



AOAC Volunteer Role Description

Role Description: CMVGC Chair and Chair-elect

Strategic, scientific, and governance leadership for AOAC's method validation guidance

Supporting Recommendation 12: Establish standard AOAC method validation guidance and criteria

Purpose of the Roles

The CMVGC Chair and Chair-elect provide strategic, scientific, and governance leadership for AOAC's method validation guidance. Together they help ensure consistency, harmonization, and scientific rigor across validation guidance used in the OMA Program. The Chair serves as the committee's appointed leader and OMB member, while the Chair-elect supports committee leadership, serves in the Chair's absence, and succeeds to the Chair role at the completion of the Chair's term.

Key Responsibilities

Strategic and Scientific Leadership

- Lead the development, maintenance, and harmonization of AOAC baseline SLV and MLV validation guidance.
- Ensure that guidance reflects current scientific best practices, regulatory expectations, and AOAC modernization principles.
- Identify emerging validation needs and propose corresponding updates to the Official Methods Board (OMB).

Governance and Lifecycle Alignment

- Ensure validation guidance is consistently applied across the OMA lifecycle — Candidate method submission, First Action, Final Action, Periodic Review, and Repeals.
- Interpret validation criteria for the OMB, Method Committees, Expert Review Panels (ERPs), and staff.
- Ensure alignment with domain-specific guidelines and standards that reference AOAC validation requirements.

Leadership and Operations

Chair

- Serve as a member of the OMB and represent the CMVGC in OMB discussions and decision-making.
- Set meeting agendas, preside over meetings, and guide committee deliberations toward timely, consensus-based outcomes.

- Coordinate the development, maintenance, and harmonization of AOAC validation guidance and related deliverables.
- Liaise with related committees, OMB, and AOAC staff to support alignment, workflow, documentation, and publication of guidance.
- Lead recruitment and vetting of committee members, with support from the Chair-elect, to ensure balanced expertise across sectors, geographic regions, and method domains, subject to the committee's maximum of twelve (12) members inclusive of the Chair and Chair-elect.
- Assign tasks, support timely completion of deliverables, address inquiries on method validation, make recommendations to OMB, and submit the CMVGC's annual report and deliverables.

Chair-elect

- Support the Chair in carrying out committee leadership duties and help ensure productive, inclusive, and timely committee operations.
- Serve in the Chair's role when the Chair is unavailable.
- Assist with recruitment and vetting of committee members to support balanced expertise across sectors, geographic regions, and method domains.
- Support task assignment, follow-up on deliverables, responses to validation-related inquiries, and recommendations to OMB.
- Prepare to assume the Chair role at the completion of the Chair's term.

Liaison and Cross-Committee Coordination

Serve as the liaison to:

- The Committee on Statistics, for statistical rigor in study design and data interpretation;
- The Committee on Safety & Security, for safety considerations in validation guidance;
- Method Committees, for domain-specific alignment; and
- OMB, for oversight and approval.

Coordinate with AOAC staff to ensure smooth workflow, documentation, and publication of guidance.

Core Competencies and Qualifications

- Deep expertise in analytical method validation (SLV, MLV, study design, and performance characteristics).
- Familiarity with AOAC processes, the OMA lifecycle, and collaborative study principles.
- Experience comparable to a Methods Committee Chair, General Referee, or Statistics Advisor.
- Strong facilitation, leadership, and consensus-building skills.
- Ability to synthesize complex scientific input into clear, actionable guidance.
- Excellent communication and document-development skills.
- Current AOAC INTERNATIONAL membership in good standing.

Time Commitment

Approximately 6 - 12 hours per month, with additional time expected during major guidance revisions or modernization cycles.

Term Length

The Chair and Chair-elect are initially appointed for three-year terms, subject to OMB vetting and approval. Terms begin and end at the AOAC Annual Business Meeting. The Chair-elect succeeds to the role of Chair at the completion of the Chair's term.

Decision-Making Authority

Chair

- Lead development and approval of CMVGC guidance documents and submit committee deliverables to the OMB.
- Recommend validation-related actions to the OMB on behalf of the CMVGC.
- Appoint subgroups, with support from the Chair-elect, to address specific validation guidance needs or deliverables.
- Cast the deciding vote in the event of a tie.

Chair-elect

- Support development and approval of CMVGC guidance documents and committee deliverables.
- Participate in recommending validation-related actions to the OMB.
- Support the Chair in identifying, appointing, and coordinating subgroups.
- Exercise decision-making authority delegated by the Chair or when serving in the Chair's role during the Chair's absence.

Accountability

- Deliver high-quality, scientifically robust guidance.
- Ensure timely completion of committee deliverables.
- Maintain active communication with the OMB, AOAC staff, and related committees.
- Uphold AOAC's scientific integrity, governance standards, conflict-of-interest, confidentiality, and code-of-conduct requirements.