

# Committee Management



## What is the purpose?

The Committee Management module assists grantor agency staff in managing the operations of advisory committees according to the requirements of the Federal Advisory Committee Act (FACA).

The Committee Management module manages information associated with establishing, amending, re-chartering, and termination of review committees and subcommittees and the nomination and appointment of members to these committees and subcommittees. The module also is used to maintain information associated with committee meetings and meeting attendees.

## What are the features of Committee Management?

- The Committee Management module captures information on advisory meetings such as dates, start times, and meeting location.
- Using the module, the review administrator and agency staff can determine a nominee's availability/eligibility for serving on the committee or attending a specific meeting, add people to the committee's meeting roster, process nominations/appointments to the committee, track conflicts of interest, capture costs associated with a specific meeting, and generate meeting rosters and other reports.

## What are the benefits?

- Captures specific data elements of existing committees and tracks each committee/subcommittee affiliations.
- Provides information on the status of existing nominees or currently serving members by committee or subcommittee.
- Performs an agency wide query within the IMPAC II database to determine a person's availability to serve on an advisory committee. Users can view information on an individual's previous and/or current advisory committee service.
- Tracks the process that clears financial interest documents and Conflict Of Interest (COI) waivers for committee nominees/members and meeting attendees for Special Government Employees.
- Assists with preparation of documents required for the nomination slate package that is submitted to the organizational approving officers.
- Creates meetings records, rosters, and captures agenda details used for combining subcommittee meetings with parent meetings.
- Facilitates the generation of required Federal Register Notices.

## Who can use the CM module?

Committee Management staff at grantor agencies.