

X3/96-0699 0

Accredited Standards Committee, X3, Information Technology

X3 Secretariat, Information Technology Industry Council (ITI)

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ACTION REQUESTED

Date: December 10, 1996
Date Due: February 21, 1997
Reply to: Jennifer T. Garner
Phone: 202-626-5737
email: jgarner@itic.nw.dc.us

To: Mr. John Lohmeyer - FOR TRANSMISSION TO THE MEMBERS OF X3T10

From: Jennifer Garner, Manager, JTC 1 TAG Administration

Subject: CALL FOR VOLUNTEERS - X3T10, Lower Level Interface Chairman X3T10

The term of office of the Chairman of X3T10 will expire in June 1997. In order to allow all members of X3T10 an opportunity to serve in this capacity, we are issuing this call for volunteers to close on February 21, 1997.

Any member of the X3 Subgroup is welcome to volunteer to serve. Before one considers doing so, however, the commitment in time and responsibilities should be considered. Officers must actively support the administrative structure that ensures due process to all participants, assists in reaching consensus and protects the accreditation of the entire system.

The X3/SD-2, Organization, Rules and Procedures of X3, generally describes officers' responsibilities, and a more detailed list of duties has been compiled in the X3/SD-8, Officers' Reference Manual.

Those willing to make this commitment must submit three written statements in support of their candidacy:

1. A one-page statement of experience, indicating the volunteer's expertise in the subgroup's program of work, voluntary standards efforts, committee experience and leadership abilities (to be forwarded to the X3 Subgroup for an advisory ballot if there is more than one candidate).
2. A statement of management support for a three-year term on company letterhead acknowledging the additional workload, financial resources and duties required of an officer over and above that of a technical participant.

The statement of management support for the three-year term is a good faith commitment, not a legal binding commitment. If future circumstances require the applicant to resign from the office before the term has been fulfilled, this will be accepted without prejudice.

3. A statement as to whether or not the candidate is a representative of a U.S. domiciled organization.

Any supplemental materials will be forwarded along with the advisory ballot to OMC, which appoints all X3 Subgroup officers. The statements from candidates wishing to serve in the above referenced position on the X3 Subgroup should be sent to the attention of Jennifer Garner no later than February 21, 1997.