

## **Role of the MTAC Leadership Committee Members (1/7/10)**

### **Background**

Industry Leadership Committee members are elected by the MTAC mailing industry representatives. Four of the industry Leadership Committee members represent mail classes: First-Class Mail, Standard Mail, Periodicals and Package Services. A fifth industry Leadership Committee member is referred to as the “At Large” representative. An additional five members are elected to represent the five permanent Focus Areas. The Executive Committee may also create temporary transitional Focus Areas with either fixed or indeterminate time spans. The Executive Committee appoints the foursome members for transitional Focus Areas. The five Leadership Committee members who represent the mail classes (including At Large) are assigned by the Industry Chair to one of the Focus Areas so that there is a two person industry team for each Focus Area. The Postal Service Co-Chair appoints two postal officials for each Focus Area thus creating a Leadership Committee foursome for each Focus Area. The foursomes therefore become the key element in the success of the work group concept.

### **Work Group Formation**

The Focus Area Foursomes approve all work groups within their Focus Area. The responsibilities of the Industry Leadership Committee members of the foursome include:

1. Confirm that the proposed work group falls within the MTAC Purpose Statement.
2. Determine that the proposed work group falls within their area of focus (may refer to another Focus Area if appropriate).
3. Confirm that the proposed work group meets the approval criteria in the Work Group Guidelines.
4. Work with the issue originator to refine the Issue Statement if necessary.
5. Approve the Work Group and send the Issue Statement to the MTAC Program Manager for circulation to the full Leadership Committee.
6. Appoint the Industry Work Group Leader.
7. Review Work Group Guidelines with Industry Work Group Leader.
8. Review list of work group participants to insure that all affected industry segments are represented. Send list to MTAC Program Manager for Executive Committee approval.
9. Establish a timeline and meeting schedule with Work Group Leader to insure that the work group will complete their objectives within stated timeframe.

### **Work Group Progress**

Industry Leadership Committee members have supervisory responsibility to insure that their workgroups are making satisfactory progress to achieve their goals within the stated timeframe. They are responsible to determine that meetings/teleconferences are happening, that a scribe from the work group is assigned to take minutes which accurately reflect the discussions and the conclusions reached and that minutes are posted by the Work Group Leader or scribe in the MTAC Issue Tracking System (MITS). Particular attention should be given to the progress of work groups in the interim between quarterly MTAC “week” meetings. The Industry Leadership Committee members should be aware of and prepared to assist in the resolution of unusual obstacles or conflicts.

### **Work Group Completion**

A final report and a resolution statement are required to confirm a work group has completed its task. The final report and the resolution statement are provided by the work group leaders and sanctioned by the Leadership focus area sponsors. The final report provides detailed findings, implications, and next steps and is important to enable MTAC members to maximize benefit for the industry.

### **Leadership Committee Meetings**

For the “Pulse of the Industry” section, the five product class members should be prepared to comment on issues, trends and developments relating to the mail class they represent. Those representing a Focus Area should be prepared to comment on issues within their Focus Area. Members should establish a routine to gather information from those MTAC organizations that represent their areas of responsibility. In the reports section of the meeting, they should jointly discuss new work groups and those with which they have concerns or which are not on track.

### **Resolution Issue Tracking System (RITS) Recommendation Status**

Prior to the Leadership Committee Meetings, the USPS and Industry “Foursome” leaders will meet to review any RITS recommendations that are currently open for their respective focus areas. Any recommendation that has not been updated within 30 days prior to the response date will be inquired into a current status and presented at the Leadership Meeting.

In the event that a RITS recommendation needs to be transferred to another Focus Area, the current Focus Area Leader will contact the new Focus Area Leader and present the recommended transfer at the next MTAC Leadership Meeting.

### **General Membership Meetings**

Leadership Committee members should assist the MTAC Co-Chairs in the preparation of the General Session agenda by suggesting agenda topics and by providing recommendations on the amount of time their active work groups need on the agenda. They should assist new Work Group Leaders in the preparation of their reports.