

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

Chairman X3T9.2

The position of 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**.

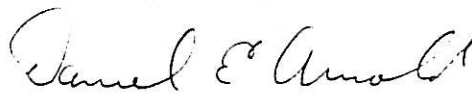
Any member of the Technical Committee/ Task Group is welcome to volunteer to serve. Before one considers doing so, however, the commitment in time and responsibilities should be considered. Officers must actively support the administrative structure that ensures due process to all participants, assists 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

Chair:

1. Preside at meetings.
2. Ensure that the "Program of Work" is carried out in a prompt, efficient and effective manner in accordance with the objectives, policies and procedures of the X3 standards program.
3. Reporting Requirements:
 - a. (SPARC, SMC and SPC) Prepare and present report to X3.
 - b. (TG) Prepare Task Group portion of the Annual Report.
 - c. (TC, SG and CT) Prepare and present the Subgroup Annual Report to SPARC.
4. Disseminate in writing the "Call for Volunteers" for officer positions for the subgroup.
5. Ensure that the Administrative Duties (shown under Vice Chair duties) are carried out.
6. Provide or arrange for tutorials to membership on procedures.
7. Forward to ANSI BSR, through the X3 Secretariat, completed "BSR Action Required Transmittal Form" together with all required documentation.
8. Send timely warning letters on endangered memberships.
9. Attend required training sessions.
10. Represent the body to other committees and organizations.
11. Prepare and forward to the X3 Secretariat press releases and other publicity material about the subgroup "Program of Work".
12. Appoint:
 - a. Secretary
 - b. Vocabulary Representative
 - c. Project Editor(s) for each project, as appropriate
 - d. Liaisons
 - e. Head of Delegation for each international meeting
 - f. Other (e.g., ad hoc Chairs)
13. Ensure the weekly X3 mailings are reviewed for information, possible action and redistribution as appropriate.
14. Ensure the orderly transfer of any subgroup documents upon appointment of new officers.
15. Schedule subgroup meetings for a full calendar year at least three months in advance; ensure administrative meeting arrangements are addressed; and notify the X3 Secretariat to update the X3/Standing Document-7, Meeting Schedule and Calendar (X3/SD-7).
16. Ensure that any coordinating liaison responsibilities are carried out in a timely manner.