

NAPPO PANEL CHAIRPERSON RESPONSIBILITIES

Panel Chairpersons are appointed by the NAPPO Executive Committee and report to the NAPPO Executive Director

The main responsibilities of the Panel Chairpersons are:

1. To provide leadership to Panel members in carrying out tasks assigned to Panels by the Executive Committee.
2. To prepare and monitor timelines and responsibilities in order to carry out the assigned tasks.
3. To schedule conference calls to discuss tasks and related issues with the Panel members and the NAPPO Secretariat.
4. To organize panel meetings (normally one or two per year) and circulate an agenda in advance, allowing sufficient time for translation.
5. To collaborate with local organizers regarding meeting logistics (e.g. arrange hotel, local transportation, boardroom etc.)
6. To provide leadership in Panel activities and participate in discussions of the Panel.
7. To direct Panel discussions in a manner which facilitates interpretation, as required.
8. To encourage full and equal participation by all Panel members.
9. To select a rapporteur to assist with note-taking and preparation of conference call and meeting reports.
10. To prepare meeting and conference call reports in the prescribed format and submit them to the NAPPO Secretariat.
11. To provide ongoing direction to Technical Advisory Groups formed to carry out tasks in support of panel activities.
12. To provide the NAPPO Secretariat with 'tracked changes' when official documents are revised, in order to facilitate translation.
13. To compile comments on draft standards from the country consultation process in the prescribed format, coordinate a panel review of those comments and seek consensus on amending the standard, as appropriate.
14. To record responses to comments on draft standards and forward to the NAPPO Secretariat for publication on the website.
15. To organize the presentation of Panel accomplishments at the NAPPO Annual Meeting using posters and/or oral presentations, as requested.