

The chair will be elected from a list of volunteers from the rotating members of the ITAC.

The Chair leads ITAC meetings. The chair is responsible for briefing new members on charter, sources of information, and pending actions. Chair solicits agenda items and distributes the final agenda prior to the meeting. The chair assures follow-up on action items. The chair is responsible for dissemination of minutes to District Chiefs, Site Administrators, and ITAC.

The Vice-chair will also be elected at the first meeting after January 1. The Vice chair is to assist the Chair with normal duties and to facilitate meetings in the Chair's absence. If neither the Chair nor Vice Chair is able to attend a meeting, an alternate will be assigned by the Chair.

The person elected as the Vice Chair should hold tenure on the ITAC committee that extends beyond that of the Chair, so that upon departure of the Chair, the Vice Chair will be available to provide continuity. Nominees for the chair position should preferably be members who have served at least one year on ITAC.

Liaison -- Senior Staff members of ITAC are responsible for communication with Senior Staff. Chair or other members may be asked to assist by briefing Senior Staff as needed.

- Bureau Liaisons include the Water Discipline Information Officer, and Chief, Distributed Information System Program Office.
- The Chief, OI will communicate with counterparts in the Bureau and the GIO through participation on the GIO Leadership Team.
- ITAC will delegate responsibility to members to act as liaisons to other Water Discipline standing committees, such as ICOM.
- To increase liaison with the GIO and across disciplines in the regions, the Regional GIO where ITAC is meeting will be invited to attend.

Executive Secretary -- The executive secretary assists the ITAC Chair by preparing and revising draft minutes and other records, maintaining files, and arranging meeting logistics, such as meeting rooms and lodging. and maintaining of the ITAC Web pages.

Per Action Item, Dec2003Teleconference—Following Sentence Revised by Marilyn Billone, 1/13/04:

Member -- All members are responsible for communicating with the group they represent—their constituency—by distributing to them draft agendas for suggestions, as well as a summary of the minutes of each meeting, for their comment.* Therefore it is important that every effort is made to attend meetings. Members are also responsible for chairing subcommittees, as needed. Staff outside ITAC may be asked to participate on subcommittees.

*Changed from “All members are responsible for communicating with the group they represent, at least by distributing draft agendas for suggestions and minutes for comment to the stakeholders they represent.”

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