

USNC Department Responsibilities – July 2017

PA 1 – Technical <i>Kendall Szulewski-Francis</i>	PA 2 – Membership & Voting <i>Kevin Sullivan</i>	PA 3 – Finance & Directories <i>Jinny Park</i>	PA 4 – Conformity Assessment <i>Sam Roods</i>	Coordinator – Meetings <i>Debbie Negron-Badillo</i>
<ul style="list-style-type: none"> • Primary administrator for all technical standards work under the TMC & SMB including all TAGs • Primary support on USNC and ANSI procedures • Provide primary staff support for the programs of the USNC Communications and Continuing Education Committee • Backup contact for all USNC voting • Staff Administrator: <ul style="list-style-type: none"> ○ Strategic Objectives TF ○ 2022 GM PlanCo ○ Rules & Procedures 	<ul style="list-style-type: none"> • Primary administrator for USNC membership initiatives • Responsible for USNC voting on IEC TC/SC/SyC documents • Coordinator of IEC Public Commenting program • Oversees maintenance of USNC webpages • Handling of USNC Inbox & IEC inquiries • Responsible for watermarked standards • Backup contact for all USNC meetings issues • Staff Administrator: <ul style="list-style-type: none"> ○ TAG Admin Task Force 	<ul style="list-style-type: none"> • Primary administrator for USNC TAG Invoicing • Responsible for Expert Management System (EMS) & IEC Passwords • Maintains TAG Rosters and USNC Directories • USNC Expense Reports • US Rep. to IEC ACEA • Preparation of TA/DTA/TAG Secretary (Re)Appointments • Staff Administrator: <ul style="list-style-type: none"> ○ USNC Finance Committee 	<ul style="list-style-type: none"> • Primary administrator for all conformity assessment work under the CAPCC & CAB including USNC/IEC CA Systems & Related Groups • Primary staff support for USNC CA Systems Rules & Procedures • Responsible for National Adoptions for USNC Members and IEC Adoptions Database • Staff support for all USNC , ANSI and IEC Award programs • US Rep. to Rep. IEC ACEE • Staff Administrator: <ul style="list-style-type: none"> ○ Nominations Committee ○ Young & Emerging Professionals/ IEC YP Program 	<ul style="list-style-type: none"> • Facilitate all aspects of the coordination of USNC-hosted meetings and delegations to meetings • Meeting Registration System (MRS) • Coordinate the USNC Interface with IEC meetings • Support for Head of Delegation including delegation accreditation • Review of HoD Reports • Prepare letters of invitation to host and for visa entry

**Please submit all votes/comments on IEC technical documents to USNC@ansi.org!*