



INCITS Officers Guide

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1. INTRODUCTION

The INCITS Officers' Guide provides INCITS officers with information regarding their administrative duties, responsibilities, and reference materials.

In conjunction with other INCITS documents, this Guide is intended to assist members of the INCITS community who hold officer positions within JTC 1 and US TAGs to ISO in effectively performing their duties.

2. PURPOSE

The Guide is for prospective officers, newly elected officers and experienced officers. The Guide is also available for members to view the responsibilities of each office. It will:

- Provide prospective officers and their management with an understanding of the duties and responsibilities associated with each office;
- Provide appointed officers with a listing of their responsibilities and authority;
- Provide domestic and international officers with reference materials;
- Provide a framework to show the interrelationships between officer positions; and
- Provide criteria for determining effective job performance of officers.

3. LISTS OF DUTIES

This Section of the Guide provides a list of duties associated with the officer positions within an INCITS Technical Committee, Task Group and related groups as described in the [INCITS Organization, Policies and Procedures](#) (the Procedures). This list of duties will advise officers of their responsibilities and to serve as criteria for determining effective job performance.

Chair, Vice-chair, and IR training for the Executive Board, Executive Board Committees, Technical Committees, Task Groups and Study Groups is mandatory within one year of appointment. In the case of new officers that have not previously held the officer position appointed or elected to, training shall be required within three months of approval or appointment. The INCITS Secretariat shall develop the training materials, schedule and provide the training sessions.

Prospective officers and other interested parties are also encouraged to attend these training sessions.

3.1 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 INCITS standards program.
3. Prepare and distribute meeting notices and agendas, in consultation with the Vice Chair.
4. Ensure meeting minutes are prepared.
5. Prepare the Annual Report:
 - a) The Annual Report is prepared in accordance with the template and should include a financial statement, if applicable.
 - b) Attend the annual officer's symposium. This responsibility may be delegated to another committee officer, if necessary.
6. Ensure that the Administrative Duties of appointed officers are carried out.
7. Send timely jeopardy notices on endangered memberships.
8. Represent the committee to other INCITS committees and external organizations.
9. Prepare and forward to the INCITS Secretariat press releases and other publicity material about the committee's 'Program of Work' and actively promote the work.
10. Noting that responsibilities may be delegated and redistributed, the Chair appoints:
 - a) Vice Chair
 - b) Secretary
 - c) International Representative
 - d) Treasurer
 - e) Project Editor(s) for each project, as appropriate
 - f) Liaisons
 - g) Head of Delegation for each international meeting
 - h) Other (e.g., ad hoc group Chair)
11. Ensure that information from the INCITS Secretariat is reviewed for possible action and redistributed to the committee as appropriate.
12. Schedule subgroup meetings as far in advance as possible, ideally for a full calendar year; ensure administrative meeting arrangements are addressed; and update the INCITS Committee Management System (ICMS) Calendar.
13. Ensure that any liaison responsibilities are carried out in a timely manner.
14. When the committee is serving as a US TAG, provides timely input to the US delegation to JTC 1 Plenaries as requested by the INCITS Secretariat.
15. Ensure all officers attend required training sessions (e.g., INCITS Committee Management System (ICMS), officer tutorial).
16. Ensure any committee developed internal procedures (proposed or revised) are submitted to the Secretariat for review and approval by the Executive Board prior to implementation.
17. Post documents in ICMS and distribute to the committee.
18. Record meeting attendance in ICMS.
19. Review the ICMS Action Items for action as appropriate.
20. Attend required training sessions.

3.2 VICE-CHAIR:

1. In the absence of the Chair, perform the duties of the Chair.
2. Act as committee administrator (unless otherwise assigned) and be responsible for administrative duties.
 - a) Register and distribute documents related to committee work using ICMS.
 - b) Prepare and distribute meeting notices and agendas in accordance with the procedures, in consultation with the Chair.
 - c) Record attendance in ICMS and notify the Chair of any individual requiring membership jeopardy notice.
 - d) Notify the INCITS Secretariat of changes in the committee membership.
3. May review documents prior to posting in ICMS for legibility, clarity, accuracy, and appropriateness.
4. Reviews the ICMS Action Items and coordinates action with the Chair and the International Representative.
5. Attend required training sessions.

3.3 SECRETARY:

1. Transcribe meeting minutes in consultation with the Chair and Vice-Chair.
2. Submit minutes to the INCITS Secretariat for review and approval within two weeks of the meeting. Minutes shall be approved by the INCITS Secretariat prior to distribution to the committee.
3. Attend required training sessions.

3.4 INTERNATIONAL REPRESENTATIVE (IR):

1. Receive and review documents of the relevant JTC 1/SC or ISO /TC committees for which the INCITS IOE has been delegated TAG responsibility and ensure distribution of the documents to the committee.
2. Review JTC 1, JTC 1/SC and/or ISO/TC meeting resolutions and documents that may require committee action.
3. Report status of international work at each meeting and ensures timely coordination with the Vice Chair and Chair on the agenda of needed actions.
4. Review ICMS Action Items and coordinates action with the Vice Chair and the Chair.
5. Prepare all comments, responses and contributions using the ISO Comments Template.
6. In conjunction with the Head of Delegation, ensure that the U.S. delegations are approved (See Section 3.5.10 below), and delegation accreditation forms are completed with the required information, considering the following:
 - a) The call for delegates
 - b) The sufficiency of proposed delegation with respect to the meeting agenda (e.g. technical knowledge, committee experience, international experience, negotiating skill, the training of new delegates).
7. Serve as Head of Delegation (if appointed by the Chair) to the U.S. delegation to JTC 1/SC or ISO/TC meeting when the committee is the U.S. TAG.
8. Ensure that the committee, when serving as a US TAG, provides input to the US delegation to JTC 1 Plenaries as requested by the INCITS Secretariat.
9. Attend required training sessions.

3.5 HEAD OF DELEGATION (TO MEETINGS OF JTC 1/SC OR ISO TC):

1. Introduce U.S. Delegation and serve as chief spokesperson for the U.S. at international meetings.
2. Maintain working knowledge of applicable international issues and U.S. positions.
3. Ensure that committee members have provided input to the U.S. Delegation. As a best practice, delegate instructions may be prepared.
4. Arrange for and conduct delegation caucuses.
5. Provide delegation assignments prior to and during meetings. Lead delegates should be assigned for each plenary agenda item and may serve as experts on their assigned topics.
6. Maintain working knowledge of applicable international procedures (e.g., JTC 1 Supplement, ISO Directives and international protocol).
7. Develop rapport with other National Body delegations.
8. Prepare the Head of Delegation (HoD) Report for submission to the INCITS Secretariat within thirty days of the adjournment of the international meeting (SC, SWG, JTC 1 and ISO/TC plenaries only).
9. Ensure that U.S. offers to host international meetings comply with INCITS requirements.
10. In cases where the HoD is not the IR, provide to the IR copies of all meeting documents that require action and advise the IR of any subsequent communications addressed to the HoD.
11. Ensure all delegates are aware of Section 7.15, Delegates for International Plenary Meetings, in the INCITS Procedures and the requirement to be familiar with US positions and to promote them at the plenary.

Note 1: JTC 1 Directives recognize HoDs only at the SC or higher level.

Note 2: See Section 4.2 in this document for policies which address conflicts of interest.

3.6 PROJECT EDITOR:

1. For international projects:
 - U.S. persons accepting an international project editor assignment shall be a representative of a voting member of the appropriate TAG for the duration of that assignment and be approved by the TAG.
 - Collaborates with the JTC 1/SC, ISO/TC and ITTF for editing and publication.
2. For national projects:
 - Prepare proposed disposition of comments document for each comment received on a TC or TG letter ballot or call for comments period in accordance with the target dates agreed to by the TC or TG.
 - Produce updated drafts of the document for distribution to the TC or TG in accordance with the target date and the disposition of comments agreed to by the TC or TG.
 - Have a working knowledge of the development and approval process in the Procedures (see the Milestones).
 - Maintain contact with INCITS Secretariat and ANSI editors during the editing process and forwards editing recommendations to the TC or TG.
 - Submit the electronic version of the document as approved by the TC and TG in a timely manner for further processing as a draft proposed American National Standard.
3. Maintain and provide document in the electronic format(s) required.
4. Prepare documents according to the most recent edition of the ISO/IEC Directives, Part 2.
5. Report the status of the document and meet all established deadlines at each committee meeting at which the document will be discussed.
6. Attend any required training sessions.

3.7 LIAISON:

1. Review and distribute appropriate documentation from the liaison organization to the committee.
2. Monitor the activity of the liaison organization and report items of interest to the committee.
3. Attend meetings of the liaison organization when required.

3.8 DELEGATES TO INTERNATIONAL MEETINGS (JTC 1/SCS AND ISO/TCS):

1. Delegates shall be familiar with US positions and promote them at the plenary.
2. Attendance at all delegation caucuses is mandatory.
3. Lead delegates will be assigned to each plenary agenda item and are expected to serve as experts on their assigned topics.

4.0 DUTIES AND OBLIGATIONS OF INTERNATIONAL OFFICERS WITHIN ISO/IEC JTC 1 AND ISO TECHNICAL COMMITTEES

4.1 CONDITIONS OF APPOINTMENT AND TERM LENGTHS

SC Chairpersons and WG Conveners are appointed under the relevant section of the ISO/IEC JTC 1 or ISO Directives and serve for the term length as prescribed.

U. S. persons who are nominated to be SC Chairpersons or WG Conveners for JTC 1/SCs and ISO/TCs require endorsement by the INCITS Executive Board in order to serve in these capacities.

U. S. persons who are nominated to be SC Chairpersons or WG Conveners for JTC 1/SCs or ISO/TCs require endorsement by the relevant US TAG prior to approval by the INCITS Executive Board in order to serve in these capacities.

4.2 REQUIREMENTS FOR AVOIDING CONFLICTS OF INTEREST

International Chairpersons and Conveners are officers of their parent body committees (ISO/TCs or JTC 1/SCs). In their capacity as SC Chairpersons and WG Conveners, they operate under the relevant procedures established by ISO/IEC JTC 1 and ISO.

In their capacity as officers of TCs or SCs, SC Chairpersons and WG Conveners nominated or endorsed by the U.S. shall maintain an international point of view and shall not represent and advocate U.S. positions or positions of the organizations that employ them.

SC Chairpersons and WG Conveners nominated and endorsed by the U.S. shall:

- Not serve concurrently as members or HoD of US Delegations, or US appointed experts to the SC or WG that they chair.
- Not serve concurrently as US appointed experts to any WG or other subgroup (e.g., Ballot Resolution Meeting) of the SC or WG that they chair.
- Represent voting member organizations of the counterpart US TAG, although they need not be Principal or Alternate representatives.

4.3 DUTIES OF ISO/IEC JTC 1 OFFICERS OR ISO/TC OFFICERS

The ISO/IEC Directives and Policies (found at <https://www.iso.org/directives-and-policies.html>), provides information on the responsibilities of SC Chairpersons, WG Conveners, Project Editors/Leaders and Liaison Officers.