ASTM INTERNATIONAL

Training Recommendations for Members

New Members

ASTM International staff wants to help get you engaged in the standards development process as quickly as possible, so you get the maximum benefit out of your membership. The following trainings are recommended to assist you with navigating the process:

1. **New Member Orientation**
   Will provide an overview of ASTM International, the standards development process, committee structure & operations, and a quick overview of some of the online tools members can utilize.

2. **ASTM Online Tools**
   This session will provide an in-depth look at the MyCommittees area and all of the various online tools that members have access to and will need to use for participation.

3. **Developing & Revising a Standard**
   This session follows both a new standard and the revision of a standard through the ASTM consensus process to publication.

4. **Balloting & Handling Negative Votes**
   This session will help provide insight into the intricacies of the balloting process and how technical contacts of standards can navigate negative votes to keep their standard moving through the standard development process.

Members preparing to become a committee officer or subcommittee chair.

ASTM International staff wants to help you be successful in your leadership role as a committee officer. Because this role involves specific responsibilities, we recommend the training below. If you have not already taken the new member orientation, online tools, and balloting/handling negative votes training modules, you may also find those helpful.

1. **Main Committee Officers' Duties & Responsibilities**
   This session identifies key duties and responsibilities of the Chairman, Vice Chairman, Membership Secretary, and Secretary in order to strengthen the leadership skills necessary for a productive committee.

2. **Subcommittee Chairman Duties & Responsibilities**
   This module provides tips to conduct an effective meeting, preparing ballot items, delegating tasks, and managing subcommittee duties.

3. **Roster Maintenance**
   This training module assists officers in classifying new members, granting official voting status, and maintaining balance on your committee and subcommittee rosters.

Members wanting to facilitate the development or revision of a standard. (Technical contact or task group leader)

ASTM International staff wants to help you in your leadership role as a technical contact and/or task group lead. Because this role involves utilizing the ASTM systems and following the standard through the entire development process we recommend the following sessions to help you. If you have not already taken the new member orientation and online tools training modules, you may also find those helpful.

1. **Responsibilities for Task Group Chair & Technical Contacts Training**
   This training module will provide an overview of the duties and responsibilities of task group leaders and technical contacts, as well as, help you navigate the ASTM systems and various tools available to assist with your standards development work.

2. **Developing & Revising a Standard**
   This session follows both a new standard and the revision of a standard through the process to publication.

3. **Balloting & Handling Negative Votes**
   This session will help provide insight into the intricacies of the balloting process and how technical contacts of standards can navigate negative votes to keep their standard moving through the standard development process.

We also have training on how to use the WebEx tool to host virtual meetings between in-person committee meetings. If you haven't used WebEx before and plan on hosting virtual meetings you may also be interested in this session.

Link to the training page of the ASTM International website:
www.astm.org/MEMBER_TRAINING