

Duties and Responsibilities of Method Committee Members:

The Method Committees guide and review the development, and validation of analytical methods for the detection, identification, and/or quantitation of analytes from a variety of matrices. Those methods demonstrating sufficient accuracy, precision, and specificity will be recommended for adoption by AOAC INTERNATIONAL.

A committee member is appointed for a 3-year term, subject to annual review.

All Method Committee members and Chairs may vote on actions taken by the committee. The Statistical and Safety Advisors are non-voting members of Method Committees. There is a minimum of 3 members including the Chair. A majority of the entire committee is required for a motion to pass.

Method Committee member duties are listed as follows:

- a. Attend all Method Committee meetings and periodic conference calls.
- b. Review protocols for the collaborative study on a timely basis.
- c. Review completed study manuscript(s) on a timely basis.
- d. Review First Action methods for scientific appropriateness and completeness for publication in the *AOAC Journal* and *Official Methods of Analysis of AOAC INTERNATIONAL (OMA)*, and for uniformity with other methods considered for adoption or in the current edition.
- e. Grant First Action status to new/revised methods and approve modifications to existing *Official MethodsSM*.
- f. (Optional but encouraged) Recommend Repeal or Final Action status for any current First Action Methods to the Official Methods Board.

Method Committee Chair duties are listed as follows:

- a. Ensure the committee is active and produces relevant methods.
- b. Facilitate decision making processes on committee matters.
- c. Summarize committee comments on collaborative study protocols and manuscripts for the Study Director(s).
- d. Communicate regularly with the Study Director(s).
- e. Seek advice regarding statistical issues from Statistics Advisor.
- f. Seek advice regarding safety issues from Safety Advisor.
- g. Submit an annual report to the OMB.
- h. Submit the final (closeout) report of the Committee to the OMB.

Criteria for Becoming a Method Committee Member/Chair

- a. Must be a member of AOAC INTERNATIONAL.
- b. Must have an executed a Volunteer Acceptance Form.
- c. Must have a written letter of support from the sponsoring organization (employer) if applicable.
- d. Must be a competent scientist in the subject area covered by the committee.
- e. Must have training or experience of the collaborative study process.
- f. Must be willing to assume and carry out the duties of a Method Committee Member/Chair.

Process for Appointing a Method Committee Member/Chair

During the formation of a Method Committee, nominations for Committee Members and Chair for the Committee are also made to the OMB. Nominations can be solicited from a variety of sources but generally will come from the Community and Stakeholders involved. Letters of interest addressing the criteria, resumes/CVs, and a letter of support from the sponsoring organization are provided to the OMB Chair. After approval by the OMB, the OMB Chair notifies the President.

The President signs the appointment letter that is sent to the appointed Member or Chair, with copies of the letter sent to the Chair, OMB. The Committee is appointed for the lifetime of the collaborative study and completion of the Committee's review of the method.

At the conclusion of the appointment, a thank you letter and a Certificate of Appreciation, signed by the Executive Director, are sent to the Committee Members and Chair. A thank you letter is also sent if a Member/Chair resigns his/her appointment because of retirement, changes in employment responsibilities, removal, or if he/she becomes unable to carry out the duties of the Committee.

Process for Removing a Method Committee Member

If a committee member is inactive (i.e., not reviewing methods in a timely manner or attending committee meetings or conference calls, etc.), the Chair of the Method Committee will contact the member to discuss the problem.

If two such contacts result in no improvement, the Method Committee Chair, with concurrence of the President, will contact the member asking for his/her resignation, indicating that if such is not received within one month, the member will be automatically removed.

Process for Removing a Method Committee Chair

In the case of inactivity by the Chair of a Method Committee, the same general procedure for removing a Method Committee member will be followed in addition to two contacts also being made by the Official Methods Board Chair. With concurrence of the President, a request for the Chair's resignation will be requested, and a letter will be sent as indicated above.