



Advisory Committee Management Office

Committee Member Roles/Responsibilities

presented by

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Committee Member Roles/Responsibilities

- Federal Advisory Committee Act
 - ✓ Background
 - ✓ When does FACA apply?
 - ✓ Exceptions (Admin and Prep work)
 - ✓ Can you testify/speak as a committee member?
- Understand the role of the Designated Federal Officer
- Be familiar with your Committee's Charter
- Provide "SMART" Recommendations
- Plan to serve "1" Term...recommend your replacement
- Have Fun!!!