



## API COP Steering Committee- Manufacturing Representative Position Description

*Updated on 27-Jan-12*

### **COP Steering Committee Overview:**

The Steering Committee, guided by the Chair, provides strategic and tactical leadership for the Community of Practice. The incumbent is typically a Subject Matter Expert in the discipline of the COP, and is a major contributor to the overall strategy the COP will use in approaching technical issues and work streams. A Steering Committee may occasionally lead a key task team, or may be asked to support COP activities (e.g. Forums and networking events).

### **Position Purpose and Objectives:**

The incumbent is expected to help the Chair advance the Society's objectives, especially those identified in the annual Business Plan for the COP. This may include helping to drive the development of work products like technical documents or creating programs for ISPE continuing education, COP Forums, networking events or training programs. As defined by the COP, Steering Committee membership will often be a prerequisite before becoming a COP Co-Chair or Chair. A Steering Committee needs to maintain a balance of representatives from manufacturing companies and suppliers/ vendors.

**Appointed by:** Steering Committee

### **Responsibilities of this Position:**

- The incumbent must be employed at an industry manufacturing company.
- The incumbent is expected to attend and actively participate in COP Steering Committee meetings
- The incumbent is expected to help identify work streams and work products that will be of benefit to ISPE and to the industry in general
- The incumbent, in conjunction with the rest of the Steering Committee, is expected to facilitate increased participation in COP activities by the general membership
- May represent the COP on the COP Council

### **Skills/Experience Requirements for this Position:**

- The incumbent must be an ISPE member
- 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 define 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 staff project manager will provide help for project-based assignments. The COP Chair and Steering Committee will support assignments as well. See staff project manager responsibilities document for specific details related to tasks that staff project managers are responsible for.

**Expected from the volunteer (or his/her employer):** The incumbent should have commitment from his/her employer to allow participation in committee meetings during working hours. The volunteer or employer should also be willing and able to fund any travel required, e.g. ISPE conferences or COP meetings. Access to electronic tools (email, internet) is expected.

### **Meeting Schedule:**

Minimum of 3 meetings per year. Meetings can be virtual, but at least one face-to-face meeting is preferred.

### **Attendance Requirement:**

The Steering Committee Member should attend a minimum of 75% of the meetings; all of them if possible.

### **Volunteer Expectations**

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| <ul style="list-style-type: none"> <li>✓ <i>Actively participate in meetings</i></li> <li>✓ <i>Read materials and come prepared to each meeting</i></li> <li>✓ <i>Listen to people and ideas</i></li> <li>✓ <i>Become knowledgeable of the Society's policies and procedures</i></li> </ul> | <ul style="list-style-type: none"> <li>✓ <i>Complete assignments on time</i></li> <li>✓ <i>Respond to communications in a timely manner</i></li> <li>✓ <i>Develop a good relationship with Staff</i></li> <li>✓ <i>Respect confidentiality</i></li> </ul> |
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✓ *Fully support all decisions of the Board and Committee*

✓ *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>