



## Standardization Committee

### **Scope**

Standardization Co-Chairs have line management responsibility for the Council's industry standards development activities conducted through the Standardization Committee according to procedures described in the NCPDP *Bylaws* and the NCPDP *Standing Operating Procedures*. Co-Chairs monitor, develop and maintain all standards, documents, and specifications, which are intended to become industry standards, and the working groups that produce them.

### **Committee Goals/Tasks**

As a Standardization Co-Chair, responsibilities include reviewing standards before ballots are released, reviewing Work Group meeting minutes, assisting staff in addressing standards questions, reviewing outgoing letters related to standards, coordinating with other SDOs, responding to Federal/State Government requests/NPRM's, adjudicating Standards Compliance Forms etc. The committee also monitors compliance of Bylaws/SOP, establishes and disbands Work Groups, and acts on appeals.

### **Committee Member Composition**

Participation is limited to no less than three members and no more than six members and seeks balanced representation of membership categories. At least one but no more than two-thirds shall be members of the Board of Trustees and the President who shall serve as an ex officio member.

Candidate names are submitted to the Board of Trustees. A majority vote of the Board determines the Standardization Co-Chairs which make up the committee.

A term for a Standardization Committee member is one year.

### **Meeting Frequency and Attendance**

This committee meets as needed. Work is mostly done via email, or occasional conference calls. There may be peak periods when more participation is required right before and right after WG meetings.

Committee members are expected to attend all quarterly NCPDP meetings.

### **Subcommittees**

There are no subcommittees.

### **For more information please contact:**

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