

Membership Balance Plan – Discretionary Advisory Committees

Chapter III - Illustration 9

Key to text: Black text is standard text that should be followed. Red identifies text that is unique, for example IC name, expertise, or costs for this individual committee. Blue provides some explanations and reasons why certain paragraphs contains specific information.

**FEDERAL ADVISORY COMMITTEE
MEMBERSHIP BALANCE PLAN**

1. **NAME**

[Insert committee name]

2. **AUTHORITY**

[Insert charter authority to establish committee. This information is from the Authority Section of the Charter.]

3. **MISSION/FUNCTION**

[Information from Objective/Scope and/or Duties that describe what the committee will do or continues to perform.]

4. **POINTS OF VIEW**

[Describe the members and the types of expertise the committee includes. Also, who the appointing official is and how often new members are appointed to the committee.]

5. **OTHER BALANCE FACTORS**

Close attention is given to equitable geographic distribution and to ethnic and gender representation so long as the effectiveness of the Board is not impaired. Appointments shall be made without discrimination on the basis of age, ethnicity, gender, sexual orientation, disability, cultural, religious, or socioeconomic status.

This is standard language.

6. **CANDIDATE IDENTIFICATION PROCESS**

The nomination and selection of members is a major professional responsibility of each advisory committee's manager. The selection process involves long-range planning and obtaining

suggestions and information from many different sources. NIH draws upon numerous resources to select suitable nominees for membership, such as:

- a) personal knowledge of the relevant disciplines and issues and the individuals who are recognized experts in these areas;
- b) review of NIH applicant and grantee files as well as curriculum vitae and publications of investigators;
- c) review of major scientific journals and other relevant publications;
- d) attendance at relevant professional meetings, which can provide information on new and emerging issues and contact with experts in the areas; such knowledge can inform the identification of potential new issues/topics and members for the Committee;
- e) observance of investigators who serve as ad hoc consultants or temporary members at regular scientific and technical peer review committee meetings and participants on project site visit teams; or those who have provided written collateral opinions on request;
- f) solicitation of names of outstanding individuals from former and current committee members and other leaders in the field;
- g) consultation with scientific and professional staff of the various NIH Institutes and Centers as well as the Office of the NIH Director;
- h) observation of applications reviewed by other agencies, especially those having review panels in related disciplines; and
- i) self-nomination from qualified individuals.

The above are options for your IC to consider whether to use.

[Insert any unique procedures or processes used to identify members.]

7. **SUBCOMMITTEE BALANCE**

The process that will be used to determine advisory committee member balance for the parent committee will be used for any subcommittees that may be created.

Standard language.

8. **OTHER**

No additional information.

Standard language.

9. **DATE PREPARED/UPDATE**

[Date prepared or updated. Note: Date does not have to match date on charter.]