

 Volunteer Job Description	<h2 style="margin: 0;">Testing Council Chair</h2> <p style="margin: 0;"><i>Rev. 06-03-13</i></p>
Title:	Chair, ISTA Testing Council
Elected by:	The ISTA Testing Council
Length of Term:	Two (2) Years, may be appointed to a second term
Reports To:	Technical Division Board
Expected Result:	The Chair shall be the Leader of the Testing Council and works in partnership with the VP Technical to ensure achievement of the Testing Council's mission

Specific Responsibilities:

The Chair is the contact (liaison) between the Testing Council and the ISTA VP Technical and performs such duties as:

1. Serving as an ex-officio member of the Technical Division Board
2. Working closely with the ISTA VP Technical to insure the success of the Testing Council
3. Chairing and contributing to Testing Council meetings of ISTA

Action Steps
Understand the role of the Testing Council in the Association.
Work in partnership with the VP Technical in planning the Council's agenda and in scheduling meetings
Call special meetings of the Council where appropriate
If necessary, delegate work responsibilities, ensuring that they are spread out equitably among the Council members, and motivate members toward active participation and involvement in Council activities
Report to the Technical Division Board on activities within the Testing Council

4. Working with the VP Technical to recruit and appoint new Council members
5. Keeping informed on ISTA Technical affairs (such as reviewing the official minutes of the ISTA Technical Board meetings, reading current promotion literature and periodically viewing the Associations web pages), which assists the Chair to:

Action Steps
Be able to promote ISTA memberships when appropriate.
Answer any technical questions that may be asked by members or the general public regarding the Association.
Be able to represent the Association and its opinions at transport packaging events.

Recommendations as to Qualifications:

- The Testing Council Chair for ISTA should be a member of ISTA for not less than one (1) year. This requirement may be waived in special cases as approved by the Testing Council Members.
- It is preferred that the Chair has been active on the Technical Division Board or Testing Council.

Commitment Required

- One on-site Testing Council meeting per year. The meeting is one day in length and the locations vary.
- One to five Testing Council teleconferences per year.
- Responding to emails, electronic ballots or possible participation in telephone conference calls regarding special events that may occur during the time period between Council meetings.
- Monthly Technical Steering Committee calls

Benefits

- Knowledge that you are making a difference in the industry and your profession.
- Networking for the professional growth of yourself and your company who sponsors your involvement.
- Camaraderie with other professionals