



## **METHOD VOLUNTEER APPOINTMENT PROCESS**

### **Introduction:**

AOAC INTERNATIONAL (formed in 1884 as the Association of Official Agricultural Chemists) is an independent association devoted to promoting methods validation and quality measurements in the analytical sciences. It does this by reviewing and validating approved standard methods of analysis, promoting uniformity and reliability in statements of results, and developing and promoting criteria useful for laboratory accreditation and analyst certification.

Methods work is performed by appointed volunteers who are staff scientists of international, national, federal, state, provincial, and municipal laboratories, college, university, and experiment station laboratories, and commercial laboratories worldwide. The work is coordinated through volunteer committees, with AOAC staff support.

### **Method Committee Structure:**

The Official Methods Board is in the process of implementing revised processes including the method committee structure. However, the overall process for becoming a method volunteer has not been revised.

Method volunteers serve at the pleasure of the President of AOAC INTERNATIONAL through a three step process: Application, Official Methods Board review, and Appointment.

### **Method Volunteer Application Process:**

- Must become a member of AOAC INTERNATIONAL
- Must complete and submit the Demographics Form
- Must submit a current CV
- Must submit a signed Volunteer Acceptance Form
- Must submit a letter of support from your employer

### **Official Method Board (OMB) Review Process:**

- OMB reviews the documentation and in consultation with the committee chair will determine the work status of the committee and the need for recruiting committee members. Based on the review, the OMB may approve a new member to a committee.

### **Method Volunteer Appointment Process:**

- President reviews the OMB's approval or recommendation and supporting documentation and may appoint the person as a method volunteer.

All method volunteer appointments are valid for three year terms. In the event that a method committee's work is completed prior to the three year term, all members will become part of the OMB's Pool of Experts. This "pool" is a vetted group of volunteers who are ready to serve in a variety of capacities.

If you are interested in becoming a method volunteer, please find enclosed or attached the additional documentation that you will need to implement the Method Volunteer Application process:

- Membership form (also available online at the AOAC website, [www.aoac.org](http://www.aoac.org)).
- Policy on Volunteer Conflict of Interest
- Policy on Antitrust
- Policy on Use of Association Name, Logo and Letterhead
- Volunteer Acceptance Form
- AOAC Membership Demographics form
- AOAC Volunteer Opportunities

In the interim, please do not hesitate to contact us should you have any questions. Thank you for your consideration.