

**ISA  
POSITION DESCRIPTION**

**SECTION STANDARDS & PRACTICES CHAIRMAN**

**Term of Office:** 1 year; can be reappointed;  
consecutive years recommended

**Reports to:** Section President

**General Function:**

**Primary Responsibility & Duties:**

1. Become familiar with the Section S&P Chairman's Guide and the Standards & Practices Notebook.
2. Continually expand personal knowledge of the voluntary standards process and the functions of the S&P Department.
3. Notify the membership of current S&P activities.
4. Recruit persons to serve on the local Section board of review.
5. Promote the review of draft ISA standards.
6. Maintain a classified list of reviewers to assist in selecting the best reviewer of each draft standard.
7. Support the Section's efforts to prepare an annual S&P report each April: goals, accomplishments, suggestions for improvement; copy District S&P Chairman and Standards Manager at ISA.

**Resources Available:** Section S&P Chairman's Guide; Standards & Practices Notebook; Former S&P Chairman; District S&P Chairman; ISA Staff.

**Time Commitment:** 1-3 hours each week

**Meeting Obligations:** Section and District meetings, President's Winter and Summer Meeting, Annual Conference & Exhibit are all beneficial.

**Working Relationships:**

1. Other Officers and Members: Interact with all members and leaders as necessary to accomplish goals.
2. Staff: Access staff knowledge as needed and provide essential information to staff when requested.
3. Other

**Qualifications:** An interest in better volunteer standards; willingness to accept the responsibility; knowledge of the standards and practices process.

**Method of Appointment:** Appointed by Section president or in compliance with the Section constitution and bylaws.