

A stage spotlight is positioned in the upper left corner, casting a wide, conical beam of light across the dark background. The beam transitions from a bright white center to a soft purple and blue glow at the edges. The text "IN THE SPOTLIGHT" is centered within the beam in a white, sans-serif font.

IN THE SPOTLIGHT

IN THE SPOTLIGHT

# INTRODUCTION

- In the Spotlight materials are initially presented at an X12 corporate meeting, also known as a General Session
- Each presentation covers one topic, generally at a high-level
- These “quick hits” highlight new features and functions or to remind the audience of things they may have forgotten over time
- X12 welcomes suggestions for Spotlight topics

Submit suggestions on X12’s online feedback form at [x12.org/feedback](https://x12.org/feedback)



IN THE SPOTLIGHT

# WHO'S WHO

- X12 utilizes several terms to describe participants
- A clear understanding of the terms and definitions is useful in many situations
- These terms are included in the **X12 Wordbook** at [wordbook.x12.org](http://wordbook.x12.org)

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# WHO'S WHO

## Member

- An entity or individual that completes an application, pays the applicable dues, and is granted X12 membership for a specific period
- This term is only used to reference the holder of an X12 membership
- Other terms relate to a participant in specific X12 groups



IN THE SPOTLIGHT

# WHO'S WHO

## Associate Member

- An entity or individual entitled to some of the privileges afforded an X12 member
- The specific privileges granted depend on the associate membership category
- For example:
  - Reciprocal Associates are not entitled to voting rights
  - RSC Associates are not entitled to participate in ASC committee activities



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# WHO'S WHO

## Member Representative

- An individual named by an X12 member to represent the member's interests in certain X12 activities
- Member representatives must be employed by, contracted to, or otherwise have a formal relationship with the member
- There are three types of named member representatives: Primary, Alternate, and Designated



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# WHO'S WHO

## → Primary Representative

- Every member identifies a primary representative
- The primary representative is the only representative formally authorized to speak at X12 on behalf of the member
- The primary representative has specific responsibilities related to communication with other member representatives and voting



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# WHO'S WHO

## → Alternate Representative

- Some members are entitled to identify an alternate representative (based on membership category)
- The alternate representative is permitted to represent the member within X12 in the absence of the primary representative

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# WHO'S WHO

## → Designated Representative

- Some members are entitled to identify additional member representatives (based on membership category)
- A designated representative is authorized by the primary representative to represent the member in certain X12 committee activities
- Designated representatives are not official liaisons between the member and X12; they cannot vote in corporate ballots or formally speak for the member



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# WHO'S WHO

## Stakeholder

- An X12 member with a material interest in the activities of an X12 group that has met the requirements for specific privileges within the group
- The requirements may be based on meeting attendance, collaboration participation, self-designation, or another criteria
- Stakeholder status is determined at the committee or subcommittee level
- Privileges at the task group or work group level may be based on the stakeholder's status at the subcommittee or committee level but are not separately established at these subordinate group levels

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# WHO'S WHO

## Constituent

- An individual, usually an X12 member's representative, who has met the requirements for specific privileges within an X12 group
- The requirements are documented in the group's governance
- The requirements may be based on the X12 member's stakeholder status, meeting attendance, collaboration participation, self-designation, or another criteria



IN THE SPOTLIGHT

# WHO'S WHO

## Observer

- An individual, usually an X12 member's representative, who has a material interest in an X12 group's activities but who does not meet the requirements for constituent privileges within that group may be permitted to attend the group's sessions as an onlooker
- Observers do not have voting privileges, are not eligible to hold office, and are not entitled to participate in the group's collaborations



## IN THE SPOTLIGHT

# SUMMARY

- All X12 memberships have one or more types of member representatives
  - Primary
  - Secondary
  - Designated
- Several terms identify the participants in X12's collaboration activities
  - Stakeholder
  - Constituent
  - Observer



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- Learn more about X12 at [X12.org](http://X12.org)
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