

Terms of Reference
For
Working Groups
of the
Lake Michigan Technical Committee

Name: Working Groups

Membership:

Chair: The working group will appoint a Chair from the group, if a Chair is not appointed for any reason; the Lake Michigan Technical Committee (LMTC) Chair will appoint a Chair from one of the participating governmental agency or resource entities.

Members: An unspecified number of governmental agency personnel or resource persons may participate. The Working Group Chair, in consultation with the LMTC, will establish the size and composition of the Working Group recognizing, however, that all governmental agencies represented on LMTC may have at least one representative on the Working Group.

Resource Persons: The LMTC or Working Group Chair may invite any number of individuals from governmental agencies, universities, or other organizations that have needed expertise.

Agency Commitment: The level of agency commitment will reflect the magnitude and urgency of the issue(s) to that particular agency. All LMTC member agencies are encouraged to participate, but it is recognized that some issues addressed by Working Groups may be of lower importance to some agencies.

Function and Scope: Working Groups are equivalent to standing committees and are not time-specific. Any Working Group will conduct assignments as requested by the Lake Michigan Technical Committee. The chair of any Working Group will consult with the LMTC and the LMC to establish clear work objectives, timelines, and establish a product-reporting format.

Coordination: The Working Group Chair will coordinate activities and present progress reports to the LMTC. Specific work assignments may require reports to the LMC.

Frequency of Meetings: Working Groups will meet as often as deemed necessary by the Working Group, LMTC or the LMC.

Approved by the Lake Michigan Technical Committee Chair
Brad Eggold: March 16, 2007

Approved and Adopted by the Lake Michigan Committee, March 20, 2007
Jim Dexter, Chair

