



CITAC

Cooperation on International
Traceability in Analytical Chemistry

CITAC Executive Members' Duties and Responsibilities (February 2021)

Scope

The document describes the duties and responsibilities of the CITAC Executive members. This is an annex to the CITAC Terms of Reference (ToR), which represents the reference document.

CITAC Executive membership

The CITAC Executive shall consist of:

- i. Chair
- ii. Vice-Chair
- iii. Past-Chair
- iv. Executive Secretary
- v. Treasurer
- vi. CITAC News Editor
- vii. CITAC Website Editor

At voting within the Executive, each of the above members, with the exception of the Chair, has one vote. The Chair has two votes.

The Executive may co-opt additional non-voting member(s) for a specific task or discussion, subject of a preliminary notification of the CITAC members.

Duties and responsibilities

Chair

The Chair shall coordinate the CITAC activity, annual CITAC Members' Meetings, nomination and election of liaison officers representing CITAC in the sister organisations. The Chair shall coordinate the periodic revision of CITAC mission, ToR, procedures and guidelines, as well as the CITAC membership.

Vice-Chair

The Vice-Chair shall substitute the Chair in case of the Chair's temporary unavailability. The Vice-Chair coordinates the annual CITAC nomination and awarding the most interesting/important papers on Metrology in Chemistry, according to the CITAC procedure. The Vice-Chair shall succeed the current Chair, when his/her term of three years is completed, for the next three years from the time of succession, at the corresponding CITAC members meeting adopted this change.

Past-Chair

The Past-Chair consults and supports the current Chair, when necessary. If for any reason the post of Vice-Chair becomes vacant, then it should be filled temporarily by the Past-Chair until a new Vice-Chair is elected.

Executive Secretary

The Executive Secretary shall organise the annual Members' Meetings and circulate the relevant information among the CITAC Members. The Executive Secretary shall provide the necessary organization/administrative support for elections of the Chair, Vice-chair, Executive Secretary, Treasurer, CITAC News Editor and CITAC Website Editor, and for the nomination of new members.

Treasurer

The Treasurer shall manage the CITAC financial matters in accordance to the ToR.

CITAC News Editor

The CITAC News Editor is responsible for the planning, preparation and publication of the annual CITAC News.

CITAC Website Editor

The CITAC Website Editor is responsible for the updating, hosting and moderating the content of the CITAC website.