

Essential Job Duties and Skills and Abilities for CLSI Committee Participants

The essential job duties and skills and abilities for participation in CLSI committees are listed in the tables below.

Essential Job Duty, Skill, or Ability	ExP	DDC	SC	WG
Serve as liaison to the Consensus Council for the technical quality review of documents	C			
Liaise with SC, DDC, or WG chairholders regarding technical and/or quality considerations	C			
Facilitate and ensure consensus throughout all development phases	C	C	C	C
Lead committee activities, ensuring all responsibilities are met	C	C	C	C
Coordinate all activities with the project manager	C	C	C	C
Prepare agendas for meetings	C	C	C	C
Facilitate all committee meetings	C	C	C	C
Review and approve meeting records	C	C	C	C
Adhere to provided budget		C	C	C
Establish project schedule in collaboration with the project manager		C	C	C
Perform (or delegate) “one voice” edit in preparation for Proposed Draft vote		C	C	C
Ensure draft document conforms with <i>Essential Instructions for Writing CLSI Documents</i>		C	C	C
Serve as liaison to the relevant expert panel as needed		C	C	C
Appoint ad hoc WGs as needed to complete approved project tasks			C	
After project approval, select DDC or WG participants’ roles		C, V	C, V	C, V
Communicate with committee members as needed		C, V	C, V	C, V
Keep projects on schedule		C, V	C, V	C, V
Provide coaching and writing assistance as needed		C, V	C, V	C, V
Prepare call-outs for final document and review final document layout as applicable		C, V	C, V	C, V
Assume all duties of the chairholder when that person is not available	V	V	V	V
Prepare project proposals	C, V, M		C, V, M	
Actively participate in committee activities	C, V, M, A	C, V, M, CN	C, V, M, A, R	C, V, M, A
Review and comment on document drafts as requested	C, V, M, A	C, V, M, CN	C, V, M, A, R	C, V, M, A
Author document content, as desired or requested		C, V, M, CN	C, V, M, A, R	C, V, M, A
Contribute data or examples needed for the documents		C, V, M, CN	C, V, M, A, R	C, V, M, A
Provide writing or review assignments on time to meet timeline projections		C, V, M, CN	C, V, M, A, R	C, V, M, A
Assist with comment resolution		C, V, M, CN	C, V, M, A, R	C, V, M, A
May be called upon to support documents after publication		C, V, M, CN	C, V, M, A, R	C, V, M, A
Vote on Proposed Draft document		C, V, M	M	
Perform the responsibilities of assigned role (member, advisor, contributor)		S	S	S
In collaboration with the project manager, complete meeting reports		S	S	S
Ability to lead a group of peers to an effective outcome	C	C	C	C
Lead development processes in conformance with the <i>Standards Development Policies and Processes</i>	C	C	C	C
Knowledge of CLSI and the medical laboratory field	C, V, M, A	C, V, M, CN	C, V, M, A	C, V, M, A
In-depth knowledge in a technical field	C, V, M, A	C, V, M, CN	C, V, M, A	C, V, M, A
Serve in a fair, impartial manner	C, V, M, A	C, V, M, CN	C, V, M, A	C, V, M, A
Conduct activities in a professional demeanor	C, V, M, A	C, V, M, CN	C, V, M, A, R	C, V, M, A
Read, write, and communicate effectively in English	C, V, M, A	C, V, M, CN	C, V, M, A, R	C, V, M, A

Abbreviations: A, advisor; C, chairholder; CN, contributor; DDC, document development committee; ExP, expert panel; M, member; R, reviewer; S, secretary; SC, subcommittee; V, vice-chairholder; WG, working group.