue in the U K or remotely or in hybrid format (e.g. via teleconference, M S Teams, Zoom or Webex).
- Share knowledge and experience about the standards development process with committee(s).
 - *NOTE:* Prior knowledge / experience of standards development is not a prerequisite for becoming a Committee 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 O, 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.
- Support the diversity, inclusion, sustainability / continuity and viability of the committee by:
 - Working with B S I 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 effects may differ based on human differences.
 - Chairing the committee 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.
 - Supporting the development of a Deputy Chair if applicable and of a new / successor Chair to enable smooth leadership transition.
- Build and maintain a close and effective working relationship with 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 Deputy Chair (where applicable).
- Be accessible / responsive between meetings within reasonable and pre-agreed (e.g. with the Committee Manager / the Committee) timeframes.

1.1.2 Committee Service Centre (C S C) Chairs

Chairs of committees managed by the B S I Committee Service Centre (C S C) will typically have additional responsibilities when leading a committee. These will not always be identical but will typically include:

- Setting meeting times and sending meeting calling notices via C S C.
- Setting and circulating meeting agendas via C S C.
- Taking and submitting the meeting minutes to B S I via C S C.
- Encourage UK experts to submit Delegate Reports to C S C in a timely manner.



- Playing a more significant role in committee member management (including recruitment) and leading the committee's work programme.
- Proactively communicating about any challenges or concerns to B S I via C S C.

1.1.3 Chairs of committees with an External Secretariat

Committees managed by an External Secretariat may have some slightly different ways of working which may mean the Chair has some additional responsibilities. Chairs should be sure they understand these and work effectively with both B S I and the External Secretariat.

1.2 Skills / Knowledge / Experience

Alongside the qualities that are required of a Chair in section 8.5.2 of B S 0, the following skills, knowledge, experience and personal qualities will assist a Chair in meeting their responsibilities:

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,
- Understanding of what standards are,
- Some understanding of how to build consensus amongst diverse points of view as per B S 0,
- 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,
General knowledge / understanding of the sector / field relevant to the committee's work.

NOTE: in some areas of standardization, technical expertise in the sector / field relevant to the committee's work may be essential to be an effective Chair.



1.3 Person Specification

1.3.1 Essential

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



2 Annex A – Additional leadership roles / opportunities

2.1 Roles and opportunities

The additional standards-making leadership roles / opportunities include:

- B S I Panel Convenor,
- International or European Chair,
- International or European Convenor.

NB:

Please see *Rules for the Structure and Drafting of UK Standards* for more information about B S I Panels and the roles and responsibilities of the Panel Convenor. Additional policies / role descriptions / codes of conduct may also be applicable for the international / European leadership roles. It is each individual role holder's responsibility to make sure they understand and follow any additional rules applicable to any other roles which they make take on in standards development.

2.2 Purpose of roles / opportunities and term limits

2.2.1 B S I Panel Convenor

- To guide the standards drafting process by providing leadership and support to the panel(s) which you convene. Panel Convenor term limits are dictated by the task or project and once complete the panel is dissolved and Convenorship / responsibilities cease.

2.2.2 International / European Committee Chair

- To guide the international or European standards development process by providing leadership and support to the European or international technical committee(s) or sub-committee(s) which you chair. For term limits and other applicable policies please speak to your B S I Committee Manager or refer to the resources of the relevant international or European standards development organization for which you are chairing a committee.

2.2.3 International / European Convenor

- To guide the international or European standards development process by providing leadership and support to the European or international Working Groups which you chair. Generally, Working Group term limits are dictated by the task or project and once complete the Working Group is dissolved and Convenorship and other responsibilities cease. For more information, please contact your B S I Committee Manager or refer to the resources of the relevant international or European standards development organization for which you are convening a Working Group.