

## TITLE

The body charted by this document will be titled the Molecular and Cellular Imaging Center Advisory Committee.

## MISSION AND RESPONSIBILITIES OF THE COMMITTEE

The Molecular and Cellular Imaging Center (MCIC) is a shared resource facility located at the OARDC Wooster campus. It houses equipment and provides the technical help and necessary expertise to use new technologies effectively by assisting users or providing training on the equipment. The MCIC offers services in ultrastructural microscopy, imaging, structural biology and molecular biology /genomics.

The mission of this Committee is to assist the OARDC director and the MCIC head by providing recommendations on the improvement of services, purchasing of equipment, identification of infrastructure needs, and the development of strategic plans.

This charter empowers the MCIC Advisory Committee to assist the Director of OARDC by:

- Recommending policies and procedures to promote the fair use of the MCIC services
- Providing advice on issues and concerns related to the use of MCIC facilities
- Developing plans to improve the quality and scope of the MCIC facility

The Committee will be responsible for providing advice to the MCIC Head regarding the overall operation of MCIC. This includes the following issues:

- staffing
- budget
- space allocation
- equipment prioritization
- infrastructure
- policy on payment for services
- use of MCIC by non-OARDC personnel
- strategic plan for MCIC

## MODIFICATION OF THE CHARTER

The Charter of the Committee can be modified by a two-thirds vote of the Committee and approval by the OARDC Director. A quorum for the vote will require participation by a simple majority of the committee.

## MEMBERSHIP AND COMPOSITION OF THE COMMITTEE

The MCIC Advisory Committee is a standing committee of OARDC. It is composed of

- up to two eligible faculty members or research scientists who are users of the MCIC from each academic and USDA/ARS unit, who are selected by the chairperson/leader of that unit;

All members will serve renewable three (3) year terms, with the exception of the chair and chair elect who will serve up to five (5) years. Eligible faculty members must be users of the MCIC and have a funded OARDC appointment. The Director, Associate Director, and/or Assistant Director of OARDC, or their designee(s), and the MCIC Department Head shall serve as ex-officio (non-voting) members.

The committee will participate in evaluation of the MCIC Head on a yearly basis if requested by the OARDC director. If the position of MCIC Head is vacated, the Committee shall assist the Director in selection of a new MCIC Head.

Officers of the Committee will consist of a chair and chair elect. The chair and chair elect will be elected at the last meeting of the previous year from among the members of the Committee. Each elected officer will serve a two year term as chair elect and a two year term as chair.

The chair of the Committee, in consultation with the chair elect, will be responsible for ensuring that the problems and needs identified by the Director receive timely attention by the committee. The chair will organize at least two meetings each calendar year, conduct these meetings, and distribute to the Committee a summary of the main issues and action items from each meeting. The chair elect will lead all meetings in the absence of the chair.

Each committee member represents his/her department and shall vote on issues in accordance with the majority opinions of his/her department faculty.

Committee members may bring issues of concern to the committee directly or through the chair.

The responsibilities of the chair of the Committee are to:

Solicit and bring to the attention of the committee all suggestions/requests for changes to the MCIC services

Organize and conduct meetings

Coordinate the efforts of committee members on strategic planning

Summarize and distribute the action of each meeting