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NCITS

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ACTION REQUESTED

Date: March 10, 1997  
Date Due: June 10, 1997  
Ref. Docs: X3/96-0699  
Reply to: Jennifer T. Garner  
Phone: (202) 626-5737  
email: jgarner@itic.nw.dc.us

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To: Mr. John Lohmeyer - FOR TRANSMISSION TO THE MEMBERS OF T10  
From: Jennifer Garner, NCITS Secretariat  
Subject: SECOND CALL FOR VOLUNTEERS - Chairman T10, Lower Level Interface

The term of office of the T10 Chairman will expire in June 1997. In order to allow all members of T10 an opportunity to serve in this capacity, a call for volunteers was issued from December 10, 1996, to February 21, 1997. There was no response to the first call.

This second call for volunteers is being issued and will close June 10, 1997.

Any member of the NCITS 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 NCITS 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 NCITS Subgroup officers. The statements from candidates wishing to serve in the above referenced position on the NCITS Subgroup should be sent to the attention of Jennifer Garner no later than June 10, 1997.