

AUSTRALIAN FORESTRY STANDARD LIMITED

STANDARDS DEVELOPMENT PROCEDURE 04

STANDARD REFERENCE COMMITTEE PROCEDURE FOR THE COMMITTEE CHAIR Selection, Role and Responsibility

V1.0 09/2011



[Australian Forestry Standard Limited (AFSL) has developed two Australian Standards® within the Australian Forest Certification Scheme which address wood production from sustainable forest management and the tracking of certified products in the wood and forest products supply chain by a chain of custody mechanism. These Australian Standards® were developed by and are maintained by AFSL Standard Reference Committees which comprise of representatives of nominating organisations/associations and individuals with a nominated Chair and secretariat support from AFSL.]

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1. Purpose

The purpose of this procedure is to clarify the Chair’s selection, role and responsibilities for Australian Forestry Standard Limited’s (AFSL) Standard Reference Committees.

2. Scope

The Chair of an AFSL Standards Reference Committee plays an important role in ensuring that the standardization process is strictly adhered to in the development of an Australian Standard®.

3. References

	Parent directory	Sub directory	Filename
Standard Reference Committee Members Charter and Code of Conduct	01	a-ii	SD PROC 03 SRC Charter and Code of Conduct
Standard Reference Committee Procedure for Achieving and Demonstrating Consensus	01	a-iii	sd-proc-08-src-consensus v2.0

4. Selection

- 4.1. An Independent Chair will be appointed by the AFSL Board from within the relevant Standards Reference Committee, or independently.
- 4.2. AFSL will base its appointment of the Chair on an assessment of the following attributes:
 - demonstrated leadership ability at a committee level;
 - demonstrated negotiation skills with various stakeholders;
 - ability to remain neutral in AFSL Standards Reference Committee meetings to ensure all views are considered;
 - capacity to summarise discussion for consensus.
- 4.3. The selected Chair will be required to acknowledge, accept and comply with AFSL’s policies and procedures related to standards development;
- 4.4. In the event of the absence of the Chair from a SRC meeting, committee representatives will appoint a substitute Chair from the floor.

5. Role

- 5.1. Facilitating meetings of AFSL Standards Reference Committees, and remain impartial at all times and ensure that the opinions of AFSL Standard Reference Committee representatives are heard in meetings;
- 5.2. Be available to attend all AFSL Standards Reference Committee meetings;

- 5.3. Liaise with the AFSL Secretariat and ensure that the program of work and target dates for the standard development stages are met.

6. Responsibilities

- 6.1. Prior to meetings of the SRC, the Chair is responsible for ensuring that;
- Notices and items for AFSL Standards Reference Committee meetings are circulated four weeks prior to meetings of the SRC
 - Agendas and associated drafts and correspondence are circulated within two weeks of meetings of the SRC
 - Agenda items are time bound;
 - Any committee representatives absent from key decision items have the opportunity to submit their views in writing prior to the meeting;
- 6.2. During meetings of the Standards Reference Committee the Chair is expected to
- Ensure that the objectives and outcomes of the meeting are clear about what is to be achieved;
 - Abide by the Code of Conduct for SRC Members; and
 - Ensure that all SRC members are aware of their responsibilities to abide by the Code of Conduct for SRC Members
 - Attempt at all times to attain consensus in decisions made (see Standard Reference Committee Procedure for Achieving and Demonstrating Consensus)
 - Ensure that differences between members are resolved.
- 6.3. After meetings of the Standards Reference Committee, the Chair is responsible for
- Minutes, decisions etc of the meeting are distributed as appropriate.
 - Committee representatives do not criticise the Committee's work or findings in public;

7. Meeting Management

- 7.1. The Chair will ensure;
- to remind the committee representatives that they exercise representative roles when supporting particular points under discussion;
 - to remind committee representatives to express the views of the sectional interests they represent and not their own personal or their company's or department's opinion;
 - discussions on points that have previously received thorough consideration do not get reopened, unless a very good reason exists;
 - to control private discussions and disagreements between committee representatives;
 - to manage effectively trivial objections;
 - to limit discussions to the point under consideration;
 - to summarise the consensus view when a consensus of opinion has been reached,

- to summarise the key points of difference when an agreement cannot be reached and propose an action(s) to be taken to resolve any differences or deadlocks.

8. Conflict Of Interest

- 8.1. When necessary the Chair may need to stand down from chairing discussions on subjects where there could be a real or perceived conflict of interest;
- 8.2. The Chair needs to reiterate to AFSL Standards Reference Committee representatives that they do not make statements on behalf of or indicate that they represent Standards Australia or the AFSL Standard Reference Committee unless the matter has been previously discussed within a AFSL Standard Reference Committee meeting or referred to Standards Australia by the Chair.

9. Performance

9.1. The Chair will:

- Ensure that monitoring/priorities and target dates are updated regularly and reviewed at least every six months;
- Monitor performance to ensure that standards development processes remain within defined timelines; and constraints for the duration of the standards development process.