

Competencies for Consensus Participants 2021

The following competency framework that outlines the skills, knowledge, and abilities that have been found to be valuable for a volunteer supporting the development of standards to have.

Duties / Responsibilities

Participant	Chair/Officer
<ul style="list-style-type: none"> ● Participating in in-person and virtual meetings to support the work of the standards committees you sit on ● Reviewing and providing feedback on written drafts ● Supporting the development of project plans and outlines ● Present on the status of standards in process and existing standards ● Reviewing standards proposed by the subcommittee(s) or task groups and deliberating on proposed changes to the proposed standards ● Voting to approve standards (for committees you sit on) ● Participate in revisions to the standards ● Complying with applicable policies and procedures ● Addressing questions and developing interpretations for standards developed (for the committees you sit on) 	<p>The following duties and responsibilities are in addition to those listed under the participant role:</p> <ul style="list-style-type: none"> ● Driving the success of standards meetings and events ● Supporting the development of project plans and outlines ● Attracting new participants to join the committee(s) you sit on ● Voting to approve standards (for committees you sit on)

Experience

Participant	Chair/Officer
<ul style="list-style-type: none"> ● Experience working with people from different perspectives ● Experience working on committees ● You have a material interest in developing that standard. This might be in the form of: <ul style="list-style-type: none"> ○ You are a technical expert 	<p>The following area of valued experience are in addition to those listed under the participant role:</p> <ul style="list-style-type: none"> ● Experience working with people from different perspectives ● Experience working on committees

<ul style="list-style-type: none"> ○ You perform research to support ○ You are a user <p>A plus:</p> <ul style="list-style-type: none"> ● Strong technical writing skills ● Experience developing standards 	<ul style="list-style-type: none"> ● You have a material interest in developing that standard. This might be in the form of: <ul style="list-style-type: none"> ○ You are a technical expert ○ You perform research to support ○ You are a user ● Experience developing standards
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Education/Training

Participant	Chair/Officer
<p>Educational needs are dependent on the industry and technical level of the standards committee:</p> <ul style="list-style-type: none"> ● College degree or significant experience or expertise in the subject matter ● Master's degree may be required for some standards development <p>A plus:</p> <ul style="list-style-type: none"> ● Training in standards development 	<p>The following education and training are in addition to those listed under the participant role:</p> <p>Knowledge of best practices in standards development</p>

Skills/Capabilities/Technical

Participant	Chair/Officer
<ul style="list-style-type: none"> ● Ability to be diplomatic and persuasive working in a team environment ● Knowledge and experience using electronic calendars, meeting invitations, document processing tools, and other related software ● Strong oral and written communication skills ● Ability to read, write, interpret, and understand technical details 	<p>The following skills, capabilities, and/or technical abilities are in addition to those listed under the participant role:</p> <ul style="list-style-type: none"> ● Ability to drive the process towards the desired outcome ● Basic knowledge of the parliamentary procedures ● Problem solving skills ● Ability to mediate conflict and help the group achieve consensus