

## **Standards Committee Charter**

2016

#### **Mission**

To develop and maintain the PEARL Electrical Equipment Reconditioning Standard (EERS) and the PEARL Electrical Equipment Inspection & Testing Standard (EEITS) and coordinate with the Marketing Committee to promote the EERS as the basis for thought leadership in the industry.

#### Role

#### The Standards Committee is responsible for:

- Obtaining and maintaining ANSI approval to publish the PEARL EERS.
- Coordinating with staff to conduct all necessary balloting to gain approval as needed.
- Responding to all technical inquiries related to the EERS.
- Overseeing the maintenance of all data and information to ensure full ANSI documentation requirements.
- Establising a process for ensuring ANSI compliance for annual reporting as required.
- Preparing a schedule and action plan for reapplying for ANSI approval at the required intervals.
- Coordinating with the Marketing Committee and/or any PEARL contracted professional services to develope, implement and monitor marketing programs to promote use of the EERS and to position PEARL and its members as the thought leaders for the industry.
- Managing liaison relationships with external organizations whose interests align with PEARL for standards development or where such relationship might bring greater understanding of the value of the EERS to other industry stakehoders and end users.
- Overseeing the cyclical updating and improvements to the Standards and recommending to the Board changes in the Standards for future consideration.
- Establishing and overseeing subcommittees and taskforces needed to meet the Committee's objectives.
- Recommending the appointment and termination of subcommittees and taskforces and/or their members as tasks are defined or completed or to address performance needs.

## **Meetings**

The Standards Committee will conduct business of the committee through an ongoing schedule of conference calls and electronic communications. The Committee and any subcommittee or task force will utilize a consensus decision making process when possible. When consensus decisions are not possible, decisions will be made by a simple majority of a roll call or email vote.

### **Membership**

Committee Leadership: The Standards Committee shall have a Chair that is a current director, officer, or alternate director of the Association or another experienced PEARL member as appointed by the President. The Chair's term shall be for two years or until a successor is chosen by the President of the Board of Directors. All other Committee members shall be from a member company in good standing of the Association.

#### Other Committee members shall include:

The Association's Executive Director as an Ex Officio member, or their designee.

## Responsibilities

#### The Chair is responsible for:

- Serving as Chair for all meetings of the Committee.
- Coordinating with staff for the development of meeting agendas and related materials.
- Appointing the Chair for any subcommittees and/or taskforces that might be necessary for the conduct of Committee business.
- Coordinating appointment of subcommittee and taskforce members with the Chair of the respective subcommittees and taskforces.
- Coordinating development of subcommittee/taskforce goals and objectives with the respective subcommittee/task force chair, for review and approval by the Committee.
- ▲ Coordinating ongoing activities of subcommittees and taskforces with those of the Committee.
- ▲ Coordinating and/or overseeing the coordinaton of activities and programs as approved by the Board.
- Appointing a member of the Committee to chair meetings in his/her absence.
- Reporting Committee activities to the Board.
- ▲ Grooming future leaders for the Committee to ensure a planned succession is in place for the committee and to provide opportunities for new leadership participation.

# The Association's Executive Director, or their designee, shall be responsible for:

- Coordinating with the Committee Chair for the development of meeting agenda and related material.
- ▲ Producing minutes of all meetings of the Committee.
- Maintaining the roster of Membership Committee members.
- Coordinating and scheduling Committee meetings.