

Item 11 Attachment

March 3, 2009

MEMORANDUM

To: Technical Review Committee

From: Meg Sedlak and Jay Davis

Re: Role and Responsibility of the Committee Chairs

The Technical Review Committee (TRC) operates through consensus and collaboration. Decisions are made by consensus with each RMP representative having an equal voice and vote.

The chairs of the committees are elected every year: January for the Steering Committee and March for the Technical Review Committee. Nominations are accepted prior to the meeting and a list of candidates circulated to the committee. Voting is conducted and is organized by the RMP program manager who does not vote.

The role of chair confers no additional powers, rights or privileges. None of the RMP representatives are compensated by the program (including the chairs). The role of the chair is to facilitate the meetings in an efficient manner, keeping the meetings on task and on time. The chair seeks to obtain input from each RMP representative on important issues and to suggest means for achieving consensus should there be disagreement on an issue.