

Subcommittee Chair's Duties and Responsibilities

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Objectives

- At the end of this module, you will be able to serve effectively as a Subcommittee Chair by:
 - Handling administrative responsibilities
 - Conducting an effective subcommittee meeting
 - Preparing items for Sub and Main Committee ballots
 - Resolving negative votes effectively
 - Utilizing available resources at ASTM Headquarters



Being an Effective Subcommittee Chair

Role of the Subcommittee Chair

➤ You serve as a:

- Leader
- Communicator
- Administrator
- Organizer



Responsibilities

- Conduct effective and inclusive meetings
- Record/Submit the meeting minutes
- Prepare items for ballot/submit ballot resolutions
- Handle inquiries on standards
- Roster Maintenance

Subcommittee Officer Responsibilities

- Act in an impartial manner in the performance of their duties.
- Consistent in conducting meetings in a professional manner and with respecting the participation by both members and attendees.

✓ [Principles of the WTO Technical Barrier to Trade Principles](#)

✓ [Appendix B: ASTM International Responsibilities of Membership](#)



Delegation of Responsibilities

The Subcommittee Vice Chair

- Will conduct the meetings in the Chairs absence
- May assign projects to task group chair and follows up on deadlines
- Answers correspondence
- Assumes responsibilities as delegated by the Sub Chair
- Proxy for the Chair at the Executive Subcommittee meeting and Main Committee Meeting

The Secretary

- Takes minutes
- Collects task group reports
- Distributes attendance lists
- Assumes responsibilities as delegated by the Sub Chair





Subcommittee Chair Administrative Duties

Duties

- Report to main committee on subcommittee actions

- Managing, where applicable:
 - ✓ Roster Maintenance (covered on slides 15-18)
 - ✓ Negative Resolutions
 - ✓ Minutes and Agendas

- Provide meeting room requirements and virtual meeting needs, if necessary, for next meeting

Inquiries on Standards

- ASTM membership and staff are prohibited from offering official interpretation of standards
- Inquiries can be handled informally by sub-chairs and technical contacts
- Official responses must follow [Section 16 of the ASTM Regulations](#)
- Ensure you are following the [ASTM International Logo and Letterhead Policies](#)

Inquiries on Standards cont.

- Be clear that the response is a personal opinion

ASTM does not provide interpretations of standards. While an ASTM member may offer a personal opinion in this regard, the only action a committee or subcommittee may take is to introduce a revision to the standard to further clarify its intent. If you feel that a revision to this standard would clarify the technical content, I encourage you to provide the subcommittee with that information.

I have provided your inquiry by copy to the Subcommittee Chairman for his consideration as a possible item of new business for the subcommittee. He may offer you his personal opinion on this matter. His response is his opinion and unless otherwise stated does not represent that of the committee or ASTM. I would invite you to consider joining in the work of this committee. You will find more information and an application for membership on our web site at www.astm.org.

Please let me know if I may be of further service in this regard.

Sincerely,

.xxx

Roster Maintenance

- Approve pending members with classification and vote
- Check balance and classifications of existing members
- ASTM sends email notifications regarding new members and out-of-balance rosters

Roster Maintenance



All

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MyASTM / Membership / MyCommittees

- MyAccount
- Membership
 - MyCommittees**
 - Manage Committees
 - Change Of Employment
 - Committee Profile
 - Invite a Colleague
 - Membership Info
 - Recent Activity
- Orders
- Subscriptions
- Tracker

MyCommittees

Committee C01 on Cement						
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking	

Committee C07 on Lime and Limestone						
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking	

Committee C12 on Mortars and Grouts for Unit Masonry						
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking	

Committee C15 on Manufactured Masonry Units						
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking	

Committee D05 on Coal and Coke						
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking	

MyTools

- Roster Maintenance** 360
- Negative & Comments 113
- MyOutstanding Ballots 8
- MyWork Items
- MyCollaboration Areas
- Ballots & Workitems
- Meetings, Minutes & Agendas
- Additional Resources



Roster Maintenance



ASTM INTERNATIONAL
Helping our world work better

All Search topic, title, author, A53

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Roster Maintenance

Total Pending Applications **1167** → Select Committee A04

Roster Roster Reports

All Classifications All Votes Search

Name	Organization	Join Date	Classification	Official Vote
Murra, Abraham abraham.murra@...	Abraham Murra Consulting	07/11/2011	Unclassified	No-Non Voter
D'Souza, Adrian andsy@yopmail.c...	Standards New Zealand	05/13/2021	User	No-Wait List
Participating ... ak23junepartic...	ak23juneparticating Organization	06/23/2021	Unclassified	No-Pending
Kupfer, Alan alan.kupfer@yo...	Westlake Chemicals	03/17/2021	Unclassified	No-Pending
Pense, Alan awp0@yopmail.c...	Test Org	03/17/2021	Unclassified	No-Pending
Norris, Alfred bnorris@yopmail...	Metals Usa-I-Solutions	03/17/2021	Unclassified	No-Pending
Desjarlais, And... desjarlais@yo...	Oak Ridge National Laboratory	03/17/2021	Unclassified	No-Pending
Slifka, Andrew slifka@nist.gov	NIST	05/13/2021	General Interest	No-Chaired

Committee Summary

Producer Votes Available: 6

- 38 Total Official Voters
- 492 Total Members
- 454 Total Non Official Voters

Pending Applications **335** Producer Wait List **24**

Name	Organization
Nousak, Matt 10/01/1979	Globex Corporation
Simmons, Gregory 06/07/1994	CHARLOTTE PIPE & FOUNDRY...
Schroeder, Thomas 05/28/1998	Sintercast Inc

Roster Maintenance

Roster Maintenance

Total Pending Applications **360**

Select Committee **C07**

Committee Summary

Producer Votes Available: 14

40 Total Official Voters	77 Total Members	37 Total Non Official Voters
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[More](#)

Pending Applications **2** Producer Wait List **0**

Name	Organization
Barrett, Jessica 11/04/2021	ASTM International
Donis, Rita 11/18/2021	Cementos Pro S.A.

Classification

- Unclassified

Official Vote

- No-Pending

Roster Roster Reports

All Classifications All Votes Search [Icons]

Name	Organization	Join Date	Classification	Official Vote
Olajide, Aderem... aderemi_olajid...	Green Point Ready Mix Concrete	05/15/2014	User	No-Inactive
Degruchy, Andre... gogreen@limewo...	Degruchy Masonry Inc	11/26/2003	Producer	No-Redundant Interest
Hita, Anthony anthony@limewo...	LimeWorks.us	01/06/2021	Producer	Yes
Bicer-Simsir, B... bbicersimsir@g...	Getty Conservation Inst (The)	12/12/2007	General Interest	Yes
Kjorlien, Bill bkjorlien@argo...	ARGOS USA	12/06/2011	User	Yes
Bergman, Bobby bby.bergman@...	Huber Engineered Materials	10/21/2014	Producer	Yes
Irrell, Caitli... irrell@astm....	ASTM International	03/16/2006	Unclassified	No-Non Voter



Preparing and Conducting an Effective Meeting

Preparation for a Meeting

- Review ballot results
- Review correspondence
- Review minutes and action items from previous meeting
- Review status of the subcommittee's standards
- Update subcommittee roster/print attendance reports
- Contact task group chair
- Contact staff manager
- Adhere to committee specific virtual meeting policies, if applicable
- Subcommittee Chair Checklist

Why is an Agenda Important?

- Prepares chair
- Prepares attendees
- Travel approval
- Creates an interest and defines clear objectives
- Serves as a valuable organizational tool

The Agenda Includes:

- Meeting date, time, location
- Agenda/minutes approvals
- Agenda items with background/goals
- Old/New business
- Utilize the Create My Agenda tool
- [Member Website Tools](#)



Create My Agenda

MyASTM / Membership / MyCommittees

- MyAccount
- Membership
 - MyCommittees**
 - Manage Committees
 - Change Of Employment
 - Committee Profile
 - Invite a Colleague
 - Membership Info
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MyCommittees

Committee C01 on Cement					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee C07 on Lime and Limestone					
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Committee D05 on Coal and Coke					
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MyTools

- Roster Maintenance **360**
- Negative & Comments **113**
- MyOutstanding Ballots **8**
- MyWork Items
- MyCollaboration Areas
- Ballots & Workitems
- Meetings, Minutes & Agendas**
- Create MyAgenda
- Create MySchedule
- Create MyMeeting Materials
- Submit Minutes & Agendas
- Agendas/Minutes/Closing Reports tracker

Create MyAgenda

A subcommittee meeting agenda should be prepared and posted to the “MyCommittees” website in advance of an ASTM meeting. This enables the subcommittee members to attend the meeting prepared to make decisions on specific actions. In addition, an agenda creates a specific interest in attending the meeting.

Create your Subcommittee Meeting Agenda

* Subcommittee or Section

* Meeting Date

* Meeting Location ⓘ

* Start Time

AM PM

* Meeting Duration

[Create agenda](#) [Clear](#)

Documentation

For guidance on Preparing an Agenda, download [Handbook](#)

Templates : [Main Committee](#) , [Executive Subcommittee](#)

The following item topics will automatically be added to your Subcommittee Agenda. Items after Agenda creation.

- Call to order and Introduction of attendees
- Approval of Agenda
- Approval of Previous Meeting Minutes
- Membership Updates
- Ballot Results (ballots closed since last meeting)
- Outstanding Negatives Needing Resolution (prior to last meeting)
- Standards Requiring Review
- New Standard and Reinstatement Work Items (Not Currently on Ballot)
- Revision and Withdrawal Work Items (Not Currently on Ballot)
- Task Group Reports (Other than work items)
- Liaison Reports
- Old business
- New business
- Administrative Deadlines
- Future Meetings
- Meeting Adjournment

Create My Agenda



Meeting Agenda F08.22 on Camping Softgoods

Sub Chairman: Giblin, James F
Date and Time: July 27, 2018, 1:00 PM - 3:00 PM
Place: Salt Lake City, UT

1. Call to order and introduction of attendees
2. The meeting will be conducted in accordance with the ASTM Antitrust Statement (see statement at the end of the agenda).
3. Approval of Agenda
4. Approval of Previous Meeting Minutes
5. Membership Updates

Balance Report As of 06/12/2018 15:43 PM Producer Votes Available: 5

	Producer	User	Consumer	General Interest	Unclassified	Total
Official Voting Member	16	2	0	19	0	38
Non-Official Voting Member	2	0	0	5	0	9
TOTAL	18	2	0	24	0	47

6. Ballot Results (since last meeting)
 1. Main/Concurrent Items
 - F08 (18-01) 1 Items
 - [F08 \(18-01\)-ITEM 001](#) WK55820 REVISION of F1955 Technical Contact: Giblin, James F
 - Negatives
 - [Hirscher, Marcelo M](#)
 - [Mays, Donald L](#)
 - [Short, Andrew L](#)
 - Subcommittee Items
 - *** None ***
7. Standards Requiring Review
 - F1853-2013 Test Method for Measuring Sleeping Bag Packing Volume
 - Status: Ballot Action Required
 - F1932/F1932M-2013 Test Method for Measuring Sleeping Bag Loft
 - Status: Ballot Action Required
 - F1933-1998-2013 Specification for Illustrating the Footprint of a Backpacking or Mountaineering Tent
 - Status: Ballot Action Required
8. New Standard and Reinstatement Work Items (Not Currently on Ballot)
 - WK51150 New Standard New Classification for Measurement and Communication (Reporting, Illustrating, Claims) of Backpacking, Mountaineering, and Camping Tents (Technical Contact: Giblin, James F.)
9. Revision and Withdrawal Work Items (Not Currently on Ballot)
 - *** None ***
10. Task Group Reports (Other than Work Items)
11. Liaison Reports
12. Old Business



13. New Business/Committee Correspondence
14. Administrative Deadlines
15. Future Meetings
 - Event Name: November 2018 Committee Week
 - Dates: Tuesday, November 6th, 2018 - Friday, November 9th 2018
 - Location: Washington Hilton; Washington, DC US
16. Meeting Adjournment

Read Antitrust Statement

ASTM International is a not-for-profit organization and developer of voluntary consensus standards. ASTM's leadership in international standards development is driven by the contributions of its members: more than 30,000 technical experts and business professionals representing 135 countries.

The purpose of antitrust laws is to preserve economic competition in the marketplace by prohibiting, among other things, unreasonable restraints of trade. In ASTM activities, it is important to recognize that participants often represent competitive interests. Antitrust laws require that all competition be open and unrestricted.

It is ASTM's policy, and the policy of each of its committees and subcommittees, to conduct all business and activity in full compliance with international, federal and state antitrust and competition laws. The ASTM Board of Directors has adopted an antitrust policy which is found in Section 19 of ASTM Regulations Governing Technical Committees. All members need to be aware of and compliant with this policy. The Regulations are accessible on the ASTM website (<http://www.astm.org/COMMIT/Regs.pdf>) and copies of the antitrust policy are available at the registration desk.

For a complete list of standards see
<http://www.astm.org/COMMIT/SUBCOMMIT/F0822.htm>

Running an Effective Meeting

During the Meeting:



- Start on time
- If using virtual meeting tools, ensure all attendees know how to log in and use meeting tools
- Review the agenda and revise as necessary
- Recognize new members and guest
- Open the discussions and encourage team member contributions including different perspectives and opinions
- Maintain order by using the agenda effectively

Opening a Meeting

- Start on time
- Delegate the task of taking minutes if you don't have a subcommittee secretary
- Review [ASTM's Antitrust Statement](#) (included in the agenda, & in [section 19 of the ASTM Regulations](#))
- Announce that recording of any kind (audio or video) is not allowed in ASTM meetings (See [Section 9.7](#) of the ASTM Regulations)
- Review the agenda/obtain agreement on the meetings objectives and goals
- Revise agenda if necessary

During the Meeting

- Use ASTM Regulations
- Use Robert's Rules of Order
- Use time efficiently
- Use members effectively



How to Make a Motion

- Motion made
- Motion seconded
- Chair calls for discussion of the motion
- Chair calls for vote on the motion
- Officer Handbook (Red Book)
 - ✓ Refer to section: Use of Motions at ASTM Meetings

Role of the Subcommittee Chair

- Remain neutral
- Recognize attendees who wish to speak
- Maintain order

Closing a Meeting

- State conclusions reached
- Summarize assignments
- Review requirements for next meeting



Submit Meeting Minutes

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Manage Committees

Change Of Employment

Committee Profile

Invite a Colleague

Membership Info

Recent Activity

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Subscriptions

Tracker

MyCommittees

Committee C01 on Cement

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
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Committee C07 on Lime and Limestone

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Committee C12 on Mortars and Grouts for Unit Masonry

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Committee C15 on Manufactured Masonry Units

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Committee D05 on Coal and Coke

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
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Committee D07 on Wood

MyTools

Roster Maintenance **360**

Negative & Comments **113**

MyOutstanding Ballots **8**

MyWork Items

MyCollaboration Areas

Ballots & Workitems

Meetings, Minutes & Agendas

Create MyAgenda

Create MySchedule

Create MyMeeting Materials

Submit Minutes & Agendas

Agendas/Minutes/Closing Reports tracker

Additional Resources

Enter Neg. Dispositions from Meeting



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Submit Minutes & Agendas

Agendas/Minutes/Closing Reports tracker

Additional Resources



Preparing Items for Ballot

Registering Work Items

- Required to register upon initiation of work on new standards or revision to existing standards
- No work item registration is needed for re-approvals, withdrawals or reinstatement

Monitoring New Work Items

- Establish procedures for who will register work items within the subcommittee
- Review content and authorize the posting of the work item to the web
- Keep active work items current and delete dropped projects

Why Work Items?

- Promote activity
- Provide visibility
- Serve as tracking number
- Initiate the “Standards Tracker” function

Registering a Work Item



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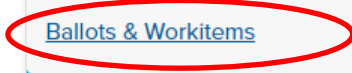
Tracker

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MyTools

Roster Maintenance 360
Negative & Comments 113
MyOutstanding Ballots 8
MyWork Items
MyCollaboration Areas
Ballots & Workitems
Submit/Edit
Inactivity Reports
Launch Admin Collaboration Area
Meetings, Minutes & Agendas
Additional Resources





Registering a Work Item

[MyASTM](#) / [Membership](#) / [MyCommittees](#) / [Ballots & Work Items](#)

[MyAccount](#)

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[Orders](#)

[Subscriptions](#)

[Tracker](#)

ASTM Work Item Registration Area and Ballot Item Submittal

Choose from the following options:

I need to register a Work Item for a Revision or New Standard.

Work Item registration is not required to submit a Reapproval, Withdrawal or Reinstatement action to ballot; go to [Option 2 - Ballot Item Submittal](#)

I need to Submit an Item to Ballot.

For Revisions and New Standards, please have a Work Item number. Go To [Option 1 - Work Item Registration](#) if WK registration is needed.

I need to Edit an existing Work Item or Update the Target Date.

[Continue](#)

Issuing a Ballot

- Subcommittee Ballot (section 11 of ASTM Regulations):
 - ✓ Subcommittee Chair or their designees are authorized to initiate a subcommittee ballot

 - ✓ Motion passed at a subcommittee meeting

 - ✓ Rationale required for each ballot item

 - ✓ Proposed new standards undergoing its initial round of balloting

 - ✓ Revisions to an existing standard that subcommittee members believe warrant a subcommittee ballot

Issuing a Ballot

- Main/Concurrent Ballot (section 11 of the ASTM Regulations):
 - ✓ Revisions to an existing standard or new standards that have undergone at least one subcommittee ballot can be issued concurrently
 - ✓ Concurrent ballots need to be approved by the main committee chair and the subcommittee chair
 - ✓ Rationale required for each ballot item
 - ✓ Handling Negatives Votes

Preparing New Drafts for Ballot

- Use the standard templates

- Use the Form and Style Guide for:
 - ✓ Proper format of Test Methods, Specifications, Classification, Practices, Guides, and Terminology

- “Up Front” editing available via Headquarters

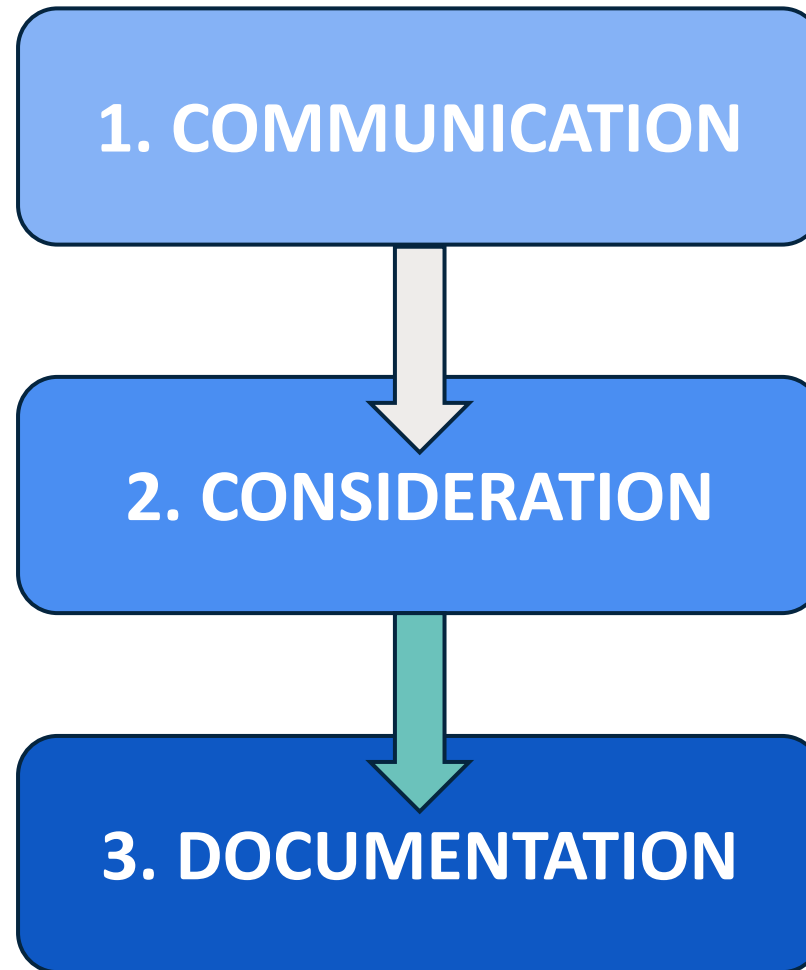
Preparing Revisions for Ballot

- Register a work item
- A link to the Word document will be provided to the technical contact via webmaster.org
- A link to instructions on how to prepare the work item for ballot will also be provided
- Track Changes appear in the margin of the document
- Submitting entire standard is not necessary, only revised sections

Preparing a Rationale for Ballot

- Short, concise explanation for balloting the item
- Previous ballot history
- Changes made due to negative votes or comments
- Include all contact information

Resolving Negatives Effectively



Communication

➤ Contact the negative voter:

- ✓ Before the ballot closes
- ✓ Before the meeting
- ✓ After the meeting

Consideration

- Discussion at a subcommittee meeting to determine the resolution of the negative.
- Resolutions can also be determined via committee admin ballot.

Documentation

- Document motions, vote count, and rationale in minutes
- Respond to negative voter
- Resolving the negative online
- Additional training is provided on Balloting and Handling Negative Votes

Disposition of Negative

- Persuasive
- Withdrawn
- Withdrawn with Editorial Change(s)
- Not Related
- Not Persuasive



Utilization of Available Resources

Tools and Resources

- [Form and Style Guide- Editorial](#) (Blue Book)
- [ASTM Regulations](#) (Green Book)
- [Officer Handbook](#) (Red Book)
- Committee Bylaws (refer to individual committee)
- [Virtual Classroom for Members](#)
- [Standard Templates](#)
- Professional Development

Tools and Resources (cont'd)

- WebEx/ Conference Call
- Standards Tracking
- Products and Services/ updates
- Publicity (*Standardization News/Press Releases*)

Finding Resources Online



The screenshot shows the ASTM website's navigation bar with 'Get Involved' highlighted in a red box. A dropdown menu is open, listing various categories, with 'Tracker Services' also highlighted in a red box. The main content area features a red-bordered box around the heading 'Technical Committees'. Below this heading is a paragraph describing the role of technical committees and a yellow 'Join Now' button. A 'Key Documents and Forms' box on the right lists several documents, including the 'Blue Book', 'Green Book', and 'Red Book'.

Products & Services **Get Involved** About News Contact Cart (0) Sign In

PRODUCTS

- Standards & Publications
- Book of Standards
- Reading Room
- Tracker Services**
- Catalogs

SERVICES

- Digital Library
- Enterprise Solutions
- Market Intelligence
- Laboratory Services

Technical Committees

Technical Committees develop and maintain ASTM standards. They are grouped by designation according to related activities within a particular scope of work (ex: A01 on Steel, Stainless Steel and Related Alloys). ASTM Committees are made up of over 32,000 volunteers from industry and include groups such as government or academia. Any interested individual can join an ASTM membership.

[Join Now](#) [Technical Committees Full List](#)

Standards Development

- [Work Items Full List](#)
- [Initiate a New Standards Activity](#)

Key Documents and Forms

- [Form and Style Manual for ASTM Standards or "Blue Book"](#)
- [Regulations Governing ASTM Technical Committees or "Green Book"](#)
- [Draft Standard Templates](#)
- [ASTM Technical Committee Officer Handbook or "Red Book"](#)
- [Strategic Planning Manual \(PDF\)](#)
- [Proxy Form—For Voting \(PDF\)](#)
- [2020 Certificate of Attendance](#)
- [Symposium Proposal Form](#)
- [Directions for Preparing and Submitting Work Items for Ballot](#)

ASTM Staff Resources

- [Staff Manager and Administrative Assistant](#)
- [Communications](#) (Publicity Request Form)
- [Form and Style Guide- Editorial](#) (Blue Book)
- [ASTM Regulations](#) (Green Book)
- [Officer Handbook](#) (Red Book)
- [Honors & Awards](#)
- [Interlaboratory Study Program \(ILS\)](#)
- [ASTM Global Communications Team](#)
- [Product Certification Process & Checklist](#)
- [Sustainability](#)
- [Emerging Professionals Program](#)
- [Contract & Project Management Services](#)
- [Symposium Proposal Form](#)
- [Safety Equipment Institute \(SEI\) and Certification](#)
- [ASTM Proficiency Testing Program Testing \(PTP\)](#)
- [ASTM Training and eLearning](#)
- [Key Documents and Forms](#)
- [Intellectual Property Policy](#)
- [Principles for Use of ASTM Intellectual Properties by Other Standards](#)
- [Patents](#)
- [Trademarks](#)
- [Use of ASTM Letterhead](#)
- [Copyright/ Permissions](#)
- [Antitrust](#)
- [Interpretations](#)
- [Official Committee Responses](#)
- [ASTM Logo Use](#)

Review of Today's Objectives

- Handling administrative responsibilities
- Conducting an effective and inclusive meeting
- Preparing items for sub and main committee ballot
- Resolving negatives effectively
- Utilizing ASTM resources



Additional Classroom for Member Trainings

- [New Member Orientation & Training](#)
- [Balloting & Handling Negative Votes](#)
- [WebEx Training](#)
- [Roster Maintenance](#)
- [Process of Developing & Revising a Standard](#)
- [Task Group Chair & Technical Contact Responsibilities](#)
- [Subcommittee Chair's Duties and Responsibilities](#)
- [Interlaboratory Studies Program](#)
- [Planning Symposia & Workshops](#)
- [Collaboration Area Training](#)



Good Luck in Your Important Role!



ASTM INTERNATIONAL
Helping our world work better



Questions?



ASTM INTERNATIONAL
Helping our world work better

Thank you for your attention!

www.astm.org