



New Member Onboarding Checklist

ASTM International staff recommends the following actions which will help with your understanding of the ASTM consensus process used to develop international standards.

Please contact comserv@astm.org for further assistance.

Member Training

www.astm.org/MEMBER_TRAINING

Offered through the virtual classroom of the ASTM website and onsite at committee weeks.

- Participate in the New Member Orientation.
- Take the virtual training on ASTM Online Tools.
- If you're attending a committee week, check the schedule for trainings offered onsite (this is always a great way to meet ASTM leadership while gaining valuable knowledge of the ASTM processes)
- There are other helpful trainings available virtually throughout the year. Feel free to take these as you get better acquainted with your committees operations.

Contact your staff manager

Each committee is assigned an ASTM staff manager to monitor operations, the process and provide help to members.

- Your staff manager information can be found by logging into your ASTM account and clicking on the committee title name or by clicking on the committee roster link.
- Introduce yourself and use the staff manager as a resource for any questions about the consensus process, upcoming meetings, or specific areas of interest.

Make sure you're submitting votes through the online balloting platform

Voting is a required part of your ASTM membership. If you wish to change your voting status please contact your staff manager.

- Automated email notifications are distributed when ballots are open and as a reminder before they close.
- Ballots are your opportunity to review revisions to current standards or content of new standards.
- You can submit your vote with comments to recommend edits or changes to technical content.
- If you have any questions about the ballot item or need assistance you can reach out to the technical contact (listed in the ballot item) or your staff manager.

Attend an ASTM technical committee meeting

Registration is required but membership is not a requirement to attend meetings.

- ASTM meetings are open to all interested stakeholders.
- Task group meetings are where technical discussions about the content of the standard are discussed (non-members can participate).
- Subcommittee and Main committee meetings are where voting members have the opportunity to vote on ballot actions and task group reports are given.
- Meetings are a great opportunity to network with industry colleagues and will give you a deeper understanding of the consensus process.
- Notifications about upcoming meetings will be sent to all participating members and will include registration information.

Download a copy of the ASTM Regulations

www.astm.org/Regulations.html

- The ASTM Regulations is a seventeen-page document used by staff and members to oversee the consensus process.
- The Regulations outlines all rules that govern the process.

Visit the ASTM professional webpage

www.astm.org/professionaldevelopment/leadership_index.html

- Provides helpful information for enhancing your career through ASTM International committee leadership
- You can also request a mentor from the committee leadership to help you navigate your first meeting(s).

Congratulations!

You have expanded your knowledge of ASTM International and our consensus process used in the development of standards. It is our hope that this checklist has hit all of the key areas to help you navigate and become more involved in your committees activities