

Model Aquatic Health Code (MAHC) Technical Committee

Technical Committee Chairperson Duties

The Technical Committee chairperson will:

Select the members of the technical committee with approval from the steering committee and organize the Committee

- The technical committee Chair, in consultation with the Steering Committee Liaison or the MAHC Coordinator, will prepare a list of proposed Technical Committee members who have indicated they are willing to serve if selected and approved by the Steering Committee.
- The technical committee will have a minimum of six and a maximum of fifteen members.
- The Technical Committee will be comprised of members representing various disciplines, namely regulators, designers, operators, suppliers, consumers, and academia.
- The Chairperson will strive for broad geographic distribution across the United States when selecting technical committee members.
- The Technical Committee Chair will present the list of proposed Technical Committee members to the MAHC Director, Steering Committee Liaison or MAHC Coordinator. That list will be submitted to the sc for a majority vote.
- After Steering Committee approval, the Technical Committee Chair or the MAHC Coordinator, shall notify each approved Technical Committee member of their selection, pending their completion and submission of the nomination packet (http://www.dev.cdc.gov/healthyswimming/MAHC/pdf/MAHC_Tech_Comm_Nomination.pdf)

Develop an organizational framework for the Technical Committee

- The Technical Committee Chair shall also nominate a proposed Vice-Chair for the Steering Committee's approval.
- The Technical Committee Chair, in consultation with the Steering Committee Liaison and the MAHC Coordinator, shall establish a scope of work, a work plan, and a timeline as soon as possible after committee selection.

Train Committee Members

- The Technical Committee Chair will receive assistance for training and organization from the MAHC Coordinator for:
 - Compiling a list of potential Technical Committee members.
 - Establishing Communication Forum access rights and training.
 - Providing conference call logistics, including call-in numbers and codes. The MAHC Coordinator will sit in on Technical Committee conference calls when possible.
 - Providing other administrative services for the Technical Committee Chair as needed to facilitate progress.

Coordinate and conduct regular conference calls

- Conduct conference calls on a suggested weekly or biweekly basis.
- Keep members on task and discussions productive, ensure all points of view are considered and all members are given equal opportunity to participate.
- Strive for consensus, where this is not possible, select the most science-based and defensible option.
- Recognize that although there may be additional research needed in some cases, this should not halt committee activities. In these cases, proceed with the most defensible science-based and defensible option possible.

Assure that the proposed MAHC content meets the assessment criteria and future needs are cataloged

- Is the topic a public health concern?
- Why should this topic be included in the MAHC
- What is the public health goal for this topic?
- Should this topic be included in the main body of the MAHC or as an annex?
- Determine research needs arising from the committee's discussions and send these topics forward to the MAHC Coordinator using the guidelines and format developed by the MAHC Coordinator.

Ensure MAHC language is drafted following model format and using a phased approach

- Phase 1: Evaluate all topic areas under the purview of the technical committee using grading system* and develop best practices for each topic.
- Phase 2: Conduct advanced review of topic areas, and further evaluation as necessary.

Reporting

- Provide regular progress reports to the MAHC Steering Committee.
- Prepare 1-page summary for each conference call to be posted on the MAHC website.
- Prepare 1-page summary for each conference call to be posted

Submit draft MAHC modules

- Fulfill criteria above and use the MAHC Module Submission Coversheet

MAHC Grading System:

- A. Practice supported by science/research/data.
- B. Generally accepted practice not supported by science/research/data.
- C. No generally accepted practice; proposed language not yet supported by science/research/data.