



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.

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.