

## **Role of the MTAC Leadership Committee Members**

### **Background**

Industry Leadership Committee members are elected by the MTAC mailing industry representatives. Four of the industry Leadership Committee members represent mail classes: First-Class Mail, Marketing Mail, Periodicals and Package Services. An additional four members are elected to represent the four permanent Focus Areas. The Executive Committee may also create temporary transitional Focus Areas with either fixed or indeterminate time spans. The Executive Committee appoints the foursome members for transitional Focus Areas. The four Leadership Committee members who represent the mail classes are assigned by the Industry Chair to one of the Focus Areas so that there is a two person industry team for each Focus Area. The Postal Service Co- Chair appoints two postal officials for each Focus Area thus creating a Leadership Committee foursome for each Focus Area. The foursomes therefore become the key element in the success of the work group concept.

### **Work Group Formation**

The Focus Area Foursomes approve all work groups within their Focus Area. The responsibilities of the Industry Leadership Committee members of the foursome include:

1. Confirm that the proposed work group falls within the MTAC Purpose Statement.
2. Determine that the proposed work group falls within their area of focus (may refer to another Focus Area if appropriate).
3. Confirm that the proposed work group meets the approval criteria in the Work Group Guidelines.
4. Work with the issue originator to refine the Issue Statement if necessary.
5. Approve the Work Group and send the Issue Statement to the MTAC mailbox for circulation to the full Leadership Committee.
6. Appoint the Industry Work Group Leader.
7. Review Work Group Guidelines with Industry Work Group Leader.
8. Review list of work group participants to insure that all affected industry segments are represented. Send list to MTAC mailbox for Executive Committee approval.
9. Establish a timeline and meeting schedule with Work Group Leader to insure that the work group will complete their objectives within stated timeframe.

### **Work Group Progress**

Industry Leadership Committee members have supervisory responsibility to insure that their workgroups are making satisfactory progress to achieve their goals within the stated timeframe. They are responsible to determine that meetings/teleconferences are happening, that a scribe from the work group is assigned to take minutes which accurately reflect the discussions and the conclusions reached and that minutes are posted by the Postal Work Group Leader or postal scribe in the MTAC Issue Tracking System (MITS). Particular attention should be given to the progress of work groups in the interim between quarterly MTAC "week" meetings. The Industry Leadership Committee members should be aware of and prepared to assist in the resolution of unusual obstacles or conflicts.

### **Work Group Completion**

A final report and a resolution statement are required to confirm a work group has completed its task. The final report and the resolution statement are provided by the work group leaders and sanctioned by the Leadership focus area sponsors. The final report provides detailed findings, implications, and recommendations which will be submitted to the Executive committee for review and approval.

### **Leadership Committee Meetings**

For the “Pulse of the Industry” section, the four product class members should be prepared to comment on issues, trends and developments relating to the mail class they represent. Those representing a Focus Area should be prepared to comment on issues within their Focus Area. Members should establish a routine to gather information from those MTAC organizations that represent their areas of responsibility. In the reports section of the meeting, they should jointly discuss new work groups and those with which they have concerns or which are not on track.

### **General Membership Meetings**

If a work group has closed and the recommendations have been approved by the MTAC Executive Committee, the work group leaders will present their recommendations and next steps at the next scheduled general MTAC meeting. They will receive certificates of appreciation for their time and commitment to the completion of the work group.