

Committee Composition

The Education & Training Committee (E&TC) consists of members who represent the following areas of the IR-4 Project (minimum number of representatives listed in parentheses):

- Headquarters (HQ) Management or Study Director, Chair (1)
- Regional Field Coordinators (1)
- Regional Laboratory Coordinators (1)
- Quality Assurance Unit (1)
- Study Directors (1)
- HQ Management (1, if the chair is an HQ study director)
- Project Management Committee (1)
- Field Research Directors (5, one each from the four state regions and one from USDA/ARS)
- At large members: Maximum of 3, to be filled by representatives who have an interest in serving on the E&TC, in the event that there is already a representative for that particular component or the IR-4 Project component is not represented

When selecting committee members, the following criteria are to be considered:

- a) Distribution of members:
 - i) Geographic representation of IR-4
 - ii) Time with IR-4
 - iii) Job responsibilities
- b) An interest in training – willingness to participate in E&TC meetings and in planning and presenting training programs.
- c) Experience as educators.

The size of the E&TC ranges from 11 to 15 people, consisting of one representative per component as listed above and a maximum of three at-large members. If the chair is a member of HQ management, it is unlikely that an additional member of HQ management will be on the committee.

Membership and Committee Rotation

Members who volunteer to be on the E&TC are approved by the IR-4 [Project Management Committee](#) (PMC). Members volunteer for a three-year term and may volunteer for more than one term. With each rotation, a maximum of half of the E&TC members may volunteer to rotate off the committee. If more than half of the E&TC members volunteer to leave at a given time, a minimum of one-half of the membership will be requested to remain on the E&TC for another three years in order to provide continuity and an experience for planning the next NEC. Rotation of E&TC members will ideally occur in the nine months after an NEC. Rotation is not suggested in the year preceding an NEC.

It is essential that E&TC members be committed to the objectives of the committee and willing to dedicate the time to serve. When there is a representative who is not participating, the E&TC chair or HQ management representative will contact the individual, and ascertain whether the individual wants to remain on the committee. If the individual no longer wishes to serve, efforts will be made to find a volunteer to replace the representative.

It is hoped that there will be a willing volunteer to cover each of the IR-4 components listed above. However, if that isn't the case, then the E&TC will see that input is received from that particular component, as it is vital to have willing, motivated people on the E&TC. No one should be appointed just to fill a slot.