

“Job Description” SSPC Committee Chair

Qualifications/Requirements

- Current SSPC membership
- Excellent communications skills
- Expertise within the scope of the committee

Duties/Responsibilities

- Assist SSPC staff in recommending a format for a proposed standard
- Ensure that the committee operates within its scope
- Recruit SSPC members to serve on the committee if necessary
- Appoint task groups within the Unit Committee to accomplish specific tasks, and ensure timely completion of the task
- Review all task group assignments (drafts, etc.) before requesting a formal ballot
- Propose a written response to each comment submitted on committee ballots
- Contact negative voters to discuss ways to resolve the negative.
- Review revised drafts for rebalot (staff can help with draft preparation)
- Prepare for and run at least one committee meeting per year.
- Provide expert advice to members requesting information within the committee’s scope
- Maintain communication with the Group Committee chair and SSPC staff to ensure timely completion of committee projects
- Perform all of the above duties without bias

Estimated Time Commitment

- 30-50 hours per year to review/respond to comments, resolve negatives, prepare revised drafts, and meeting materials
- Preparation for and attendance at a minimum of one committee meeting per year. Meetings may be electronic (e-mail), teleconference, or in person.

Benefits

- Lets you “show what you know” (within reason!)
- Broadens your area of expertise
- Introduces you to other members to share information
- Develops your skills in team and meeting facilitation
- Gives you CE credits for SSPC PCS certification
- Confirms to your employer that you are willing to make a significant commitment to improving the protective coatings industry
- Gives you recognition as an industry leader in your area of expertise.

Committee chairs are appointed for a three-year term by the SSPC President, with the approval of the Board of Governors. The appointment may be renewed if the chair demonstrates effective leadership and commitment to the committee’s projects.

Chairs failing to demonstrate adequate leadership may not be reappointed. In extreme cases, a chair may be removed by the President with approval of the Board of Governors before the expiration of the appointment.