



theiicrcstandards

IICRC Standards Membership Application and Agreement for BSR/IICRC S340 Standard for Professional Cleaning and Maintenance of Leather Furnishings

USE ADDITIONAL SPACE FOR ANY ITEM AS NECESSARY.
PLEASE BE AS COMPLETE AS POSSIBLE.
IICRC WILL NOT ACKNOWLEDGE RECEIPT OF APPLICATION.

Name: _____

Date: _____

Company/Organization to be represented:

Work Phone: _____

Cell Phone: _____

Address: _____

City: _____ State: _____

Zip: _____

Fax: _____

E-mail: _____

Applying for (check one): Regular Member Subject Matter Expert

Reviewer Advisory

Definitions: See below in Guidelines for filling out this application (page 5)

Consensus Body/Committee applying for: _____

Ad Hoc Subcommittee applying for: _____

Alternate if unable to attend meetings (if applicable): _____

If selected, or appointed, I would qualify in the following Interest Category (select only one – see Definitions below on page 6): **User** **Producer** **General Interest**

IICRC S340 Membership Application and Agreement *Continued*

Describe areas of interest: _____

Describe areas of expertise: _____

Describe related qualifications, training, education and experience: _____

Describe what you hope to achieve as a member: _____

Potential Sources of Bias and Conflict of Interest

(Note: Qualified candidates will generally have information pertinent to this section)

Organizational Affiliations. Disclose relevant present, past or planned business relationships (e.g., employee, owner, officer, director, consultant, etc.) and relevant remunerated or volunteer non-business relationships (e.g., professional organizations, trade associations, public interest groups, etc.). Disclose any sources of funding for your time and/or expenses to participate in the activities applied for. Disclose any sources of your income for professional activities related to the subject matter of the activities applied for within the last two years:

Public Statements and Positions. Briefly describe you and your affiliated organizations position(s) related to the subject matter of the committee(s) applied for:

IICRC S340 Membership Application and Agreement *Continued*

Other Standards. Disclose any standard, reference guide, guideline or similar work that you have worked on or contributed to, your capacity in such activities, and for whom or for what organization:

Current Work on Other Standards: Are you currently working on any standard, reference guide, or guideline similar to the committee for which you have applied? If so, please describe:

Other Existing or Potential Conflict of Interest or Bias:

Note: Once selected, or appointed and throughout Applicant's tenure, the Applicant must notify IICRC Standards Director in writing of any significant changes in information reported on this form or any new information relevant to questions of potential bias and conflict of interest. Failure to fully disclose is grounds for removal.

References: Name: _____ Firm: _____ Phone #: _____

Name: _____ Firm: _____ Phone #: _____

Name: _____ Firm: _____ Phone #: _____

If selected, or appointed by the IICRC to serve, I agree to fully comply with the policies and procedures of the IICRC.

If selected, or appointed by the IICRC to serve, I agree to contribute at least _____ hours each month in support and furtherance of committee activities (online meetings, review and comment, and ballots); to respond to written requests within the response period; to complete assignments as agreed; to treat other participants with respect; to fully and diligently comply with the obligations of this Agreement; and to do my best to perform and provide input that helps create growth and prosperity for the inspection, cleaning and restoration industry.

If selected, or appointed by the IICRC to serve, this application and attachments become an Agreement entered into, by and between the IICRC and the Applicant. If the Applicant represents a company or organization, the Applicant attests that they have authorization to represent the company or organization or will otherwise confirm and provide organizational authorization or approval before participation.

I agree to notify the IICRC of any changes to the information provided on this application.

IICRC S340 Membership Application and Agreement *Continued*

All right, title and interest in and to any “proprietary information” and all project/committee work product and the project itself shall be and remain vested exclusively in the IICRC. Neither this Application and Agreement nor the anticipated contributions and activities of the Applicant are intended to grant Applicant any license or right of any kind or nature with respect to the “proprietary information” or any project/committee work product or the project itself. If selected, or appointed by the IICRC to serve, the Applicant hereby grants the IICRC the non-exclusive, royalty-free rights, including non-exclusive, royalty rights in copyright, to any activities or contributions the Applicant makes to standards or documents prepared by the Standard Committee for the IICRC publication, and the Applicant acquires no rights in publication of such standards or documents in which the Applicant’s contributions or other similar analogous form are used. The Applicant hereby attests that they have the authority and are empowered to grant this release.

Failure to comply with the terms and conditions of this Application and Agreement may be grounds for removal from the position or activities to which the Applicant is appointed or selected.

When this form has been completed, the Applicant and any proposed Alternate must **sign** and **date** the form. Retain a copy of this form for your records.

If applying for participation in more than one capacity, please complete a separate application form for each activity.

To Be Completed By IICRC

_____ Accepted _____ Rejected

Date: _____

Approved Applicant Position:

Assigned Interest Category: _____

IICRC:

By: _____

Its: _____

Notes:

Applicant: _____

By: _____

Name: _____ Title: _____

Company/Organization: _____

Date Signed: _____

Alternate: _____

By:

Name: _____ Title: _____

Company/Organization: _____

Date Signed: _____

All completed Committee Membership Applications and Agreements are not to be distributed beyond the IICRC staff and members of the affected Committee without the written consent of the Applicant, and will be retained on file with IICRC.

GUIDELINES FOR FILLING OUT THIS APPLICATION

For a summary of the ANSI/IICRC Standards Development Process [click here](#).

Types of Committee Memberships

- a) **Regular:** A member of a CB, sub-committee, or section/chapter committee, charged with the task or project to draft and adopt standards, reference guides, guidelines, similar documents or portions thereof. Regular members have voting rights on the committee or sub-committee in which they serve and must attend meetings.
- b) **Subject Matter Expert:** A member who is a qualified expert in the applicable subject area who may attend meetings and participate, but does not have voting power.
- c) **Reviewer:** A member who does not attend meetings or have voting power, but who agrees to be involved in the review, critique and/or editing of Standards and related documents.
- d) **Advisory:** A member having an interest in the work of a particular committee, and who attends meetings and participates for the purpose of offering advice and counsel, to observe, or for other purposes authorized by the CB Chair.
- d) **Alternates:** Alternate members of the IICRC Standard Consensus Body and associated subordinate bodies must be approved by the member and approved by the SC Chair. If both the member and alternate are present at a meeting, the alternate shall not vote.
- e) **Advisory Non-Voting Members:** Individuals having an interest in the work of a particular Standard Consensus Body may apply for participation as observers or advisory non-voting members. The Secretariat, the SC or the sub-committee chair may also select experts to assist it in the standard development process. Advisory members and experts shall be notified of the activities of the Standard Consensus Body, may attend and participate in meetings, and may submit comments for consideration, but shall have no vote.

Interest Categories

- a) **Producer:** A person or organization producing, manufacturing or supplying the goods and/or services covered by the subject matter of the Standard or Guide.
- b) **User:** A person or organization using the goods and/or services covered by the subject matter of the Standard or Guide, rather than producing or selling them.
- c) **General Interest:** A person or organization directly and materially affected and otherwise interested in the goods and/or services covered by the subject matter of the Standard or Guide, or the subject standard including all others.

Obligations of Membership

All IICRC CB members and associated sub-committee members shall comply with applicable IICRC rules, regulations, requirements and policies, including the IICRC Code of Ethics and Conduct, the IICRC Confidentiality/Non-Disclosure/Bias Policy, the IICRC Conflict of Interest Policy, and the IICRC Email Policy. Copies of these policies shall be distributed to members upon appointment with written

acknowledgement of receipt. It shall be a condition of membership on any CB that each member applicant shall agree in writing to fulfill the obligations of committee membership before becoming a member.

The members of all IICRC CB and associated sub-committees shall faithfully fulfill the participation, attendance, voting, communication and other obligations of membership, and shall comply with these policies and all other rules, regulations and policies of the Secretariat. Members shall notify the Chair of the SC of any changes in employment affecting representation and shall submit a new application if continued membership is desired. The Secretariat, and the Chair and Vice-Chair of the CB, shall review the membership list of all IICRC CBs no less than annually to determine compliance with CB membership obligations.

Active participation of members, including attendance at meetings, is important to the function of the CB. Habitual non-attendance at meetings, with or without justifiable reason or excuse, may be grounds for membership termination.

Membership Term

Membership on a Standards CB will continue through the Standard development process, approval and publication of the Standard. Once the Standard has been published, the CB membership will be disbanded, but the Chair and the Vice-Chair of the Standards CB will continue in their position, and will remain as members of the SC.

Membership Termination

The Chair of the SC or the Secretariat can terminate the membership, or request the resignation of any member of the SC, any CB, or any sub-committees, with cause, including a default of their membership obligations.

In addition, any CB may require the resignation or termination of membership of any member of its sub-committee or any of its sub-committees (except for the Chairs appointed by the Secretariat) upon approval of at least two-thirds of the voting membership, with cause, including a default of the obligations of membership.

Thank You

IICRC thanks you for taking the time and applying for the volunteer positions on the Standard Consensus Body. We are working diligently to build the Sciences of the industries in which we work and contribute. Your volunteering actions assist in contributing to the written science.