

Technical Work Group  
Roles and Responsibilities  
Revised Draft 1/05/99

Co-Chair (TWG member)

Attend all TWG and AMWG meetings when possible

Facilitate TWG meetings, leading discussions and inviting input from TWG members, technical experts, and the public

Organize or recognize Ad Hoc task groups per TWG direction

Ensure recognition of consensus or voting on decision items as appropriate, including development of minority opinion papers when consensus cannot be reached

Present overview of TWG activities and recommendations at AMWG meetings

Co-Chair (Bureau of Reclamation)

Attend all TWG and AMWG meetings when possible

Co-facilitate TWG meetings, ensuring that action items, responsible parties, and future agenda items are summarized and reviewed with the group by close of meeting (flip chart activity?).

Contact speakers, ad-hoc committee chairpersons, and other contributors at least three weeks before the next TWG meeting to review assignments and determine how much time should be allotted for their presentations

Prepare draft agenda for next meeting and provide review copies by email to co-chairperson, GCMRC program managers, and speakers about three weeks before the next meeting (recommended format: critical decision items first morning and afternoon, information presentations second morning, wrap-up second afternoon)

Finalize agenda and send to co-chairperson and GCMRC secretary two weeks before meeting

Track and coordinate contributions of products for TWG/AMWG review with agencies, GCMRC, task groups, and others

Ensure complete meeting preparations (meeting room, motel, audiovisual equipment, etc) with GCMRC and TWG staff

Review TWG products going to AMWG

Grand Canyon Monitoring and Research Center (GCMRC) Director, Program Managers

Develop GCMRC planning documents for TWG review

Provide scientific opinions, documents, presentation, and reviews of TWG documents

GCMRC TWG Staff (secretary)

Arrange for meeting rooms and audiovisual equipment (overhead projector, screen, flip charts, 35 mm projector, etc.) for each meeting

Distribute meeting notices and agendas to TWG and interested parties, making substantive changes only with co-chairpersons approval

Provide overhead transparencies of complete agenda and planning calendar

for each meeting

Record minutes of meetings

Distribute minutes of the last meeting, agenda, meeting location, and any briefing documents to all TWG members at least one week before the next meeting (by E-mail, fax, overnight express, or priority mail as appropriate)

Bureau of Reclamation TWG Staff

Handle all FACA related issues

Issue all required Federal Register notices

Distribute all briefing documents to AMWG

Technical Work Group Members (TWG), Task Group Chairpersons, GCMRC Director

Attend and participate in all meetings, including task groups as appropriate

Provide suggested agenda items to the Chairperson at least three weeks prior to the next meeting

Provide meeting documents to GCMRC for distribution (preferably by email) at least two weeks before the meeting at which the items are to be discussed - or discussion/decision will need to be deferred until the following meeting