



AOAC Volunteer Role Description

Community Method Working Group (CMWG) Co-Chairs & Members

Domain-Specific Partners for the Initial Review of the Methods in the Official Methods of Analysis of AOAC INTERNATIONAL (OMA)

Supporting Recommendation 2: Perform an initial, one-off review of all OMA Methods

Role Overview

CMWG Co-Chairs and Members are AOAC INTERNATIONAL volunteers — organized as ad hoc working groups — who partner with the Official Methods Board (OMB) and OMA Editors to support the **Initial Review of the Official Methods of Analysis of AOAC INTERNATIONAL (OMA)**. They provide domain-specific scientific evaluation, add community insight on method relevance and current use, and recommend method lifecycle actions — retain, modernize, consolidate, replace, repeal, or recategorize. CMWGs serve in a recommending and advisory capacity; final decisions rest with the OMB.

Domain Experts	Method Triage Reviewers	Advisory Partners
<i>Provide community insight and domain-specific scientific evaluation across the methods assigned to the CMWG.</i>	<i>Conduct Initial Review and triage of legacy OMA methods, flagging gaps and validation or safety concerns.</i>	<i>Review and recommend current state of method lifecycle actions to the OMB.</i>

Why This Role Exists

CMWGs exist to bring qualified domain expertise and community perspective to the lifecycle review of OMA methods. As advisory partners, they:

- Support the **Initial Review of OMA methods** through domain-specific scientific evaluation.
- Add **community insight** on method relevance, applicability, and current use.
- Review and submit **current state of method lifecycle** (e.g., fit for purpose, applicability supported, fully validated, actively in use as written, aligned with a method from another organization) and/or identify gaps.

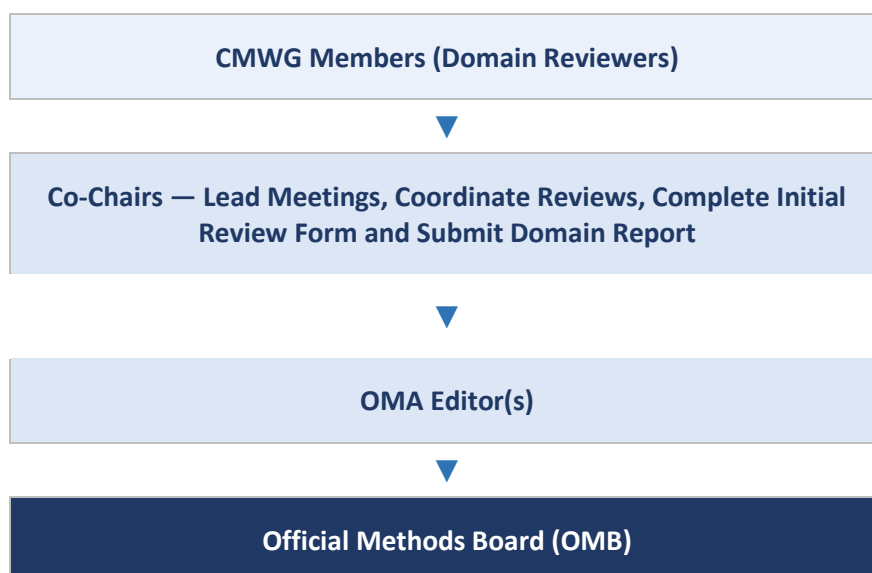
- Foster a culture of **technical rigor** advancing AOAC's strategic goals of Core Programs and Analytical Excellence.

Governance & Advisory Relationship

Each CMWG is led by two Co-Chairs vetted and approved by the OMB. CMWGs partner with OMA Editors throughout the review process and forward consensus recommendations to the OMB for action.

- Each CMWG is led by **two (2) Co-Chairs** vetted and approved by the Official Methods Board (OMB).
- The CMWG provides **assessment on methods as part of the initial review of OMA methods** to the OMB.
- CMWGs work in conjunction with **OMA Editors** on method recommendations including suggestions for appropriate method groupings.
- Final authority rests with the **OMB**. CMWG recommendations are advisory.

Advisory Relationship



Membership Model

The following membership expectations apply:

- Each CMWG is led by **two (2) Co-Chairs**, appointed for **one three-year term** through the completion of the Initial Review.
- Total CMWG size is approximately **15 members**, inclusive of Co-Chairs; size is set by the Co-Chairs based on the number of methods in the domain and the expertise required.

- Members serve a **term** commensurate with the completion of the initial review of the assigned methods in the OMA.
- All Co-Chairs and members must be **AOAC INTERNATIONAL members in good standing**.
- Composition of the WG should reflect a **balance of sectors** (industry, government, academia) and **geographic regions**.
- Co-Chairs select members in consultation with the **relevant community leader(s)/Chair(s)**.
- **Subgroups** may be appointed by the Co-Chairs as the needs of the CMWG arise.

What CMWGs Do

CMWGs focus on the Initial Review of legacy OMA methods within their assigned domain, contributing recommendations across five areas of consideration.

Initial Review of Assigned OMA Methods

1. **Initial Review** — conduct the Initial Review of assigned legacy OMA methods within the CMWG's designated community/domain.
2. **Structural Evaluation** — evaluate each method for structure, clarity, and co-approvals with external organizations.
3. **Applicability & Gaps** — identify method applicability and data gaps, flag methods not meeting current expectations, and recommend needed data or corrective actions.
4. **Validation Sufficiency** — assess validation sufficiency against current AOAC method status.
5. **Method Safety** — assess method safety according to current accepted expectations and requirements.

Recommendations & Coordination

- Submit **consensus recommendations** on method status — retain, modernize, consolidate, replace, repeal, or recategorize — to the OMA Editor.
- Work in conjunction with **OMA Editors** on method recommendations.
- Submit **method review forms** and contribute to the **Initial Review domain report**, with documented rationale for each method recommendation.

Communication & Responsiveness

- Respond to requests for input, evaluation, or review in a timely manner.
- Actively participate in CMWG work — respond promptly to communications, attend and engage in meetings, review background materials and agendas in advance, and complete assignments on time.

Co-Chair-Specific Responsibilities

- Lead meetings and coordinate evaluations across the CMWG.
- Recruit members as needed and determine the appropriate group size based on workload and expertise.
- Submit the final domain report on behalf of the CMWG to the OMA Editors.
- Update the OMB on CMWG membership and periodic progress.

What “Good” Looks Like

Domain Expertise, Community Insight, and Active Engagement

Successful CMWG Co-Chairs and members demonstrate the following qualities:

- **Scientific domain expertise** paired with strong **method evaluation judgment**.
- Clear understanding of AOAC **OMA compendium chapter(s) or scientific domain, method performance, method use and/or users, method alignment, method validation, and fitness for purpose expectations**.
- **Collaborate** with community-based external to AOAC groups to identify if a method is published external to AOAC, work with OMA Editors and the OMB.
- **Active, timely engagement** and reliable follow-through on assignments.
- Deep commitment to **AOAC's mission, ethical standards, and scientific integrity**.

Takeaway

As an ad hoc working group, the CMWG delivers the domain expertise that drives the Initial Review of the OMA — translating community knowledge into actionable lifecycle recommendations that strengthen the Compendium's relevance and rigor.

Operating Norms at a Glance

The table below summarizes how each CMWG operates as an ad hoc, recommending, and advisory body to the OMB.

Topic	Expectation
Co-Chairs	Two (2) Co-Chairs per CMWG, vetted and approved by the OMB; appointed for one three-year term through completion of the Initial Review.
Members	A membership term based on the time to complete the assigned initial review of OMA methods.

Topic	Expectation
Size	Approximately 15 total members, inclusive of Co-Chairs; sized by Co-Chairs based on the number of methods and expertise required.
Capacity	Recommending and advisory — CMWGs do not take binding decisions; final authority rests with the OMB.
Quorum	Two-thirds (≥67%) of CMWG membership present.
Decisions	Majority (>50%) of total CMWG membership; Co-Chairs cast the deciding vote in the event of a tie.
Balance	Qualified volunteer experts representing a balance of sectors (industry, government, academia) and geographic regions.
Subgroups	Appointed by the Co-Chairs as the needs of the CMWG arise.
Participation	Members who do not actively participate may be recommended for removal to the OMB by the Co-Chairs.
Staff Support	Staff liaison assigned by the AOAC Executive Director.
Lifecycle	Ad hoc working group; dissolved when deliverables are accepted by the OMB; may be reactivated or revised by the OMB.
Review Cadence	Role description and Terms reviewed as needed.
Service	Volunteer and uncompensated; requires AOAC INTERNATIONAL membership in good standing; follows COI, confidentiality, and code-of-conduct policies.

Source: CMWG Role Description (12 May 2026); OMB approved – 14 May 2026.