



# **CHARTERED UNIT GUIDE**

## **- TECHNICAL COMMITTEES -**

[www.iopp.org/committees](http://www.iopp.org/committees)

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## **TECHNICAL COUNCIL**

All Committee Chairs with the Vice President–Technical as the presiding officer comprise the Technical Council. 2 additional members at large can be added with a vote from the committee chairs and VP Technical

The Technical Council of the Institute of Packaging Professionals supports the development and activities of the technical Task Groups and standing Technical Committees as one means of addressing the technical needs of the IoPP membership.

### **The Technical Council will:**

- Provide a forum for the Technical Committees and Task Groups to discuss operational issues and best practices
- Increase the number of Technical Committees and Task Groups to address specific technical needs of the IoPP membership
- Increase awareness of technical activities within IoPP and outside the organization
- Encourage the development of innovative packaging technologies and applications
- Support IoPP's publishing and educational activities
- Facilitate leadership training within Technical Committees and Task Groups
- Facilitate the identification of areas of interest in the packaging field that might be subjects of discussion for Technical Committees or Task Groups
- Provide a mechanism for transferring technical expertise and information from Technical Committees and Task Groups to the Chapters

### **Specific Functions of the Council may include:**

- Monitoring of committee programming
- Leadership development
- Committee membership monitoring and development
- Committee fiscal responsibility
- Inter-committee liaison
- Committee – Chapter liaison
- Establishment of new Technical Committees
- Liaison with outside groups with similar interests
- Broadening of existing committees
- Assisting Chairs in directing committee activity

The responsibility for establishing and administering Technical Committee activity within the Institute of Packaging Professionals is held by the Technical Council. The Technical Council reports to the IoPP Board of Directors through the Vice President–Technical.

## **Technical Council Officers**

### **Vice President–Technical**

The Vice President–Technical is elected by the Technical Council (one vote per committee or task force), serves on the Board of Directors, and serves a two-year term.

The Vice President–Technical is the presiding officer of the Technical Council, serving as a liaison between the Technical Committees and Task Groups and Board of Directors; and reporting on Technical Committee and Task Group activities upon request of the Board of Directors or Executive Committee.

### **The voting membership of the Technical Council consists of:**

- Chair (who shall concurrently serve as the Vice President–Technical)
- Vice Chair (who shall serve as Task Group Chair)
- Technical Group Liaison Chair
- All Technical Committees Chair
- IoPP National Staff person responsible for technical activities
- Not more than three Members-at-Large
- Alternate representatives from each technical committee

## **Technical Council Meetings**

Every Committee Chair (or designee) is encouraged to participate in the Technical Council Meetings. These meetings are called by the Vice President – Technical at times throughout the year. Every Committee Chair (or designee) automatically serves as a voting member of the IoPP Technical Council. The member's responsibility involves participating in setting IoPP policy.

## **Staff/Technical Council Representative Attendance**

The Technical Council will make every attempt to have an IoPP staff member or Technical Council representative attend at least one Technical Committee and Task Group meeting per year.

## **TECHNICAL COMMITTEE OPERATIONS**

### **TECHNICAL COMMITTEES**

IoPP Technical Committees offer the unique opportunity to meet regularly with people of similar interests in a sharply defined segment of packaging technology or industry interest.

Whether a Committee is concerned with testing of materials, scheduling of workshops and formal seminars, developing technical papers, discussing existing or new technologies, or sponsoring tours and exhibitions, it provides a meeting ground of common interest (in an atmosphere void of any anti-trust implications); as well as an opportunity to serve one's profession in a very tangible way.

## **TASK GROUPS**

The Task Groups are the forerunners of the Technical Committees. They are formed in response to demonstrated IoPP member interest in particular areas. The Task Group Chair (a standing member of the Technical Council) will recommend formation of new groups for approval to the Technical Council. The Task Group Chair will oversee the development and formation of such groups and will report on their progress on a regular basis.

A Task Group may remain in operation for up to 24 months, during which time it is expected to elect or appoint officers; hold regular meetings; develop a Mission Statement; Bylaws and membership requirements; and otherwise demonstrate a continuing need for the Task Group.

When these requirements are met, the Task Group Chair may recommend that the Task Group be granted status as a standing Technical Committee, pending approval of the Technical Council.

## **ASSIGNING PROJECTS**

Once your Committee's short-term objectives have been approved, they become committee projects, which must be assigned to groups or individuals for implementation. Projects should rarely, if ever, be handled on a full Committee basis, since communications and progress become unwieldy, and too much time can be spent at Committee meetings on minor details.

Large-scale projects, such as preparation of a special report or a seminar-type meeting, should be assigned to a subcommittee of at least three (3) members. One person will be selected as Subcommittee Chair. S/he will be responsible for scheduling the activity, following up on assignments, and reporting on progress at meetings of the full Committee. Subcommittee Chairs should be chosen for their leadership as well as professional abilities; for it is from these persons that future Committee officers are usually chosen. Subcommittees should plan to meet at predetermined intervals, and separate from full Committee meetings.

Smaller projects, such as preparing a questionnaire or working out a single test procedure, may be assigned to a single individual. For this type of assignment, keep in mind the Committee member who is located at a distance from usual Committee meeting locations, and who is not free to travel. This member might well have facilities available locally enabling him to undertake many valuable Committee projects on an individual basis.

Most important of all, make sure every member of your Committee is given a project assignment and is made aware of his responsibility for fulfilling it. By contributing more than just attendance at meetings, your members will take pride in the achievements of the Committee; more members will be attracted to take part; and the Committee will thrive and gain stature.

## **MAINTAINING COMMITTEE FUNDS [www.iopp.org/financials](http://www.iopp.org/financials)**

The Institute of Packaging Professionals is tax-exempt under Section 501(c) (3) of the IRS Code as a not-for-profit organization. To comply with tightened regulations governing such status, IoPP has adopted certain procedures for the maintenance of Committee funds and for reporting receipts and disbursements.

A Technical Committee may choose one of two options relative to the financing of its operations:

- a. The Committee may maintain a treasury, and appoint an elective officer (Treasurer) to administer its operation and to be accountable for funds and transactions. Duties of such Treasurer are enumerated in this Manual.
- b. The committee may choose not to maintain a treasury and to utilize IoPP National accounting services for Committee operations.

Under option (a), the elected Treasurer must maintain a bank checking account in the name of the Committee, and the signatures of both the Treasurer and the Chair (or other officer appointed by the Chair) must be recorded at the bank. A Treasurer's Report must be presented orally and/or in writing at every business meeting of the Committee, and a written report must be submitted twice per year as required at [www.iopp.org/financials](http://www.iopp.org/financials).

Under option (b), the committee will report annually to the IoPP National office that no funds are maintained. Where receipts and expenditures for seminar meetings and other activities are handled by the IoPP office on behalf of the committee, a statement of income and expenses will be submitted to the Committee within 45 days after such meeting or activity. It is most important that the foregoing procedures be adhered to closely. Violations can be interpreted by IRS as misuse of funds, and the exempt status of the entire IoPP organization could be jeopardized.

Questions on financial policy should be referred to the Committee Chair, Treasurer or the IoPP Accounting Department.

## **DISSOLUTION OF TECHNICAL COMMITTEES OR TASK GROUPS**

If a Technical Committee becomes inactive (as determined by an absence of meetings during a one-year period or membership of less than ten people), the Technical Council will review the Committee's status and may recommend dissolution. The officers of the Committee will be given appropriate time to respond. After notification of the Committee officers, the Technical Council may vote to dissolve the Committee.

Task Groups have up to 24 months to develop the structure and active support necessary to become Technical Committees. If at the end of this initial 24 month period a Task Group has not moved to Technical Committee status, the Task Group Chair will make a recommendation to either extend the formation period or to dissolve the Task Group. The Technical Council will put this recommendation to a vote.

## **TECHNICAL COMMITTEE OFFICERS**

The first requirement for successful Committee operation is that every officer has a clear understanding of his duties and responsibilities to the Committee and to the national organization, the Institute of Packaging Professionals.

### **The Committee Chair**

The Committee Chair shall be a member of IoPP and shall be the executive head of the Committee and, as such, is accountable to the Technical Council for all activities of the Committee.

The Chair shall, with the aid of other Committee officers, plan and conduct meetings, seminars and other activities; and shall be responsible for the organization and productivity of subcommittees.

Duties of the Chair include:

1. Attend and preside at all Committee meetings.
2. Establish and/or maintain the Committee's long range and short-term objectives.
3. Maintain the membership of the Committee.
4. In consultation with the other officers, Chair shall appoint subcommittee officers.
5. Chair may also appoint officers to fill unexpired terms (except his own successor).
6. The Chair shall guide all officers in carrying out their assignments, and shall select and train new leaders, to assure a smooth future Committee leadership transition.
7. Conduct all Committee business with a high level of professional and ethical standards, in accordance with the Bylaws of the Institute of Packaging Professionals.
8. Remind Committee members of the provisions of the IoPP Anti-trust Policy Statement and General Rules of Anti-trust Compliance at each meeting.
9. Actively promote national membership in the Institute of Packaging Professionals.
10. Take responsibility for the accuracy, completeness and value of Committee reports and proceedings that are to be published, or otherwise distributed, outside of the Committee. The Chair's approval, as well as Technical Council approval, is required prior to such publication or distribution.
11. Encourage liaison with local Chapters to discuss opportunities to hold joint meetings, conferences and tours. If appropriate, ensure that local Chapters are contacted when Committee meetings are going to be held in the area and that ongoing activities are reported to Chapters.
12. Assure the Committee's active participation on the Technical Council.

### **The Committee Vice-Chair**

The Committee Vice-chair shall be a member of IoPP. The Vice-Chair shall be familiar with all activities of the Committee, and should be able to take over any or all of the Chair's duties in his absence.

The Vice-Chair shall assume such duties as assigned by the Chair, generally in one or more of the following areas:

1. Administration of Committee projects
2. Nominating and other subcommittee performance
3. Recordkeeping and follow-up on IoPP national membership requirements for Committee participants
4. Preparation and transmittal of Committee reports
5. Determination of membership and activity needs, to assist the Chair in maintaining an active, interested and enthusiastic Committee membership

6. Administration of Committee publicity programs

### **The Committee Secretary**

The Committee Secretary shall be a member of IoPP. The Secretary shall issue all meeting notices and conduct such Committee correspondence as the Chair may direct. The Secretary shall be responsible for notifying IoPP National headquarters of all meetings.

Other duties shall include:

1. Prepare accurate records of all business conducted at a Committee meeting.
2. Assure the distribution of attendance lists and meeting Minutes to all active Committee members and IoPP headquarters.
3. Maintain all Committee records in a complete, orderly and safe manner.
4. Maintain a complete, up-to-date mailing list of Committee members and provide a current copy to IoPP headquarters, annually, by September 1.
5. Maintain a supply of IoPP promotional literature and application forms for use in promoting national membership within the Committee.

### **The Committee Treasurer**

The Committee Treasurer shall be a member of IoPP. The Treasurer shall be responsible for maintaining all Committee funds in accordance with good accounting practices. The Treasurer shall personally, neatly and accurately record all financial transactions of the Committee.

Other duties may include:

1. Take responsibility for the collection, proper recording and safekeeping of meeting registration receipts and other assessment fees.
2. Pay all Committee financial obligations, as authorized or directed by the chair.
3. Establish and/or maintain a bank checking account in the name of the Committee, as a repository for all Committee funds. All disbursements shall be by Check.
4. Prepare and present a Treasurer's Report, orally and/or in writing, at every Committee business meeting.
5. Prepare the Treasurer's Report for submission to IoPP headquarters. Such report shall be submitted twice per year, according to the procedure set forth.

The Committee Treasurer may be bonded, if desired by the committee or recommended by the Technical Council.

## **PUBLICATION OF PROJECTS**

The results of Technical Committee projects are usually published by IoPP as special reports, which include Committee surveys, studies and recommendations; technical reports, which are



individual papers presented at Committee, forum, Chapter and other technical IoPP meetings; special publications, including source books, data books and other publications which are periodically revised and updated; monographs on a specific packaging subject of broad application; recommended test procedures; specifications; recommended practices; and production control methods.

**The following Technical Activities Publication Policies must be followed:**

- a. The publication authors must relinquish claim to copyrights and assign such to IoPP with the understanding that the authors are not entitled to royalties or any other form of compensation.
- b. Prior to publication, the document will be reviewed by the Committee's Executive Subcommittee; then reviewed and approved for publication and distribution by the full Technical Committee and the Technical Council.
- c. IoPP may wish to review and edit such technical documents prior to publication, using IoPP constituency groups. Following acceptable review and editing, if necessary, IoPP may publish the document at its discretion. Additional author review will not normally be solicited. In the event the author wishes to make changes, the proposed revisions must be submitted to IoPP in written form. IoPP will render the final decision to incorporate the revisions or dismiss the recommendations.
- d. Copying of IoPP publications or distributing "free" copies in any form is prohibited, except by written consent of the publishing body.
- e. IoPP legal counsel's review will be sought when deemed appropriate by the Technical Council.

**COMMITTEE MEMBERSHIP**

The objectives you have established will be your Committee's best marketing tools for attracting new members. They also chart a course for an individual's own personal growth in his area of packaging specialization, and provide the pegs by which he measures his achievements as part of a group effort.

New members can be attracted in several ways. The best source is open meetings and seminars, publicized widely and well in advance.

Another important recruitment method is by word of mouth from your current members. Encourage them to talk up your meetings and activities to their associates, suppliers and customers. Ask them to post or distribute meeting notices and, where warranted, Minutes of past meetings or copies of past Committee publications.

The IoPP National headquarters will continue to furnish your Committee with the names of new national IoPP members who have expressed an interest in Committee activity. It is important that these referrals be acknowledged promptly.

Equally important to recruiting new members is keeping the interest and participation of old members. Being familiar with the organization and past activities of the Committee, they are of invaluable help in setting realistic goals and guiding the Committee past old problem areas. Seek their advice and give them a worthwhile job to do.

## Nomination and Election of Committee Officers

The following questions may serve as a guide in determining the qualifications of a particular committee officer candidate:

- a. Is candidate's company willing to make enough time available to this individual to conduct the duties of the proposed office?
- b. Is s/he free to travel when required?
- c. Does s/he have a genuine interest in the work of the Committee?
- d. Has s/he demonstrated leadership qualities?
- e. Can s/he speak well and conduct a meeting as required?
- f. Has s/he shown the ability to organize and promote Committee projects/programs?
- g. Is s/he prompt in answering correspondence from the Committee?
- h. Is there any known limit on the period of time s/he will be able to serve in office?

The following officer election procedures have been established by the Technical Council for the guidance of all IoPP Technical Committees:

- a. Nominees for Committee office must be members in good standing of the Institute.
- b. Committee officership is voluntary, and entails no financial remuneration of any kind. A nominee must have the consent of his employer before accepting the time and travel commitments of Committee leadership.
- c. Except in most unusual circumstances, nominees should have prior Committee leadership experience; i.e., lower office, Subcommittee Chairship.
- d. Terms of office shall be determined by the Committee, but no longer than two years. No Committee Chair shall be eligible for the same office for more than two consecutive terms. An appointment to fill an unexpired term of office will not be considered a full term.
- e. A nominating subcommittee shall be appointed by the Committee Chair. A slate of candidates for the offices of Chair, Vice-chair, Secretary and other required offices will be submitted to the current Chair for review.
- f. Following review of the slate of candidates by the Committee Chair, Committee members in good standing should be balloted either at a full meeting of the Committee, by mail or email.
- g. If desired, election procedures may provide for write-in candidates on mail ballots or nominations from the floor at meeting elections. However, acceptability of such candidates must be governed by criteria indicated in the previous paragraphs.
- h. Election of officers must be promptly reported to the Manager–Technical Activities.

## CURRENT TECHNICAL COMMITTEES

Chemical Packaging Committee	<a href="http://www.iopp.org/cpc">www.iopp.org/cpc</a>
Drug and Pharmaceutical Packaging Committee	<a href="http://www.iopp.org/dpc">www.iopp.org/dpc</a>
Food Safety Alliance for Packaging	<a href="http://www.iopp.org/fsap">www.iopp.org/fsap</a>
Medical Device Packaging Committee	<a href="http://www.iopp.org/md">www.iopp.org/md</a>
Packaging Adhesives and Adhesion Committee	<a href="http://www.iopp.org/paac">www.iopp.org/paac</a>
Packaging Consultants Council	<a href="http://www.packagingconsultants.org">www.packagingconsultants.org</a>
Pharmaceutical Packaging & Labeling Committee	<a href="http://www.iopp.org/pplc">www.iopp.org/pplc</a>
Sustainable Packaging Technical Committee	<a href="http://www.iopp.org/sp">www.iopp.org/sp</a>
Technical Bag Committee	<a href="http://www.iopp.org/bag">www.iopp.org/bag</a>
Transport Packaging Committee	<a href="http://www.iopp.org/tp">www.iopp.org/tp</a>
Wine, Spirits and Beer Task Group (Task Group)	<a href="http://www.iopp.org/wsb">www.iopp.org/wsb</a>

**TECHNICAL COMMITTEE OF THE YEAR PROGRAM (To be replaced  
by revised version to be used in 2014)**

**CHARTERED UNIT BEST PRACTICES**  
(Use updated version from Chapter Chartered Unit Guide)



## WEBSITE SHORTCUT LINKS

### **Useful information for IoPP officers and elected leaders**

IoPP Financial Submission Form

IoPP Benefactors

IoPP Corporate Sponsors

IoPP Local Chapters

IoPP Technical Committees

Certified Packaging Professional Program

Educational Courses and Opportunities

Course: IoPP Fundamentals of Packaging Technology

Course: IoPP Packaging Machinery: Basics and Beyond

AmeriStar Package Competition

The IoPP Bookstore

IoPP Member Directory

IoPP and Industry Events

IoPP Career Center

Industry Links: Benefactors, Corporate Sponsors & more

*Journal of Packaging* Online Technical Publication

Nominate a fellow member for an IoPP award

IoPP Speakers Bureau

*IoPP Update* newsletter, current and back issues

Join IoPP, includes membership information

Renew your membership online

Update your contact and industry involvement information

[www.iopp.org/officerinfo](http://www.iopp.org/officerinfo)

[www.iopp.org/financials](http://www.iopp.org/financials)

[www.iopp.org/benefactors](http://www.iopp.org/benefactors)

[www.iopp.org/corporatesponsor](http://www.iopp.org/corporatesponsor)

[www.iopp.org/chapter](http://www.iopp.org/chapter)

[www.iopp.org/committee](http://www.iopp.org/committee)

[www.iopp.org/certify](http://www.iopp.org/certify)

[www.iopp.org/education](http://www.iopp.org/education)

[www.iopp.org/fpt](http://www.iopp.org/fpt)

[www.iopp.org/machinery](http://www.iopp.org/machinery)

[www.iopp.org/ameristar](http://www.iopp.org/ameristar)

[www.iopp.org/books](http://www.iopp.org/books)

[www.iopp.org/directory](http://www.iopp.org/directory)

[www.iopp.org/events](http://www.iopp.org/events)

[www.iopp.org/jobs](http://www.iopp.org/jobs)

[www.iopp.org/links](http://www.iopp.org/links)

[www.iopp.org/journal](http://www.iopp.org/journal)

[www.iopp.org/awards](http://www.iopp.org/awards)

[www.iopp.org/speakers](http://www.iopp.org/speakers)

[www.iopp.org/newsletter](http://www.iopp.org/newsletter)

[www.iopp.org/join](http://www.iopp.org/join)

[www.iopp.org/renew](http://www.iopp.org/renew)

[www.iopp.org/update](http://www.iopp.org/update)