



## *NAC Committee Charter as of April/2021*

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### **NATIONAL ADVISORY COUNCIL CHARTER**

**Last Updated:** April 14, 2021

**Mission/Charge:** The NAC will provide the Executive Board (EB) with user community views and suggestions related to the operations of the Consortium, as well as independent advice on any other topics mutually agreed to by the Executive Board and the NAC.

**NAC Focus:** The NAC will provide cross-goal advice from an external stakeholder perspective as requested in accordance with the FLC Strategic Plan.

**2021 Tactics:** **Tactic 1:** Submit a package of nominees for NAC membership to the EB for approval. (Initial members at Mar 2021 EB meeting, additional members at subsequent EB meetings). Timing: as described.

**Tactic 2:** Perform a study or studies on topics of interest to the EB consistent with the NAC's capabilities and experience as a group, and predicated on having a sufficient number of NAC members to provide a broad perspective. This latter consideration will be tied to progress on Tactic 1. It is envisioned that the EB will develop a short list of prioritized topics, and when the EC and NAC Chair mutually agree the conditions are appropriate, the EC will develop a Terms of Reference that contains the specific task, desired timeline for completion, and desired products from the NAC.P

**Tactic 3:** Provide facilitation of Lab Directors Forum at the 2021 National Meeting, and support process for selection of 2021 Lab Director(s) of Year for 2021. Timing: April 2021 for LDF; December 2021 for LDOY.



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**Tactic 4:** Provide individual NAC members to serve on FLC Committees/Subcommittees consistent with desires of Committee/Subcommittee chairs. Timing: throughout year as new NAC members are approved.

**Committee Chair:** Dick Paul (approved at EB meeting, 1/26/21)

**Members:** The NAC may consist of six to twelve members. As a goal, members with industry experience will comprise no less than half the NAC members. Proposed members:

- Dick Paul (approved 1/26/21)
- David Koegel (current member)
- Michelle Atchison (current member)
- Kathleen Robertson (current member)
- Joe Fox (proposed)
- Jackie Kerby Moore (proposed)
- Robert Heard (proposed)
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- 9
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**Type of Meetings:**

- Semi-annually in person or virtual (one in-person meeting in conjunction with EB at National Meeting)
- As required for performance of FLC-directed Tactics or other tasks at call of the NAC Chair

**NAC Chair Expectations:** Chair is expected to:

- Report NAC activities to the Executive Board annually or more frequently as appropriate.
- Lead the NAC for its full spectrum of activities in alignment with the FLC Strategic Plan
- Lead the NAC to accomplish its Tactics and provide results and recommendations to the Executive Board

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Develop agendas for NAC meetings, and for joint meetings with the EB (in conjunction with FLC Chair)

- Lead NAC meetings
- Communicate on a regular basis with the FLC Chair and Executive Director
- Communicate on a regular basis with the NAC
- Meet with the CAP staff member as needed
- Identify potential members to the FLC Chair

**NAC Members/Expectations:**

NAC Members are expected to:

- Participate in NAC meetings and calls
- Share their experience and insights in an objective manner
- Identify any potential conflicts-of-interest (for resolution by the NAC Chair) regarding specific studies in which they have been asked to participate
- Identify potential members to the NAC Chair

**Cooperative Agreement Partner (CAP) and Executive Board (EB) Expectations:**

The CAP is expected to:

- Coordinate with the Host Agency for logistical support (CAP)
- Support meetings and calls (including scheduling, teleconference numbers & recording of minutes) (CAP)
- Attend all NAC meetings and provide minutes (with the exception of executive sessions as identified by the NAC Chair) (CAP)

The EB and CAP are expected to:

- Provide information and materials to support deliberations by the NAC for studies requested by the EB on designated studies (EB and CAP)



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**Host Agency Expectations:** For approved travel, provide travel arrangements and reimbursement of travel expenses for members.

**NAC Budget:** NAC Chair will submit anticipated NAC budget (i.e., travel funds) as part of annual FLC budget process.

**Timeline:** See Tactics

**Lead Staff Liaison:** Paul Zielinski

**Other Staff Members:** Stephanie Pearson