

Model Aquatic Health Code (MAHC) Steering Committee

Role of Model Aquatic Health Code Coordinator

Vision: The Model Aquatic Health Code (MAHC) Coordinator will, in consultation with the Steering Committee (SC), orchestrate MAHC activities to optimize productivity and timely completion of code modules as well as MAHC revision and improvement.

MAHC Coordinator reporting and duties will include:

- 1) Reporting line: The MAHC Coordinator will report directly to CDC.
- 2) Connections:
 - Work directly for CDC to expedite MAHC process
 - Work in close consultation with MAHC Director
 - Consultant to SC
 - Work in concert with the MAHC Assistant-to-the-Director to coordinate and optimize achievement of goals
 - Support all Technical Committee (TC) activities
- 3) Tasks:
 - Meetings and travel
 - Attend SC conference calls
 - Attend select TC conference calls as needed
 - Attend all CDC/MAHC Director (CD) conference calls or in-person meetings
 - Attend CDC meetings
 - Attend SC in-person meetings (tentatively planned before the annual NEHA and World Aquatic Health Conferences)
 - Travel as needed for the MAHC process
 - Cross-cutting activities
 - Provide routine guidance to the MAHC process with SC input
 - Provide stimulus for SC and TC committees to meet deadlines
 - Assist with MAHC Strawman creation, updating, and format resolution
 - Work to ensure uniform writing style, plain language, and formatting in deliverables from TCs and in assembled MAHC
 - Assist with creation of cross-cutting MAHC glossary
 - Become familiar with the Food Code for use as a model for the MAHC process (e.g., model updating process after the Conference for Food Protection)
 - Identify working components or adapt where needed to optimize the MAHC process
 - Become familiar with the Vessel Sanitation Program Operations Manual for use as a model for the MAHC numbering format and organization
 - Steering Committee

- Work with the SC to provide input, advice, and updates on the MAHC process
- Work with each SC liaison and TC chairperson to provide needed information and input to minimize their work burden
- Technical Committee
 - Develop scope of work for each TC for SC review
 - Work to ensure broad and complete coverage of needed MAHC elements
 - Work to minimize duplication of activities
 - Provide signposts where cross-TC work will be needed
 - Expedite formation of new TCs and facilitate getting them up-and-running
 - Help recruit TC Chairs
 - Prepare and conduct routine briefings for new Chairpersons to orient them to the MAHC process
 - Work with TC Chairs as needed to:
 - Recruit members
 - Schedule calls
 - Train members in accessing and using the MAHC communication forum
 - Serve as a resource on calls, particularly in early TC activities
 - Set product timelines and deadlines
 - Provide stimulus for making deadlines
 - Provide necessary research and background documents
 - Assist with writing updates for SC liaison
 - Ensure communication on specific activities between TCs to minimize overlap and ensure cross-talk
 - CD meetings
 - Work to provide input, advice, and updates on MAHC process
 - Communication
 - Develop/find and implement optimal communication network for all committees
 - Populate communication forum with all necessary documents
 - Serve as clearinghouse for information on all TCs
 - Ensure communication on specific activities between TCs to minimize overlap and ensure cross-talk
 - Develop needed materials for MAHC website posting and ensure timely information dissemination

Scheduled MAHC Coordinator Activities

- 1) Steering committee Meetings (e.g., 2nd Wednesday of month from 2:30-4pm)
- 2) CD meeting (e.g., 1st and 3rd Tuesday of month, 2:30-4pm)
- 3) TC calls as scheduled
- 4) NEHA and World Aquatic Health Conference SC meetings