



NACRW WORKING GROUPS

Facilitator Duties

As defined in the NACRW Working Groups Terms of Reference, all scientists are eligible to be members of a Working Group. Members who may gain financially from their participation may not serve as the Working Group chair, however they may serve in other positions. Working Groups establish their own leadership structure.

Since inception, several sub-groups have been established to perform specific tasks. These include the two different subgroups which wrote the 1st and 2nd Editions to the *Reference Materials Use in Trace Analysis* guides and the Veterinary Drug Residue Collaborative Study subgroup. These groups have met virtually several times per year to accomplish their specific tasks. In each of those cases, an individual has facilitated these meetings. It has been suggested that the duties of a facilitator should be defined.

- The facilitator should be familiar with the scientific work of the group, though they need not be an expert.
- The facilitator may or may not be the Chair of the Working Group.
- The facilitator assists a working group or sub-group to conduct work in an orderly manner.
- The facilitator schedules meetings (usually using M.S. Outlook calendar invitations)
- The facilitator outlines the objectives prior to each meeting.
- The facilitator begins meetings, leads discussions, and ends each meeting.
- The facilitator ensures that notes, minutes, or recordings of each meeting are prepared and available to all participants.
- The facilitator ensures that files and other documents and work of the group are stored in an orderly manner, available to all participants, and easily retrievable.
- The facilitator may or may not serve as an editor of the work of the group.