Stairbuilders and Manufacturers Association

Code Development Representative – Roles and Responsibilities

September 2026

The Code Development Representative is an independent contractor of the SMA. The Representative may represent the SMA and negotiate contracts or agreements on the SMA's behalf as approved by the SMA Board of Directors. Some examples include, but are not limited to, Wood Innovations Grant, Testing & Research Initiative with Mississippi State University and Simpson Gumpertz and Heger cooperative efforts. This role works in coordination with the Code & Research Committee and the SMA Code Development Representative and must be facilitated as such. The Code Development Representative is the responsible party for code change proposal submissions. The Code Development Representative will coordinate efforts within the Code & Research Committee and task groups to draft code change proposals and standards creation. Further, the Code Development Representative will be the main point of contact for code consulting for SMA members.

> NOTE: This role will require a variable dedication of time. As an example, there will be an interment higher demand for time where many hours in the week are dedicated to the SMA. These high demand times may include, but are not limited to, exhibiting at SMA events, drafting code change proposals, attending code hearings and the like. Alternatively, there will be occasions of less demand of time where fewer meetings and events occur.

This role reports to the SMA Executive Committee which includes the **President, Vice President, Treasurer, Emeritus Board Member,** and **Executive Director.** The role is accountable to the Board of Directors and membership. Coordination and communication should be carried out in close collaboration with the Executive Director.

The roles and responsibilities outlined below set the foundation for success. Exceeding them strengthens the partnership between the SMA and the Code Development Representative providing valuable, impactful benefits for both the association and the contracted service provider.

1. Committees & Task Groups

- Attend and guide the SMA Code and Research, Quality Standards Committees, and SMA or industry Task Groups related to or dependent upon code and standard development.
- Draft minutes for each meeting to be filed with the SMA Executive Director and Secretary.
- Attend special or ad hoc meetings as called by mutual agreement to address emerging code and standard issues.
- Facilitate and administer the work of various Task Groups, comprised of representatives from the Code and Research and Quality Standards Committees, in cooperation with testing and research initiatives.

2. Code Development & Representation

- Participate in the review and assessment of issues that might be addressed in code or standard reform and make recommendations to the SMA Code and Research Committee.
- Advise, recommend, and draft code and standard reform proposals (IRC, IBC, ANSI A117, AWI SMA 0643, etc.), including supporting documentation, for discussion and approval by the SMA Code and Research Committee as directed.
- Act as a representative for SMA in the International Code Council code development process of stairway-related codes and standards, by providing public comment, attending hearings and defending the SMA's submissions and position on stair related codes.

- Cooperate in maintaining and fostering SMA association relationships essential to code and standard development (e.g., ICC administration and staff; educational, research, and testing institutions; trade associations; building officials; other industry professionals) to effectively leverage support for the SMA mission and objectives in code and standard reform.

3. Member Services & Consultation

- Participate in member code consultation by responding to direct questions to the appropriate person(s), tracking inquiries and responses.
- Provide on-site consultation when possible; additional fees and expenses to be negotiated in advance and approved by SMA.
- Aid in administration and encourage member participation in code development.

4. Education & Publications

- Provide seminars and lead learning opportunities for both virtual and in-person events.
- Write no fewer than four articles yearly for SMA distribution (email blasts, website/blog, social media, etc.).
- Lead the development of SMA Visual Interpretations.
- Record, edit, and distribute Code Connection episodes twice monthly.

5. Certification, Testing & Research

- Facilitate the SMA Code Certification program, aiding applicants, evaluating tests submitted, producing certificates, and maintaining records.
- Facilitate and administer testing and research-related initiatives, such as the current Wood Innovations Grant project and future initiatives.

6. Events & Additional Projects

- Provide trade show support (approximately two per year) and provide after action report inclusive of contacts to the SMA Executive Director and Board of Directors.
- Perform additional projects commensurate with learned achievement and experience.

7. Reporting & Administration

- Provide a monthly written report of activities to the SMA Executive Director and Secretary for distribution to the SMA Board of Directors no less than one week prior to each monthly board meeting.

8. Professional Development

- Learning opportunities for professional growth for the benefit of the SMA to aid in the exemplary execution of roles and responsibilities.
- Participation in continued education to grow in knowledge of the stair industry, in relation to code, standards, and testing & research. Ex. Stair Balustrade Class, TWISTED Handrailing Class, etc.