



AOAC Volunteer Role Description

Role Description: CMVGC Members

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 Role

CMVGC Members contribute scientific expertise to the development and maintenance of AOAC's baseline SLV/MLV validation guidance. They ensure that validation expectations are scientifically sound, harmonized across method types, and consistently applied throughout the OMA Program. Their roles parallel that of members of a Methods Committee, members of the Committee on Statistics, or members of the Committee on Safety and Security, but is focused on validation criteria.

Key Responsibilities

Scientific Contribution

- Draft, review, and refine AOAC SLV/MLV guidance and acceptance criteria.
- Evaluate the scientific appropriateness of proposed validation parameters.
- Identify gaps, outdated practices, or inconsistencies in existing guidance.

Lifecycle Support

- Review validation elements during periodic review cycles.
- Provide validation interpretation for legacy methods under modernization.
- Identify validation deficiencies that may inform repeal or revision decisions.

Cross-Committee Collaboration

Liaise with:

- The Committee on Statistics, for statistical design and interpretation;
- The Committee on Safety & Security, for safety-related validation elements; and
- Method Committees, for domain-specific alignment.

Provide validation expertise to ERPs, Method Committees, and AOAC staff upon request.

Documentation and Review

- Contribute to the development of templates, checklists, and training materials.
- Review background materials, meeting agendas, and draft documents prior to meetings.

- Provide timely written and verbal feedback on guidance drafts.

Participation and Engagement

- Attend meetings and actively participate in discussions.
- Complete assignments within agreed timelines.
- Maintain ongoing communication with the Co-Chairs and AOAC staff.

Core Competencies and Qualifications

- Expertise in analytical method validation (SLV, MLV, and performance characteristics).
- Familiarity with AOAC validation frameworks and collaborative study processes.
- Experience comparable to a member of a Methods Committee, a member of the Committee on Statistics or a member of the Committee on Safety and Security.
- Strong scientific writing and critical review skills.
- Ability to work collaboratively in a multi-stakeholder environment.
- Current AOAC INTERNATIONAL membership in good standing.

Time Commitment

Approximately 5–10 hours per month, depending on guidance workload.

Term Length

Three-year term, with the option for a second three-year term. Additional terms are possible upon Co-Chair recommendation, based on the balance and activity of the group. Terms begin and end at the AOAC Annual Business Meeting.

Decision-Making Authority

- Vote on CMVGC decisions and guidance approvals (a quorum of two-thirds of the membership is required; decisions carry by a majority of the total CMVGC membership).
- Recommend updates, revisions, or new validation considerations.
- Participate in subgroup work and consensus development.

Accountability

- Provide timely, high-quality scientific input.
- Maintain active participation in committee activities.
- Uphold AOAC's conflict-of-interest, confidentiality, and code-of-conduct requirements.