



Engineering Standards Benchmarking COP Education Task Team Position Description

Updated on 27-Jan-12

Engineering Standards Benchmarking COP Education Task Team Overview:

Engineering Standards Benchmarking COP Subcommittees support the work of the Global Engineering Standards Benchmarking COP Steering Committee. The Subcommittees define their goals and objectives in alignment with and to support the overall goals and objectives of the Containment COP Steering Committee and ISPE.

Mission of the Engineering Standards Benchmarking COP:

The Engineering Standards Benchmarking (ESB) provides a discussion forum and network for ESB by encouraging the sharing of ideas relevant to topics such as improving processes for creation/approval/maintenance and use of corporate engineering standards and specifications in the pharmaceutical industry. The COP also considers the hierarchy of documents, variance processes, and alignment on how A/E firms use standards and specifications.

Education Subcommittee Purpose and Objectives:

- Provide Engineering Standards Benchmarking-related education content for ISPE conferences as well as for webinars and other education forms as needed (e.g., online benchmarking standards education course development).

Appointed by: COP Chair/Co-Chair and Subcommittee Chair

Responsibilities of this Position:

- Attend and actively participate in Subcommittee meetings
- Develop the topics and projects identified by the Global Steering Committee
- Help identify work streams and work products that will be of benefit to the Engineering Standards Benchmarking COP, ISPE and to the industry in general

Additional responsibilities for Subcommittee Chairs:

- Responsible for driving execution and timely completion of projects and for soliciting membership for their Subcommittee.
- Responsible for holding regular Subcommittee meetings and reporting progress to the Steering Committee via attendance at Steering Committee monthly meetings.

Skills/Experience Requirements for this Position:

- The incumbent must be an ISPE member in good standing
- The incumbent should be a subject matter expert in the discipline of the COP
- The incumbent must have strong leadership skills
- Project management skills are a plus

Length of Service: 1 Year Additional Details (optional): The COP may determine a longer term of office.

Time Commitment: Approximate hours per month: >0 to 5 Hours

Work will be intermittent regular regular with peaks requiring additional effort.

Resource Requirements

Provided by ISPE staff or volunteers: The Subcommittee Chair will provide guidance on the assignments of the Subcommittee members. The Engineering Standards Benchmarking COP Steering Committee will provide guidance on the assignments of the Subcommittee as a whole. The ISPE Staff Project Manager provides support to the Steering Committee.

Expected from the volunteer (or his/her employer): Active participation is expected from all Subcommittee members. Subcommittee members should have commitment from his/her employer to allow participation in committee meetings during working hours. Access to electronic tools (email, internet) is expected.

Meeting Schedule:

Subcommittee meetings will be held virtually on a monthly or bi-monthly basis.

Attendance Requirement:

All Subcommittee Committee Members should attend a minimum of 75% of the meetings; all of them if possible.

Volunteer Expectations

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| ✓ Actively participate in meetings | ✓ Respond to communications in a timely manner |
| ✓ Read materials and come prepared to each meeting | ✓ Develop a good relationship with Staff |
| ✓ Listen to people and ideas | ✓ Respect confidentiality |
| ✓ Become knowledgeable of the Society's policies and procedures | ✓ Fully support all decisions of the Board and Committee |
| ✓ Complete assignments on time | ✓ Always act in the best interests of ISPE |

If you are interested in volunteering for this position please click the link to complete a Volunteer Profile <http://www.ispe.org/volunteerprofile>