NTAC Chair Job Description

NTAC Chair and Vice Chair Job Descriptions

Primary Responsibilities of the NTAC Chair are:

1. Lead monthly calls of the NTAC
2. Prepare monthly call and biannual meeting agendas
3. Seek out volunteers for Working Group Chairs and volunteers for other short projects
4. Work with Working Group Chairs to ensure all working group charters are created and approved by NTAC
5. Work with Working Group Chairs to ensure Working Group needs are being met
6. Work with NTAC flywheel to coordinate activities and create documents, etc.
7. Work with Internet2 Area Directors to ensure that Internet2's requests and needs are coordinated with NTAC
8. Must be willing to commit up to 10 hours a month (occasionally more) to carry out NTAC chair duties and responsibilities
9. Must be willing to travel to Internet2 Member Meetings
10. Other responsibilities in relation to Advisory Councils are to be determined

Primary Responsibilities of the NTAC Vice Chair are:

1. In the absence of the NTAC Chair, lead monthly calls of the NTAC
2. Other duties as assigned by the NTAC Chair

Modified: 1/15/09 (Cort Buffington, Michael Lambert, John Moore, Paul Schopis)

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