

POLICIES AND PROCEDURES

Administrative Uniformity Committee (AUC)

1. Policy

003

2. Policy Title

Responsibilities of Technical Advisory Group (TAG) Chair/Co-chairs

3. Purpose

3.1 The purpose of this policy is to define the responsibilities of those who volunteer as a chair or co-chair of a TAG.

3.2 It will serve as a guide to these volunteers and be used to maintain consistent processes for all TAGs.

4. Organizational Scope

All AUC executive and operations TAGs and WGs

5. Policy Statement

To the extent possible, the responsibilities and processes of TAG chairs/co-chairs will be consistent for all Executive and Operations TAGs and WGs

6. Definitions

N/A

7. Procedure

7.1 TAG/WG chairs/co-chairs are accountable for the following responsibilities:

- Develop the TAG/WG charter based on the direction given by the AUC Operations Committee
- Manage the work of the group to complete the group's charge
- Manage the distribution list for AUC TAG/WG members
- Prepare agenda and other meeting documents
- Schedule meeting rooms and telephone lines through MDH
- Take attendance using the AUC attendance template
- Lead group meetings
- Distribute draft minutes to AUC TAG and WG members
- Arrange for substitute to chair meetings when chair/co-chairs are unavailable
- Report on TAG status and progress at AUC Operations meetings or WG status and progress at TAG meetings
- Present work products to the Operations Committee or TAG for review and approval
- Escalate concerns/issues to the TAG chair or AUC Chair/Co-Chair
- Responsible for sending requests/information to national entity vs. TAG member (after approved by Operations Committee)

7.2 TAG chair and/or co-chairs are responsible for following all applicable policies and procedures approved by AUC Operations Committee.

8. Review Responsibility

AUC Executive Committee will coordinate as necessary with other TAGs, committees, or organizations

9. Approved By - AUC Operations Committee

10. Date of Approval - September 2, 2014

11. Next Review Due Date - 2015