

NAR COMMITTEE SERVICE STANDARDS

General Expectations of All Committee Chairmen:

1. I will deliver the service to NAR members for which this committee is responsible, meeting both the general and the specific expectations established by the NAR President for my Committee, with high standards of timeliness and quality, and with polite and responsive customer service.
2. I will conduct my Committee's operations in accordance with the policies of the NAR and the directives of the NAR President and Board of Trustees, and will seek guidance from my point of contact on the NAR Board when in doubt as to these policies and directives.
3. I will maintain full accountability and careful records for the funds allocated to me by the NAR or collected in connection with my Committee's operations, spending these funds only on NAR official business. If in doubt as to the propriety of an expense, I will consult with the NAR Treasurer before incurring it. I will not obligate the NAR to an unbudgeted financial liability of over \$100 except as specifically approved by the NAR President or Board of Trustees. I will report to the NAR Treasurer by February 1 of each year a full accounting for the income and expenses of my Committee.
4. I will provide a semiannual summary report of my Committee's activities and recommendations to the NAR President by the deadline that he establishes, generally 30 days prior to each regular semiannual meeting of the NAR Board of Trustees.
5. I will respond to phone calls, letters, or e-mails from the NAR President or my NAR Board point of contact within 7 days. I will advise them of those periods when I am traveling for a period of greater than two weeks and am unable to respond to mail or phone calls. If I have work or personal issues that make me unable to deliver the services of my Committee or respond promptly to NAR member customers, or if my Committee's workload exceeds its ability to sustain quality service, I will promptly advise the NAR President or my NAR Board point of contact.
6. I will maintain inventory records of my Committee's equipment, supplies, and any subscriptions or services purchased by NAR members from my Committee but not yet delivered. I will turn over these records, my Committee's supplies and equipment, and my financial records to my successor as Committee Chairman or to whomever the NAR President directs within 30 days of relinquishing my Chairmanship of this Committee.
7. I will promptly report to my NAR Board point of contact any conflicts of interest between my NAR volunteer position and duties and my employment or my personal relationships. I will not provide personal information on NAR members or information provided to me in confidence in connection with my NAR duties to anyone except those authorized by the NAR President to receive it.
8. I will supervise the performance of any assistants or subcommittee chairmen who report to me, and will ensure that they also meet the service expectations for my Committee.

STANDARDS AND TESTING

Current Committee Purpose: To provide the NAR with a prompt, reliable, and accurate capability to test and certify manufacturers' sport rocket motors for compliance with the performance and reliability standards established by NFPA Codes 1122 and 1127; and to provide technical analysis and recommendations to the NAR Board for any proposed changes to the NAR Safety Codes.

NAR By-Laws Language: Article 11, Section 4: The Standards and Testing Committee shall have as its duties the establishment and revision of the standards and regulations of the Association, the establishment and revision of the Safety Code(s) of the Association, and the testing and certification of equipment as called out in the standards and regulations of the Association.

Article 2: The Association shall:

(b) establish, enforce, modify and publish standards and rules relating to the construction, operation, and safety of non-professional consumer rockets and rocket products;

(c) establish and define key safety parameters pertaining to non-professional consumer rocketry in the Safety Code(s) of the Association.

Specific Expectations:

1. I will establish clear and detailed technical standards and administrative process rules for the submission, testing, certification, and decertification of commercially-made sport rocket motors, and will ensure that these standards are compatible with NFPA Codes 1122 and 1127, where applicable. I will provide these standards, and any revisions to these standards, to every licensed sport rocket manufacturer.
2. I will maintain a test stand or family of test stands that are capable of testing solid-fuel sport rocket motors of all sizes from 1/4A to K to an accuracy of 1% or better in the measurement of thrust, burn and delay time, and total impulse.
3. I will test any motor that is submitted to my Committee by a manufacturer, and that is accompanied by all required documentation and fees, within 60 days of receipt of the motor. I will provide the results of the tests to the manufacturer, and (if applicable) make the public announcement of the motor's certification, within 30 days after the testing is completed.
4. I will maintain the confidentiality of any information provided to my Committee in confidence by a manufacturer, and the confidentiality of the results of any motor tests with the exception of the completed certification form and example thrust-time curve for motors that are successfully certified as a result of Committee tests.
5. I will operate a reporting system that permits rocketeers to easily file reports on the malfunction of NAR-certified motors in the field. I will establish clear standards and procedures for taking action with the manufacturer in response to widespread reports of failure of a particular motor type, and will inform the NAR President promptly when such action appears to be warranted.
6. I will make all certification reports for motors certified as a result of my Committee's testing easily available at a nominal cost to all NAR members and other interested parties, through the NARTS Committee, the NAR web page, or other sources.
7. I will provide a master list of all motors certified by the NAR, either through my Committee's testing or through reciprocal arrangements with other organizations, to the NAR webmaster and to the editors of Sport Rocketry and Model Rocketeer at least once every six months.
8. I will maintain the official master copy of each Safety Code established by the NAR, and will update this copy with any changes approved by the NAR Board of Trustees and provide updated versions to the NAR webmaster and other interested parties. I will provide such testing support, technical analysis, and

professional advice as the NAR Board of Trustees may request in support of any changes being considered to any of these codes or to any NFPA code.