



Future Plans For Subcommittee Tracking And Best Practices

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Fall 2010 Committee Recommendation

- ❖ Use the formal subcommittee mechanism to examine specific business matters in more depth and with broader external membership than would normally be on the Committee itself. In the past few years, subcommittees have been successful at examining key business processes.



Spring 2011

- ❖ Implemented Fall 2010 recommendation
- ❖ Agreed on the formation of 3 new subcommittees
- ❖ Added a new recommendation to develop a template for subcommittee reports
 - ❖ Note: BOAC expect 2 subcommittee reports by Spring 2012 meeting



Work Plan Post-Fall 2011 Meeting

- ❖ Interview subcommittee chairs and relevant staff
- ❖ Draft template
- ❖ Subcommittee chairs to use template as starting point for reports
- ❖ Share agreed-upon on best practices in key areas to be finalized after Spring 2012 meeting
 - ❖ Membership
 - ❖ Parent AC treatment of the subcommittee report
 - ❖ Communications between subcommittee, parent and NSF



Draft Best Practices from Spring 2011

- ❖ Membership
 - ❖ NSF (DFOs and designees) will make every effort to form subcommittee during the standing AC meetings, but where formations occur in between, NSF will work collaboratively with the AC co-chairs.
 - ❖ Whenever possible, a subcommittee chair(s) will be named when it is created.
 - ❖ Whenever possible, a subcommittee will include a member to serve as a liaison back to the parent AC.
 - ❖ NSF, the AC and the subcommittee chair(s) will work collaboratively to agree on subcommittee membership.
- ❖ Subcommittee report
 - ❖ NSF should provide a template
 - ❖ AC co-chairs should have the opportunity for input into the draft report
 - ❖ The subcommittee report will be shared with AC members well in advance of AC meeting
- ❖ Communications between subcommittee, parent AC and NSF
 - ❖ Charge should set forth how often the subcommittee is expected to apprise the parent AC of progress



Your Thoughts

