X12 Corporate Administrative Policy

Division of Leadership Responsibilities

(CAP03)

Division of Responsibilities

1 Introduction

The X12 Board of Directors (Board) is responsible for this policy and associated procedures. Members agree to be bound by these policies and to follow the associated procedures as a condition of membership. Non-members afforded specific collaboration privileges agree to be bound by these policies and to follow the associated procedures as a condition of those privileges. Suggestions for improvements to this document are welcome. They may be submitted at http://changerequest.x12.org.

2 Authority

The corporate rules of order and standing rules detailed herein supplement the *X12 Bylaws (CAP01)*. In the case of any inconsistency between corporate rules and the Bylaws, the Bylaws prevail.

Corporate rules of order and standing rules may be augmented by more detailed or more restrictive committee rules; however, such rules shall not duplicate, supersede, contradict, countermand, or overrule the corporate rules. In the case of any inconsistency between corporate rules and committee rules, the corporate rules prevail.

3 Background

X12 is overseen by a corporate board of directors and has two distinct committees which develop electronic data interchange standards, the Accredited Standards Committee (ASC) and the Registered Standards Committee (RSC).

The ASC, led by the Steering Committee (Steering), develops EDI standards based on policies and procedures which meet the requirements of the American National Standards Institute (ANSI) for American National Standards (ANS). The ASC also develops specific implementation assistance products based on those standards, for example Technical Reports.

The RSC, led by the Council, develops emerging industry standards based on policies and procedures which are not intended to meet the very formal and structured requirements of the American National Standards Institute (ANSI). The RSC also develops other products based on X12 standards, for example implementation instructions for specific sub-industry use.

The Board is responsible for all corporate matters, derivative offerings based on ASC and RSC work products, and tools to support implementation and use of any X12 standard.

The Board and leadership of the ASC and RSC collectively oversee the activities of the organization. This policy assists with any determination of which group is responsible for which function or activity.

4 Division of Responsibilities Policy

The Board, Steering, and Council collaborate to ensure the best interests of X12 are served. Each group has specific responsibilities and the groups cooperatively handle items or issues when there is overlap.

The Board defines the overall direction and strategy of the organization, maintains a policy-based governance system, oversees corporate policy and procedure compliance, protects the organization's assets, and supervises, controls, and directs the organizational affairs of X12. Specifically, the Board is responsible for definition and interpretation of the Bylaws, the appointment and remuneration of X12 agents and employees, collection and disbursement of X12 funds, contract administration, strategic planning and implementation, adoption of rules, regulations and policies to support the conduct of X12 business, and operational activities related to specific offerings which support the goals and policies of the organization.

Steering is an Advisory Committee to the Board and oversees operational activities related to the ASC, including development and publication of Standards developed under the X12 brand which are, or could be, endorsed by the American National Standards Institute (ANSI) as American National Standards (ANS). Steering also oversees operational activities related to specific work products based on those Standards. Specifically, Steering is responsible for oversight of ASC policy and procedure compliance, maintenance of ASC operational policy and procedure documents, and planning and coordination related to the development and publication of Standards developed under the X12 brand which are, or could be, endorsed by the American National Standards Institute (ANSI) as American National Standards (ANS). The ASC's purpose and scope is articulated in **ASC Purpose and Scope (CAP18)**. The detailed responsibilities of Steering are defined in **ASC Operating Manual (ASC01)**.

The Council is an Advisory Committee to the Board and oversees operational activities related to the development and publication of industry standards developed under the X12 brand which are not intended to meet the requirements of the American National Standards Institute (ANSI). The Council also oversees operational activities related to specific work products based on X12 branded standards. Specifically, the Council is responsible for oversight of policy and procedure compliance, maintenance of operational policy and procedure documents, and planning and coordination related to the development and publication of Standards developed under the X12 brand which are not intended to meet the requirements of the American National Standards Institute (ANSI). The ASC's purpose and scope is articulated in **RSC Purpose and Scope (CAP19)**. The detailed responsibilities of the Council are defined in **RSC Operating Manual (RSC101)**.

5 Document History

A new version of this document is effective when approved, unless otherwise stated in the approval.

Date	Description
10/02/2017	V3: Revised to include the RSC Council.
01/26/2016	V2: Revised format and clarified wording
09/25/2012	Initial version approved by the Board and endorsed by Steering.