

National Organic Standards Board
Policy Development Committee Recommendation
Clarification of PPM Section III – Executive Director & Secretary

Role of the Executive Director
August 14, 2009

INTRODUCTION:

The Policy Development Committee is recommending strengthening the language related to the general function of the NOSB Executive Director.

BACKGROUND:

In order to fulfill its roles and functions to its best, it is indispensable that the NOSB maintain its independence and objectivity. A critical participant in the proper operation of the Board is the Executive Director, and it is important to clarify the need to maintain and strengthen the NOSB's independence.

RECOMMENDATION:

The recommended new text is presented in red, underlined, font in the next pages under the subheading "**ROLE OF THE EXECUTIVE DIRECTOR**". The first four pages of the PPM, section III, are presented for illustration purposes.

COMMITTEE VOTE:

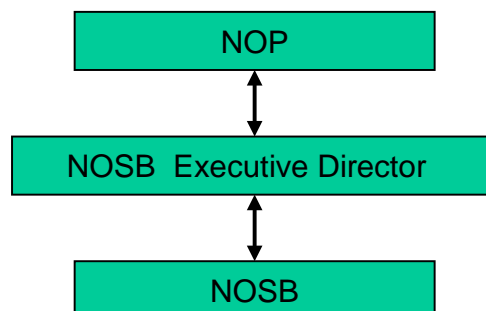
Moved: B. Flamm Second: R. Delgado
Yes- 4 No- 0 Absent- 0

SECTION III

This section focuses on the responsibilities of the NOSB officers, as well as providing the procedures for electing officers, components of the Executive Committee and conducting meetings.

ROLE OF THE EXECUTIVE DIRECTOR

The Executive Director (ED) of the NOSB is the operational liaison to the National Organic Program. The ED is an employee of the U.S. Department of Agriculture and works with the NOP on behalf of the Board on a standing basis.



The most important function of the ED is to facilitate the operation of the Board, while helping to maintain and strengthen its independence. Other specific functions of the ED are:

- Assist in the implementation of policies, goals, objectives, strategic plans, committee work plans, and recommendations set by the NOSB and NOP.
- Draft initial NOSB meeting agendas with NOSB Chair based on committee work plans for NOSB and NOP discussion, then finalizes agenda.
- Coordinate Board and committee meetings, and manage information reporting and communications between Board and NOP.
- Arrange, facilitate, and record the minimum number of NOSB Committee conference calls necessary to achieve the most efficient workings of the Board. Minutes are distributed to committees for confirmation they are accurate. Final minutes are timely distributed to Board committees.
- Provide training and information to NOSB and task forces on compliance with all pertinent Acts and regulations (e.g., FACA, OFPA, NOP), including their role in advising the Secretary.
- Establishes and monitors Board adherence to timelines which ensure NOP has sufficient time to publish related Federal Register notices and Board/Committee recommendations that meet deadlines for public comment.
- Manage Board calendar and tracking databases in a manner that facilitates clarity of activities to the Board and the NOP.
- Work as liaison with NOP staff, TAP & technical review contractors and other government agencies (e.g., EPA, FDA, AAFCO).
- Ensure Board members have all materials and information necessary to provide informed, structured and timely recommendations to the NOP for proposed amendments and guidances to NOP regulation 7 CFR 205. This includes the provision of petitions, TAP and technical reviews, and historic discussions of substances proposed for inclusion on the National List, as well historic discussions and recommendations regarding issues.
- Coordinate the recording and maintenance of records of all Board and committee meetings. This includes maintaining all board archives and records in a manner that provides for easy access to all public information in cooperation with the Board Secretary.
- Prepare and clear Federal Register Meeting Notice and News Release, ensuring publication 45 days prior to meeting.
- Ensure proposed additions to the National List, or other recommendations, are posted on the NOSB website for 45 days prior to an NOSB meeting to allow for public comment.
- Provide accurate, clear pre-meeting information to public regarding questions on recommendations.
- Ensure NOSB members have timely access to public comments.

- Schedule public comment according to issues, and accommodates commenters' travel schedules, where possible.
- Ensure that Board members and NOP staff at NOSB meetings have access to relevant documents related to petitions, materials due to sunset, technical reviews, etc. The format could be electronic (CD version) or hard copy.
- Track recommendations, changes, and votes during meeting to ensure accurate meeting transcripts.
- Assist the NOSB Officers as needed, including scheduling and participating in Officer calls, and assisting the Secretary during Board meetings in managing public comments, summary of minutes, committee votes, election of officers, Board meeting breaks. Also stays apprised and assist as needed in committee meetings scheduled before, during and after Board meetings.

NOSB Secretary Duties
July 19, 2009

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OFFICER RESPONSIBILITIES

Three principal officers – Chair, Vice Chair and Secretary – guide the Board.

Secretary

The Secretary will work with the NOP Executive Director (ED) to assist in maintaining the integrity of all legal and governing documents of the Board. It is the Secretary's responsibility to help the ED:

- Make sure official NOSB transcripts are posted for the public;
- Record all committee votes at NOSB meetings and circulate to the NOSB for approval;
- Review all additions to the Federal Register to report any discrepancies between Board recommendations and those published in the Federal Register;
- Transfer custody of the Board's vote records to the Secretary's successor, and
- Assist with the annual election of NOSB officers.

The Secretary may delegate tasks to others, but retains responsibility for the official record.

Moved: B. James Second: B. Flamm

Yes – 4, No - 0 Absent – 0