



Application for Membership on Standards Technical Committee

Please complete all the questions on this form, supply additional requested information, and sign and date the application.

PART I. GENERAL INFORMATION

Applicant Information: Complete the following information about yourself.

Your Name:

Title:

Company:

Acronym:

Address:

City:

State:

ZIP:

Phone:

Ext:

Fax:

Email:

TDD#:

Please indicate the Standards Technical Committee/s on which you wish to serve:

Single-Family Buildings

Multifamily Buildings

Data and Modeling

PART II. REPRESENTATION

1. Do you understand that you are only representing yourself, and not your company and/or employer, on this committee?

Yes

No

2. Do you understand that you will provide your best technical guidance without prejudice to your own company or employer?

Yes

No

3. a. Have you read, and will you agree to abide by, the role and responsibilities of the STC as described in Annex A of this application?

Yes

No

b. By applying for this appointment do you agree to the approximate time commitments for STC members, estimated to be at least 10 hours per month, per committee, on average?

Yes

No

c. By applying for this appointment do you agree to actively participate in the work of resolving public comments submitted for draft standards, at a minimum of two times per year, as requested by the STC Chair?

Yes

No

d. Would you also like to be considered for appointment as STC chair, with responsibilities detailed in Annex B of this application, and requiring an estimated additional 10 hours per month? (20 hours estimated total)

Yes

No

PART III. WHAT SECTOR DO YOU WORK IN?

Please check all that apply and add any additional sectors not listed below:

Private Contractor	Government	Education	Research
Non-Profit	Manufacturer	Distributor	Consultant

PART IV. WHAT CATEGORY DO YOU REPRESENT?

Industry – A member who is involved with researching, designing, producing, distributing, or selling materials or products related to the body of standards.

User – A member who purchases, uses or specifies materials, products, systems, or services related to the body of standards.

General Interest – General Interest members are neither Industry nor User members. This category may include programs, utilities, government, health/safety professionals, other organizations or associations.

PART V. BACKGROUND AND EXPERIENCE

Please complete the following. Attach résumé or additional sheets as necessary.

1. **Areas of Technical Expertise** (Check all that apply and add any other areas not listed below.)

HVAC	Envelope	Indoor Air Quality
QA/QC	Moisture Mitigation	Energy Usage Analysis
Software		

2. List previous Standards Committee service, including other similar organizations on which you have served. List relevant building performance-related organizations, education, and service. Use additional sheets if necessary.

Organization/Committee

Date or Years of Service

a)

b)

c)

d)

3. State specific work experience related to one or more elements of Committee work.

4. List any relevant certifications (e.g., BPI, RESNET, NATE).

5. List any foreign languages in which you are fluent.

- 6. State the contributions, education or other qualifications you offer towards the success of the Committee in which you have an interest.

- 7. Please provide a minimum of two references who can speak to your expertise in the areas you have noted above.

PART VI. ADDITIONAL INFORMATION

Provide any additional information as may be appropriate to assist in the evaluation of your application. (Attach additional sheets as necessary.)

PART VII. CERTIFICATION AND AGREEMENT

Membership on the BPI Standards Technical Committee obligates the participant to commit to be active in all work of the Committee, including attendance and participation at Committee meetings, contribution of information, prompt reply to emails requesting action, and on-time completion of assigned tasks. It is expected that members will be able to utilize electronic communication tools including email and video conferencing. The undersigned agrees to abide by the policies and procedures of the Building Performance Institute (BPI) and attests that the information provided in this application for Committee membership is true and accurate.

The undersigned hereby agrees that his or her authorship contributions to BPI in connection with work performed as a member of a BPI committee are considered to be works for BPI. To the extent that the undersigned retains any rights in copyright as to such authorship contributions, the undersigned hereby grants and assigns to BPI all such rights. The undersigned understands that he or she will have no rights in any BPI publications that use such contributions by the undersigned and certifies to the best of his or her knowledge that such contributions are not protected by the copyright of any other person or entity.

Signature: _____ Date: _____

Print Name: _____

Title: _____

Please send an electronic version of this document by completing all fields and clicking 'Submit Form' in the upper right hand corner of this form. Should you experience difficulty, please save the form as a PDF and email it as an attachment to standards@bpi.org.

Phone: (877) 274-1274
Email: standards@bpi.org

Annex A | Responsibilities of the Standards Technical Committee

The Standards Technical Committee (STC) is the BPI consensus body responsible for the development, approval, revision, reaffirmation, maintenance, withdrawal, and official interpretations of standards that fall within the scope of BPI-1 Standards Procedure Manual. Additionally, the STC is responsible for addressing public comments. Participants from diverse interest categories shall be sought with the objective of achieving balance and furthering BPI's mission.

STC members are appointed to serve a three-year term subject to the requirements of *BPI-1 Standards Procedures Manual*, Sections 4.4.1.1 and 4.4.1.2. Active STC members wishing to extend their term beyond three years may do so at the discretion of the National Technical Director and the Manager of Standards in accordance with the criteria in §4.4.1.2

The STC is responsible for:

- Supporting BPI's scope and mission in standards development
- Acting in a purely technical capacity, divesting themselves of an affiliation position
- Considering all proposals or requests for revisions or amendments to existing standards
- Actively contributing in developing and reviewing drafts of proposed standards
- Providing formal comments and voting on the proposed standards that have been circulated for voting
- Responding to public comments in a timely manner
- Establishing Working Groups, as required
- Providing interpretations of published standards
- Voting approval of modifications to the standards
- Periodically reviewing the standard(s) to ensure that they are kept current

Annex B | Responsibilities of an STC Chair

The Chair of the STC is responsible for the overall management of that STC, including any working groups (WG) and subcommittees to advance the development of standards. The Chair of an STC is responsible for the conduct of committees' activities in accordance with the procedures prescribed in *BPI-1 Standards Procedures Manual* and consistent with the scope. The Chair of the STC shall:

- Act in a purely technical capacity, divesting themselves of an affiliation position
- Obtain representation of affected interest categories and shall avoid dominance by any one group. For information on interest categories, see *BPI-1 Standards Procedures Manual*, Section 4.4.1.3
- Conduct meetings with a view to reaching consensus on draft standards
- Ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present
- Ensure at meetings that all decisions are clearly expressed and made available in written form by the Secretariat for confirmation during the meeting
- Advise the National Technical Director and Manager of Standards on important matters relating to that STC.
- Ensure that the policy and strategic decisions of the BPI Board of Directors are implemented in the committee
- Direct the activities of the STC regarding the resolution of public comments
- Assist in the case of an appeal against a decision by the STC

Candidates for appointment to STC Chair will be selected from current members. Candidates should demonstrate a high level of activity consistent with the scope of the STC. Each appointment as Chair is subject to annual reaffirmation by the National Technical Director and Manager of Standards. If the Chair is unable to continue to perform this role, the Vice Chair shall assume responsibilities until a new Chair is appointed. If the Vice Chair is appointed as Chair, a new Vice Chair should be appointed.