



## MMSA Committee Leadership Memo – Running Effective Committee & Standard Proposals

**To:** MMSA Committee Chairs and Members

**Subject:** Committee Formation, Member Roles & Standards Proposal Guidance

**Audience:** Public for MMSAusa.com, Committee Leaders, Industry Partners

### → Opening Committee Structure & Roles

Standing Roles	Guidance	Committee Composition
<ul style="list-style-type: none"> <li><b>Chair</b> – Leads meetings, drives document completion, coordinates draft development, and ensures validation testing and peer review.</li> <li><b>Vice Chair</b> (optional)</li> <li><b>Secretary</b> – Documents meeting minutes and ensures submission to MMSA records.</li> </ul>	<ul style="list-style-type: none"> <li>Every committee must invite at least one MMSA Executive Committee member to participate in and audit the committee meetings.</li> <li>Guests and non-members can join subgroups or participate <i>with executive approval</i>.</li> <li>Technical representation is mandatory; <i>labor representation is not required</i>.</li> <li>Chairs and executive personnel may recruit industry experts to participate as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum: 3 active members</li> <li>Maximum: 15 active members</li> <li>All committee members must contribute to <i>Guage R&amp;R</i>, draft reviews, and document development.</li> </ul>

### → Validation of a New Standard

Checklist	Required	Additional Considerations
Defined scope	Yes	<ul style="list-style-type: none"> <li>Draft method + testing apparatus drawings</li> <li>Letters of support or failure case studies are optional.</li> <li>Final proposal approval is based on majority vote by MMSA membership.</li> <li>Pilot implementations are <b>not required</b> but encouraged for internal validation.</li> </ul>
Supporting technical data or justification	Yes	
Proposed test method or specification	Yes	
Lab Round-Robin Testing	Yes	
Third-Party Validation (if needed)	Recommended	
Industry feedback loop through MMSA	Yes	
Cross-references to relevant standards (ASTM, ANSI, ISO, etc.)	Recommended	

### → Meeting Coordination

<ul style="list-style-type: none"> <li>Cadence: minimum once every 6 weeks</li> <li>Meeting Summaries sent to <b>MMSA Secretary</b></li> <li>Decision making</li> <li>Validation Process Document (guidance for round robins)</li> <li>Participation/Confidentiality</li> <li>Style Guide: <b>ANSI format</b></li> </ul>	
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### → MMSA Web Page Location

<a href="http://www.mmsausa.com/committees">www.mmsausa.com/committees</a>
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### → Committee Membership Guidance

#### Joining a Committee:

- By volunteering via email or at MMSA business meetings.
- Approval from the committee chair and/or executive committee may be required.

#### Eligibility Requirements:

- Participants must work at a company with full MMSA membership or be an invited guest with executive approval.
- Members must be recognized industry experts in one or more areas: R&D, technical services, product management, marketing, or sales.

#### Participation Rules:

- Guests and non-members can join subgroups or participate with executive approval.
- Technical representation is mandatory; **labor representation is not required**.



### Supporting documents

New Standard Proposal Form (ANSI-compliant, assigned A118.xx number)
Committee Membership/Interest Form (available via email or on MMSA website)
Confidentiality & Anti-Corruption Statement for guests and observers
Validation Checklist and Final Review Form (handled by MMSA Executives)

