



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **ASSP Standards Committees Committee Member Position Description**

**Purpose:** ASSP's standards committees support safe work environments by bringing together diverse viewpoints and partners in a consensus process to develop standards. Committee and subcommittee members work with ASSP to develop and maintain multiple standards projects, ensure that the process of revision is timely and in accordance with ANSI procedures, and publish the final product of the consensus process.

### **Key Responsibilities**

- Attend committee meetings, which may be face-to-face or virtual
- Main committee member
  - Review draft versions of each standard
  - Submit substantive and/or editorial comments
  - Vote to approve the document
- Subcommittee member
  - Use technical expertise to help write and edit a standard's technical content

### **Support**

- ASSP standards committee and subcommittee procedures
- Orientation with committee chair and vice chair, who are knowledgeable about the standard and the standards writing process.
- ASSP standards development staff

### **Benefits**

- Recognition in the published standard
- Opportunity to contribute to the growth and development of ASSP and the safety profession
- Earn professional certification maintenance points

### **Time Commitment**

- Term of office: varies by standards project
- Up to 100 hours annually

### **Qualifications**

- Demonstrated expertise in an area related to particular standard project
- Completed application detailing the experience and knowledge on the specific topic

### **Contact**

Staff Liaison: Standards Development Department

E-mail [admin@workspace.assp.org](mailto:admin@workspace.assp.org)

Phone: 847.768.3434

ASSP is secretariat for 12 standards projects. As such, the Society organizes the committees and subcommittees that develop and maintain these consensus standards. Members of each committee vote to approve applicants interested in joining a committee. Applications are accepted on a rolling basis and are reviewed when a committee has a vacancy.