

POLICIES AND PROCEDURES

Administrative Uniformity Committee (AUC)

1. Policy #

004

2. Policy Title

Tracking Attendance

3. Purpose

The AUC feels that it is important that the work done by the AUC is done with the collaborative efforts of all AUC member organizations and that the participation is industry wide. Therefore, it is important to track participation of member organizations. This policy and procedure documents the process that will be used to track member organization participation in all AUC committees, technical advisory groups (TAGs), and workgroups.

4. Organizational Scope

This policy and procedure applies to all AUC committees, TAGs, and workgroups.

5. Policy Statement

5.1 Attendance will be taken at the beginning of each AUC committee, TAG or workgroup meeting.

5.2 Attendance will only be tracked for AUC member organizations.

6. Definitions

N/A

7. Procedure

7.1 The MDH support staff develops the initial member roster when a new TAG or WG is established.

7.2 The MDH support staff will send the initial roster to the co-chairs.

7.2.1 MDH support staff will send updates to the co-chairs as needed.

7.3 The co-chairs will take attendance at the beginning of each meeting using the standard AUC attendance template.

7.4 After each meeting or at the end of each month, the co-chairs will report attendance to the MDH using the standard AUC attendance template.

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