

## ITRC Board of Advisors – Roles & Responsibilities

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The [ITRC Board of Advisors \(Board\)](#) is composed of eight voting positions (seven state employees and one tribal or public stakeholder), as well as nonvoting positions filled by Industry/Private Sector and Federal Liaisons. The Board is responsible for ITRC leadership, management, and strategic direction. Members of the ITRC Board of Advisors must be ITRC members and help support specific program areas for ITRC including technical teams, state engagement, public/tribal/emeritus stakeholders, academics, Industry Affiliates Program, and training.

Other responsibilities of the Board of Advisors include approving the annual budget and providing fiduciary support to ITRC; reviewing and evaluating new team proposals; identifying and recruiting future BOA members – including the ITRC Director; and cultivating partnerships with various organizations. Members of the Board are expected to implement the ITRC [Strategic Plan](#) and promote ITRC and its various products, trainings, and events. All Board members are expected to prepare for and attend the monthly board meetings.

*The time commitment of each position varies based on the responsibilities and commitment of the individual serving in the position. Board positions are three-year terms, with an optional second term (with the exception of the Co-Chair). For more information about the Board, please review the [ITRC Governance Document](#).*

### Voting Board Members

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#### Co-Chairs (2 positions)

Two state agency employees, elected by the general ITRC membership, are responsible for ITRC leadership, management, and strategic direction. The Co-Chairs preside over the ITRC Board of Advisors meetings. Other responsibilities include appointing new voting members of the Board in consultation with the voting Board and after solicitation for volunteers from the ITRC membership.

#### Team Leader Liaison

A state agency employee responsible for overseeing and coordinating the work of ITRC Technical Teams by ensuring their activities align with ITRC priorities and strategic direction, ensuring the Teams' products are within ITRC's guidelines, and ensuring regulatory issues are identified and addressed. Other responsibilities include organizing and ensuring communication and information exchange among the Team Leaders, Technical Teams, and the Board.

#### State Engagement Coordinator

A state agency employee responsible for the overall coordination and management of the State Engagement Program (SEP) and the State Point of Contact (POCs) Network. This includes sharing all ITRC products with the SEP for external review, as well as seeking input on environmental priorities. The State Engagement Coordinator also supports the training and onboarding of new POCs, as well as ensuring communication and information exchange between POCs and the Board.

### Training Program Coordinator

A state agency employee responsible for the overall coordination of ITRC's Training Program, ensuring that Technical Team training activities align with ITRC priorities and strategic direction, reviewing and verifying the quality of ITRC training products and ensuring that the products identify and address regulatory issues, while providing informational exchange between the Training Program and the Board.

### Cross-Media Outreach Liaison

A state agency employee responsible for broadening ITRC's contacts and membership beyond strictly remedial backgrounds. The Outreach Liaison works closely with ITRC technical teams that are focusing on environmental issues in air and water, ensuring membership needs are met to focus on these topics. Other responsibilities include assisting with project proposal selection, membership issues and concerns, team document and training reviews, implementing the ITRC Strategic Plan, and communication with the ITRC Director.

### Special Projects Coordinator

A state agency employee responsible for leading special projects at the ITRC Board's request. Other responsibilities include leading the document update process and acting as the board liaison for Academic and Emeritus team members.

### Public & Tribal Stakeholder Representative

A public stakeholder or tribal member that works to ensure the viewpoints of public and tribal stakeholders affected by environmental issues are represented and adequately communicated to the Board of Advisors. Other responsibilities include identifying and supporting public and tribal stakeholders and their involvement with ITRC technical teams, reviewing ITRC products for stakeholder consideration, and ensuring communication and information exchange between stakeholders and the Board.

### Non-Voting Board Members

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#### ITRC Director

The ITRC Director is a nonvoting position responsible for conducting and coordinating all day-to-day activities of ITRC, ensuring ITRC's overall objectives are being achieved and the work plan is being implemented. The ITRC Director manages all ITRC support staff and is the primary liaison between ITRC and state governments, state and federal agencies, public organizations, and industry.

Other responsibilities of the ITRC Director include: providing support for the full ITRC Board of Advisors; implementing all strategic decisions and technical programs; developing, negotiating, and managing all contracts supporting ITRC mission; preparing proposals and grants for funding; developing budgets and reports for ITRC funding agencies and organizations; soliciting new and diverse funding sources; conducting outreach; and providing updates to state, federal, industry, private-sector, public and tribal stakeholder partners, and partner organizations.

## Industry Affiliates Program Liaisons

The Industry Affiliates Program (IAP) Liaisons are non-voting ITRC board members that work to build and manage involvement of private sector organizations. These liaisons must be a part of ITRC's Industry Affiliate Program (IAP) and are responsible for managing the ITRC Industry Affiliates (IAP) Program and membership sector. Other responsibilities include representing the viewpoint of the IAP membership on the Board, providing input based on industry and private-sector interests, and ensuring communication and information exchange between the IAP membership and the ITRC Board. The IAP Liaisons are selected by the IAP membership through a voting process.

## Federal Liaisons

ITRC's Federal Liaisons are non-voting board members that represent ITRC's primary federal funding entities and co-sponsors, including, but not limited to, Department of Energy, Department of Defense, along with the Army Corps of Engineers, and Environmental Protection Agency. The Federal Liaisons provide their organizations' input on priorities for ITRC to consider within Technical Team development and activities and other programs within ITRC. Other responsibilities include helping to identify and promote participation of subject matter experts in ITRC teams; serving as team members on ITRC Technical Teams; and coordinating the external review of ITRC draft documents within respective organization/agency.