

Chair – The Committee Chair is appointed by the Commission and serves for the duration of the Committee’s 4-year appointment term. The Chair is responsible for establishing Committee meeting agendas and facilitating all Committee meetings. The Chair collaborates with the Agency Designated Federal Officer (DFO) to ensure projects and Committee activities adhere to agency jurisdiction and guidelines. The Chair provides leadership to the Committee and encourages meaningful participation of all members.

Additional Advisory Committee Officers

The election of additional officers is at the discretion of the Committee. Officers are elected by a majority vote of the Committee during an open (public) Committee business meeting. Officer terms and term limits are established by the Committee. Officer responsibilities as described below may be modified by the Committee.

Vice Chair – Collaborates with the Chair to set meeting agendas and facilitate Committee work; may serve as Acting Chair in the absence of the Chair. Supports the Chair in facilitating Committee discussions and ensuring consistent project progress.

Secretary – Maintains Committee meetings and records; responsible for Communicating with Committee members about upcoming meetings and following up with members after meetings to share minutes and other related records. May serve as Acting Chair in the absence of both the Chair and Vice Chair. Supports the Chair and Vice Chair in ensuring consistent project progress, and encouraging Committee member participation.

Public Relations Officer – Publicly promotes Committee meetings and projects. Ensures panelists and public participants of Committee hearings are apprised of project progress, especially leading up to hearings and upon report publication.

Editorial Officer – Responsible for reviewing Committee publications and reports; checks for content clarity and accuracy. Works with Commission staff to ensure timely report completion and publication. May also assist Commission staff in reviewing report materials for any degrading or defamatory content and ensuring any named parties or organizations have the opportunity to provide a response.

Parliamentarian – Ensures the proper procedures for the planning and conduct of Committee meetings and any Committee votes/actions taken.

Other Officers – Committees may elect additional officers as desired, or as necessary according to their project needs.