

GUIDE FOR TECHNICAL AND SCIENTIFIC WORKING GROUP FOR FIRE AND EXPLOSIONS

COMMITTEE MEMBERSHIP

ADOPTED BY THE T/SWGFEX EXECUTIVE COMMITTEE
on Sunday, the 18th day of August, 2013

This Guide was developed to instruct existing and prospective committee members on the conduct expected of them in executing their duties. The policies set forth below govern all committee members, including committee chairs.

- (1) Members are expected to carefully review and obey the T/SWGFEX By-laws, Standard Operating Procedures, Code of Ethics as well as any other applicable policies or rules issued by the Chair or the T/SWGFEX Executive Committee. You will be required to read the Code of Ethics and submit to the Executive Committee your signed acknowledgement that you have read and understood this Code.
 - (2) Members are expected to familiarize themselves with and abide by any existing committee standard operating procedures.
 - (3) T/SWGFEX recognizes that committee membership is voluntary; however, accepting a committee appointment requires a level of commitment of each committee member commensurate with the goals assigned to the particular committee. Except where excused by the T/SWGFEX Chair or the Committee Chair from fulfilling such obligations, members are expected to participate in the following manner:
 - i) Prepare for and attend committee meetings.* Committees may have their meeting in conjunction with the T/SWGFEX Annual Meeting or Symposium, but most work will be done electronically or by phone.
 - ii) Respond to phone calls, e-mail, and other communications from the committee chair or others regarding business of the committee as soon as practicable.
 - iii) Most importantly, each year that a person serves on a committee, he or she is expected to make some contribution towards the achievement of one or more committee goals.
- *It is recognized that professional, financial, and time commitments may prevent a committee member from attending an annual meeting or other meetings that may be convened, in which case the member should request of the Committee Chair that he or she be excused from attendance.
- (4) Chairs, co-chairs, or vice-chairs are expected to participate as other members, and to fulfill additional duties assigned to them from time to time in their role as chair, co-chairs or vice-chair which include the following:

- i) Upon the commencement of a new committee year, notifying members of their appointment to the committee and the committee's goals and objectives.
 - ii) Providing committee members timely notice of upcoming committee meetings, and presiding over such meetings or arranging for another member to preside in the chair's absence.
 - iii) Encouraging member participation towards accomplishment of committee goals.
 - iv) Reporting progress towards accomplishment of the committee goals in a timely fashion to the Chair, as required.
- (5) It is implied in the term committee membership that the creation or product of a committee member, made as an individual or as part of a group, which is offered towards the accomplishment of a committee assignment, is owned by T/SWGFEX. If asked, committee members are required to sign an acknowledgment of their waiver of copyright or any other rights they might otherwise have in work done for T/SWGFEX as part of a committee. Members who want permission to use the creation or product they have developed, or who want to maintain copyright in any contribution to a committee assignment, must make specific arrangements in writing with the Chair, Executive Committee, and the National Center for Forensic Science.
- (6) Members expressing opinions or making statements about any matter that may relate to the business or perceived jurisdiction of their committee must make it clear that such opinions or statements are that of the individual member, and not made on behalf of T/SWGFEX unless such person is authorized to speak on behalf of the committee or on behalf of T/SWGFEX.

These Revised Standard Operating Procedures were passed by the Executive Committee of T/SWGFEX on Sunday, 08/18/2013.