

Action Requested

Date: 10/22/92

Due Date: 1/29/93

Reply to: Daniel Arnold

TO: Mr. John Lohmeyer - FOR TRANSMISSION TO THE MEMBERS OF X3T9.2
SUBJ: CALL FOR VOLUNTEERS - X3T9.2, Lower Level Interface

Vice Chairman X3T9.2

The position of Vice Chairman of X3T9.2 will become vacant in April 1993. In order to allow all members of X3T9.2 an opportunity to serve in this capacity, we are issuing this call for volunteers to close on **January 29, 1993**.

Any member of the Technical Committee/Task Group 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 SD-2, Organization and Procedures, generally describes officers' responsibilities (pages 16 to 18), and the Secretariat Management Committee (SMC) has compiled a more detailed list of duties (see attached pages from the SD-8, Officers' Reference Manual).

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

1. A statement of experience, indicating the volunteer's expertise in the subgroup's program of work, voluntary standards efforts, committee experience and leadership abilities.
2. A statement of management support on company letterhead acknowledging the additional workload, financial resources and duties required of an officer over and above that of a technical participant.
3. A statement as to whether or not the candidate is a representative of a U.S. domiciled organization.

The statements from candidates wishing to serve in the above referenced position on the Technical Committee / Task Group should be sent to my attention no later than **January 29, 1993**.



Daniel E. Arnold
Manager of Membership Services

cc: J. Lohmeyer (w/attachment)
D. Shoemaker

Vice Chair:

1. In the absence of the Chair, perform the duties of the Chair.
2. With the exception of SPARC, SMC and SPC*, act as subgroup administrator with the following duties (unless redistributed, by agreement, among the membership):
 - a. Register, control and distribute committee documents, ensuring that the original or a reproducible copy of each is sent to the X3 Secretariat staff for the X3 permanent file. A complete document register must be sent to the X3 Subgroup and to the X3 Secretariat at the end of each calendar year.
 - b. Prepare and distribute meeting notices and agendas in accordance with the X3/SD-2, in consultation with the Chair.
 - c. Prepare, distribute, tally and report the results of letter ballots.
 - d. Maintain membership/ mailing lists, record attendance and ballot responses, and notify the Chair of any individual requiring membership jeopardy notice.
 - e. Prepare supporting documentation for submission of draft proposed standards to the next higher level.
 - f. Prepare, for approval, status reports of the committee work as required by SPARC, JTC1 TAG/AC, X3 and ISSB.
 - g. Ensure the timely distribution of mailings from X3 pertinent to the work and administration of the committee.
 - h. Review documents prior to distribution for legibility, clarity, accuracy and appropriateness, and modify when appropriate.
 - i. Notify the X3 Secretariat of changes in the subgroup membership.