

POLICIES AND PROCEDURES

Administrative Uniformity Committee (AUC)

1. Policy

002

2. Policy Title

Responsibilities of the Primary AUC Operations Committee Members

3. Purpose

The purpose of this policy is to define the role of the primary AUC Operations Committee member.

4. Organizational Scope

This policy and procedure applies to all members of the AUC Operations Committee.

5. Policy Statement

AUC Operations Committee members are accountable to act as the AUC liaison within all levels of their organization/association. This policy details the expectations placed upon AUC Operations members.

6. Definitions

N/A

7. Procedure

7.1 The AUC Operations Committee Primary member is responsible for assuring their organizations/associations participation on appropriate Technical Advisory Groups (TAGs), Workgroups (WGs), and Operations Committee (Ops).

7.2 Throughout the year, the AUC Operations Primary member is responsible for adding or deleting members from TAGs, WGs, and Ops on behalf of their organization/association.

7.2.1 The Primary AUC Operations member will email the AUC mailbox at health.auc@state.mn.us with changes and the MDH will update the Master Participation Grid (MPG) and notify the co-chairs of the respective TAG or WG.

7.3 The primary AUC Operations member will communicate AUC activities within their organization/association and answer questions regarding the AUC and its work.

7.4 The AUC Operations member is responsible for voting on behalf of their organization/association, or arranging for an alternate person to vote on behalf of their organization/association as permitted in the bylaws.

7.4.1 The AUC Operations member is responsible for discussing upcoming votes within their organization/association so that they can adequately represent their organizations/association's views and positions on issues brought to the AUC Operations Committee.

7.5 The AUC Operations member will actively participate in the AUC by attending Operations meetings, or sending an alternate.

7.5.1 It is the member's responsibility to arrange for an alternate to represent him or her at the meetings when the member cannot attend.

7.6 The AUC Operations member will ensure that their organization/association is represented on at least two technical advisory groups (TAGs or WGs) as stated in Section 4.1 of the AUC Mission Statement, History, and Governing Principles.

8. Review Responsibility - AUC Executive Committee

9. Approved By - AUC Operations Committee

10. Date of Approval - September 2, 2014

11. Next Review Due Date - 2015