



## FLC Chair – Job Description

The Consortium shall have an elected Chair.

### 1. Purpose

The Chair shall preside at all meetings of the Consortium, the Executive Board, and the Executive Committee at which he/she is present. The Chair shall also serve as chief executive of the Consortium and, as such, shall be responsible for executing the policies and directives of the Executive Board and the Consortium Members.

### 2. Reporting to the Executive Board

The Chair shall provide to the Executive Board written quarterly reports on his/her activities that shall become part of the official minutes of the Executive Board.

### 3. Annual Report to Congress

In accordance with U.S.C. Title 15 Section 3710(e), not later than one year after October 20, 1986, and every year thereafter, the Chair of the Consortium shall submit a report to the President, to the appropriate authorization and appropriation committees of both Houses of Congress, and to each agency with respect to which a transfer of funding is made (for the fiscal year or years involved) under Article III Section 5 a.) concerning the activities of the Consortium and the expenditures made by it under this subsection during the year for which the report is made. Such report shall include an annual independent audit of the financial statements of the Consortium conducted in accordance with generally accepted accounting principles.

### 4. Federal Agency Relations

The Chair shall communicate regularly with Agency Representatives, assist Agency Representatives with carrying out their representational responsibilities, and generally encourage and facilitate cooperation and collaboration between the Consortium and the agencies, principally through engagements with Agency Representatives.

See Bylaws for full text: [https://federallabs.org/sites/default/files/flc\\_bylaws\\_52120.pdf](https://federallabs.org/sites/default/files/flc_bylaws_52120.pdf)