

Responsibilities for NC-213 Officers

Responsibilities for Participants of NC-213 “Management of Grain Quality & Security in World Markets” (The U.S. Quality Grains Research Consortium) (As of 11/2006)

Chair

- Chairs Executive Committee. (Prior to 2/2006)
- Provides oversight for all NC-213 activities including the Annual Technical meeting and Summer workshop. (As of 2/2006)
- ~~Provides oversight for all NC-213 activities including the Annual meeting and Summer workshop. (Prior to 2/2006)~~
- Serves as NC-213 member liaison with Project Coordinator. (Prior to 2/2006)
- Conducts Annual Business meetings. (Prior to 2/2006)
- Develops business meeting agendas with Chair-Elect and Project Coordinator. (Prior to 2/2006)
- Compiles agenda for technical reports with information from Objective Chairs. (Prior to 2/2006)
- Assists with project rewrite. (Prior to 2/2006)
- Serves as official liaison between NC-213 members and The Ohio State University in the event such activity is necessary. (Prior to 2/2006)
- Provides direction and vision to the NC-213 organization. (Prior to 2/2006)
- Leads the recruiting of new scientists to participate in NC-213. (As of 2/2006)
- ~~Recruits new scientists to participate in NC-213. (Prior to 2/2006)~~
- Gathers and utilizes input from the Executive Committee on relevant issues. (Prior to 2/2006)
- A person automatically becomes Chair after serving one year as Chair-Elect, and after one year as Chair, automatically becomes Past-Chair. (Prior to 2/2006)

Chair-Elect

- Serves as Vice-Chair and fills in for the Chair when necessary and performs other duties as requested by the Chair. (Prior to 2/2006)
- Serves on the Executive Committee. (Prior to 2/2006)
- Finds speaker for banquet and coordinates their travel arrangements with Project Coordinator. (Prior to 2/2006)
- Develops business meeting agendas in consultation with the Chair and Project Coordinator. (Prior to 2/2006)
- A person automatically becomes Chair-Elect after serving one year as Secretary, and after one year as Chair-Elect, automatically becomes Chair. (Prior to 2/2006)
- Chairs the Nomination Committee (As of 3/2006)

Secretary

- It is assumed that people who are elected Secretary agree to a four-year commitment; they would progress through the ranks serving one year as Secretary, Chair-Elect, Chair, and finally, Past-Chair. (Prior to 2/2006)
- Takes minutes at Executive Committee and NC-213 Business meetings and makes minutes available to NC-213 Committee through the Project Coordinator. (Prior to 2/2006)

- Serves on the Executive Committee. (Prior to 2/2006)
- A new Secretary is elected every year. After one year, the Secretary automatically becomes Chair-Elect, then Chair, and finally, Past-Chair. (As of 2/2006)
- ~~A new Secretary is elected every year. After one year, the Secretary automatically becomes Chair-Elect, then Chair, and finally, Past-Chair. The nomination committee should make sure that over time, individuals filling the Secretary position represent the full diversity of the NC-213 Committee (considering discipline, home state, organization, gender, and race). (Prior to 2/2006)~~

Past-Chair

- Serves on the Executive Committee. (Prior to 2/2006)
- Chairs the Awards Committee. (Prior to 2/2006)
- ~~Chairs the Nomination Committee. (As of 2/2006)~~
- ~~Chairs the Nomination Committee (an ad hoc committee that is appointed annually by the Chair). (Prior to 2/2006)~~
- A person automatically becomes Past-Chair after serving one year as Chair, and after one year as Past-Chair, rotates off of the Executive Committee. (Prior to 2/2006)

Objective Chairs

- Each objective is chaired by two co-chairs. Each co-chair is elected for a two-year term. Co-chairs can be reelected for consecutive terms. (As of 2/2006)
- Organize and moderate oral reporting sessions for their objectives at the Annual meeting. (Prior to 2/2006)
- Facilitate revisions to their objectives in NC-213 five year work plan. (Prior to 2/2006)
- Serve on Executive Committee. (Prior to 2/2006)
- ~~One new Objective Chair is elected every year (four chairs with staggered four year terms). The Nominating Committee should make sure that, over time, individuals filling the Objective Chair positions represent the full diversity of the NC-213 Committee (considering discipline, home state, organization, gender, and race). (Prior to 2/2006)~~
- Coordinate communications between administrators and members of that objective team. (Prior to 2/2006)
- Participate in Executive Committee meetings, contributing to decisions involving organizational, policy, and meeting topics (Annual meeting and Summer workshop). (Prior to 2/2006)
- Forward news items to the Project Coordinator as researchers in respective stations identify them. (Prior to 2/2006)
- ~~Serve on Grant Review panel. (Prior to 2/2006)~~
- Each Objective Chair will provide at least one item per year for the newsletter, either his or her own work or a report from someone else within the objective. (As of 2/2006)
- ~~Each Objective Chair will provide one item for the newsletter, either his or her own work or a report from someone else within the objective. (Prior to 2/2006)~~
- Serve on the Andersons Grant Review Committee unless a conflict of interest exists. (As of 2/2006)

~~Administrative Advisor / Project Coordinator~~ (As of 10/2006)

- Serves as primary contact for NC-213. (Prior to 2/2006)

- Handles registration and logistics for NC-213 meetings and workshops. (Prior to 2/2006)
- Handles logistics for revising and filing NC-213 five year work plan. (Prior to 2/2006)
- Publishes newsletter with literature review. (Prior to 2/2006)
- Publishes annual report. (Prior to 2/2006)
- Maintains NC-213 membership list. (Prior to 2/2006)
- Keeps NC-213 members informed about relevant issues. (Prior to 2/2006)
- Solicits items, organizes, edits, and prints a newsletter at least three times per year. Distributes newsletter electronically and in hard copy. (As of 10/2006)
- Maintains NC-213 web site. (Prior to 2/2006)
- Maintains communication with individual stations, including director, representative, and scientist at each station and potential station participating in the project. (Prior to 2/2006)
- Takes the initiative in organizing the Annual meetings and Summer workshops. Requests assistance of individuals as required. (Prior to 2/2006)
- Contacts station directors to recruit new membership on the committee. (Prior to 2/2006)
- Generates new ideas for research, coordination, and communication. (Prior to 2/2006)
- Manages the Anderson Endowment for the maximum benefit of the organization. (Prior to 2/2006)
- Handles paperwork to enlist new NC-213 institutions. (Prior to 2/2006)

Administrative Advisor (As of 10/2006)

- Organizes committee to plan project and prepare new and/or revised MRF Project Outline. (As of 10/2006)
- Is familiar with policies and procedures regarding the administration of the MRF. (As of 10/2006)
- Requests CSREES to assign a CSREES representative to a proposed MRF project. (As of 10/2006)
- Arranges for the project to have a scientific peer review according to State Agricultural Experiment Station policies. (As of 10/2006)
- Provides oversight to the project reporting and evaluation using multistate research protocols. (As of 10/2006)
- Facilitates all of the above through being familiar with and using NIMSS. (As of 10/2006)

Executive Committee

- Includes Chair, Chair-Elect, Past-Chair, Secretary, Objective Chairs, Project Coordinator, and Industry Advisory Committee Chair. (As of 2/2006)
- ~~Includes Chair, Chair Elect, Past Chair, Secretary, Objective Chairs, and Project Coordinator. (Prior to 2/2006)~~
- ~~Sets agenda for business meetings. (Prior to 2/2006)~~
- Confirms agenda for business meetings. (As of 2/2006)
- Actively recruits new scientists and stakeholders to participate in NC-213. (As of 3/2006)
- Works with Project Coordinator to plan meetings. (Prior to 2/2006)
- Oversees development of and revisions to NC-213 five year work plan. (Prior to 2/2006)
- Oversees production of annual report. (Prior to 2/2006)
- Ratifies Industry Advisory Committee Chair-elect as nominated by the Industry Advisory Committee (As of 10/2006)

Station Representatives

- Appointed for indefinite terms by each state's experiment station director. (Prior to 2/2006)
- Responsible for attending or finding a representative from their state to attend each NC-213 Annual meeting. (Prior to 2/2006)
- Work with other NC-213 members from their state to revise work plans and submit annual reports. (Prior to 2/2006)
- Recruit appropriate faculty from their institution to participate in NC-213. (Prior to 2/2006)
- Assist in generating annual reports for Hatch purposes, as needed. (Prior to 2/2006)
- Share information from NC-213 with the station director. (Prior to 2/2006)
- Host or facilitate NC-213 meetings if held in their state. (Prior to 2/2006)
- Provide a newsletter item upon request. (Prior to 2/2006)

Summer Workshop Host

- Serves as local arrangements coordinator for Summer workshop. (Prior to 2/2006)
- This is an ad-hoc office, with office holder appointed by the Chair or Executive Committee. Host is selected based on the location and type of facility where the summer workshop will be held. Term of office ends after the summer workshop is concluded and post-workshop details are wrapped up. (Prior to 2/2006)
- Host is responsible for meeting activities and communicating with the Project Coordinator all information regarding the announcement and running of the workshop. (Prior to 2/2006)

Awards Committee

- Chaired by the Past-Chair. (As of 2/2006)
- At a minimum, NC-213 Chair annually appoints two of the past three recipients of the Andersons Research Award and one industry stakeholder member to the Awards Committee. (As of 2/2006)
- Makes decisions on need for NC-213 awards and establishes new awards when appropriate. (Prior to 2/2006)
- Solicits nominees for awards, and reviews nomination packets. (As of 2/2006)
- ~~Solicits nominees for awards. (Prior to 2/2006)~~
- Makes decisions about award winners. (Prior to 2/2006)
- Nominates NC-213 members for awards sponsored by other organizations. (Prior to 2/2006)
- Members of the Awards Committee should not all be from the same state, organization, or discipline, and should include some representatives from the grain industry. (Prior to 2/2006)
- Prepares award presentation at the Annual Technical meeting in consultation with the Chair and Project Coordinator. (As of 2/2006)
- ~~Past Chair Chairs Awards Committee. (Prior to 2/2006)~~

Nomination Committee

- Chaired by the Chair-Elect/Vice Chair. (As of 3/2006)
- At a minimum, NC-213 Chair annually appoints two other NC-213 members to the Nomination Committee. (As of 3/2006)

- Identifies at least one NC-213 member willing to fill the Secretary position ahead of the Annual Business meeting. (As of 3/2006)
- Identifies at least one NC-213 member willing to fill an Objective Chair vacancy ahead of the Annual Business meeting. (As of 3/2006)
- Identifies at least one stakeholder member willing to fill an Industry Advisory Committee vacancy ahead of the Annual Business meeting. (As of 3/2006)
- The Nomination Committee should make sure that, over time, individuals filling the Objective Chair positions represent the full diversity of the NC-213 Committee (considering discipline, home state, organization, gender, and race). (As of 3/2006)

Andersons Grant Committee

- Chaired by Project Coordinator. (As of 2/2006)
- Comprised of objective chairs (who do not have a conflict of interest with respect to submitted proposals), a representative from The Andersons, representation from the NC-213 Industry Advisory Committee, the NC-213 Administrative Advisor, and the NC-213 Project Coordinator. (As of 2/2006)
- ~~Comprised of someone from the Andersons, representatives of the full spectrum of the grain industry (producer/commodity group, grain handlers, processors/consumers), the NC-213 Administrative Advisor, and the Project Coordinator. (Prior to 2/2006)~~
- Solicits proposals for grants. (Prior to 2/2006)
- Reviews proposals, or oversees a review process, and awards grants. (Prior to 2/2006)

Industry Advisory Committee

- Consists of five NC-213 stakeholder members recruited by and voted on by the NC-213 Executive Committee to serve a two-year term each. Each member commits to attending the NC-213 Annual Meeting each year of their term. Each member can serve consecutive terms. (As of 3/2006)
- Serves in an advisory role to NC-213, its Executive Committee and its membership. (As of 3/2006)
- Serves as a reviewer pool for The Andersons Grant Review Committee. (As of 3/2006)
- Elects a chair to serve a one-year term. Chair can serve no more than two consecutive terms. (As of 10/2006)
- ~~Elects a chair to serve a one-year term. Chair can serve consecutive terms. (As of 3/2006)~~
- Nominates an Industry Advisory Committee Vice-chair (Executive Committee ratifies) who serves as Industry Advisory Committee Chair-elect. (As of 10/2006)
- Serves as a liaison between NC-213 researchers and the industry. (As of 3/2006)
- Actively encourages existing industry stakeholders and recruits new industry stakeholders to participate in NC-213. (As of 3/2006)
- Provides active feedback regarding research agenda and results. (As of 10/2006)

NC-213 Membership

- Membership in NC-213 lasts for the duration of each 5-year Work Plan. (As of 3/2006)
- Membership includes station representatives who are appointed by each state's experiment station director, and are listed as a participant on Appendix E – Format for Reporting Projected Participation and PI on the station's Hatch project form for the NC-213 project. (As of 11/2006)

- ~~Membership includes station representatives who are appointed by each state's experiment station director, and are listed as PI on the station's Hatch project form for the NC-213 project. (As of 3/2006)~~
- Each station has one vote at all NC-213 business meetings. (As of 3/2006)
- Can be elected as objective chairs and officers of NC-213. (As of 3/2006)
- Membership includes government research scientists from participating agencies/laboratories/centers who are appointed by the respective unit director as the designated unit representative to NC-213. (As of 3/2006)
- Each unit has one vote at all NC-213 business meetings. (As of 3/2006)
- Can be elected as objective chairs and officers of NC-213. (As of 3/2006)
- Membership includes university researchers who are listed on their respective state experiment station NC-213 Hatch project forms, and government researchers who have permission by their respective government unit directors to participate in NC-213. (As of 3/2006)
- Do not have voting privileges except as proxy in the absence of the designated organizations representative. (As of 3/2006)
- Can be elected as objective chairs and officers of NC-213 if approval is received by the nomination committee from the respective designated organization representative. When elected, have voting privileges on the Executive Committee. (As of 3/2006)
- University researchers who are not listed on their organization's Hatch forms are encouraged to have their designated representative add them to their Hatch form so that they can become members of NC-213. (As of 3/2006)
- Government researchers are encouraged to have their designated representative forward their requests for membership with confirmation from their unit directors, to the NC-213 Nomination Committee for approval. (As of 3/2006)

Industry Stakeholder Members of NC-213

- Interested representatives from grain producer organizations, grain handling & processing industry companies or associations, and equipment & services suppliers can become NC-213 Industry Stakeholder Members. (As of 3/2006)
- NC-213 Industry Stakeholder Membership is initiated by attending a NC-213 Annual Technical Meeting or NC-213 Summer Workshop, and is maintained by attending at least one NC-213 Annual Technical Meeting or NC-213 Summer Workshop every other year. (As of 3/2006)
- Do not have voting privileges. (As of 3/2006)
- Cannot be elected as objective chairs and officers of NC-213. (As of 3/2006)
- Can become a member of the NC-213 Industry Advisory Committee upon recommendation by the Nomination Committee. (As of 3/2006)

Note:

Items noted "Prior to 2/2006" and "As of 2/2006" Revised and adopted by the membership of NC-213 on February 28, 2006

Items noted "As of 3/2006" Revised and adopted by the Executive Committee of NC-213.