

BIFMA Volunteer Committees January 20, 2014

Structure

All volunteer committees are headed by a Committee Chairperson. BIFMA tries to ensure that the best candidates are selected to Chair positions based on leadership characteristics and knowledge/expertise on the relevant issues, while being sensitive to maintaining balance from a broad spectrum of the membership in leadership positions.

The following is a brief description of the various volunteer groups, their reporting hierarchy, and roles and responsibilities: (Note – Formal voting is one vote per dues paying member organization. Straw polls may be used unless a member requests an official tally of votes.)

Committees

Groups gathered to address broad-based industry issues; i.e. government affairs, technical services, statistical information, etc. The purpose of a Committee meeting is to inform, generate support for, and interest in trade association activities from a broad cross section of the membership. Committee meetings are typically held once or twice a year.

- The Chairperson position is a voluntary position. A Vice-Chair is usually selected for continuity to keep activities moving in case the chairman is unavailable.
- All members are invited to committee meetings. (Except: only Reg members to Stats. Comm.)
- Meeting minutes are distributed to all members. (Except: only Reg members on Stats. Min.)

Subcommittees

Groups gathered to focus on specific topical areas; i.e. government procurement, ergonomics, flammability, etc. Subcommittees are formed by request of the parent committee and report to that committee.

- The Chairperson position is a voluntary position. A Vice-Chair is usually selected for continuity to keep activities moving in case the chairman is unavailable.
- Participation is open to all member companies and guests by invitation.
- Meeting minutes are distributed to all subcommittee members or made available on the website.

Document Writing Teams

Groups gathered specifically to draft documents; i.e. standards, guidelines, etc. Usually the related subcommittee chair is the Team Leader.

- All subcommittee members are invited to participate in each document writing session.
- Differs from a subcommittee meeting in the degree of documentation (minutes) that is required.
- Group disbands (at least temporarily) when document writing is complete.

Task Groups

Ad hoc groups formed by any of the above to research an issue and develop a recommendation regarding a specific task or assignment.

- Participation is generally limited to a few specific individuals.

- Task group minutes are kept, but distribution is generally limited to the task group members and the committee/subcommittee chair.
- Group disbands when task is complete.

Interest Groups

Groups resulting from any of the above activities and subsequent contacts after an activity has been completed (those interested in product liability issues for instance).

- Essentially a mailing list for information BIFMA may want to send them. Members can opt in or out of most of these by selecting an interest area on the BIFMA website member profile page.
- Interest Groups serve as sounding board for new issues and Task Groups may be recruited from their ranks.

Chairs and Vice-Chairs

The following are general requirements and responsibilities:

- Knowledge and experience that pertain to the Committee or Subcommittee.
- Leadership qualities.
- Attend and lead relevant meetings. In-person is preferred, but WebEx is certainly acceptable to minimize travel.
- Review draft minutes if requested by BIFMA staff.
- Assist with standards interpretations if requested by BIFMA staff (note ANSI prefers consensus responses to requests for interpretations).
- Remain neutral when presiding and represent the industry rather than any specific company.
- Committee / Subcommittee Chairs and Vice-Chairs are to be regular members. Exception: A Subcommittee may be permitted to elect a Vice-Chair from a supplier member if deemed appropriate. Leaders of Document Writing Teams and Task Teams may be any BIFMA member as determined by the Committee and/or Subcommittee.
- Selection of Chairs and Vice-Chairs shall be at the discretion of the BIFMA Executive Director, BIFMA Staff, and Committee Leadership.

Volunteer Participants

The following are general requirements and responsibilities:

- Knowledge and experience that pertain to the Committee, Subcommittee, Document Writing Team, or Task Group.
- Participate in relevant meetings. In-person is preferred, but WebEx is certainly acceptable to minimize travel. Most meetings are held in Grand Rapids at the BIFMA office, however, BIFMA welcomes member companies to host meetings. Most teams meet two to four times per year.
- Review and provide feedback to draft documents.
- Review and provide feedback to industry position papers.
- Research and/or conduct developmental tests as deemed appropriate.
- Stay abreast of the latest developments of the standard / project.
- Take advantage of the opportunity to influence the direction of the standard / project and ultimately the industry.
- Contact BIFMA to discuss your opportunities for involvement!
 - Note: Time commitment varies. Some volunteers choose to spend as little as 2-3 days per year attending meetings, reviewing drafts, and so on: while others choose to be more involved with research, development, and other details that impact our industry.