Model Aquatic Health Code (MAHC)
Steering Committee

Role of MAHC Assistant-to-the-Director

Vision: The Model Aquatic Health Code (MAHC) Assistant-to-the-Director, hereinafter referred to as “Assistant-to-the-Director” will provide organizational support to the MAHC Director in leading the effort to create the MAHC and the Steering Committee (SC) selected to oversee the MAHC effort.

Duties: Assistant-to-the-Director reporting and duties will include:
1) Reporting line: The Assistant-to-the-Director will report directly to the MAHC Director.
2) Connections:
   a. Work directly for the MAHC Director to expedite MAHC process
   b. Work in close consultation with CDC and the SC
   c. Work in concert with the MAHC Project Coordinator to coordinate and optimize achievement of goals
   d. Provide organizational support for Technical Committee (TC) formation and activities
3) Tasks:
   a. Meetings and travel
      i. Attend monthly SC conference calls
      ii. Attend all CDC/MAHC Director (CD) conference calls and in-person meetings
      iii. Attend SC in-person meetings (tentatively planned before the annual NEHA and World Aquatic Health Conferences)
      iv. Attend informal meetings with MAHC Director
   b. Cross-cutting activities
      i. Provide support for the MAHC process with SC input
      ii. Develop “Aquatic Code Compilation” - establish infrastructure for the systematic collection, synthesis, and repository of local and regional aquatic codes from across the United States; post this compilation to collaboration site as part of an accessible library of documents to support the effort for building the MAHC
      iii. Assist with MAHC Strawman creation and updates
      iv. Draft MAHC process documents and select modules/annexes e.g., MAHC Chapters 1-3
      v. Become familiar with the Food Code for use as a model for the MAHC process (e.g., model updating process after the Conference for Food Protection)
      vi. Become familiar with the Vessel Sanitation Program Operations Manual for use as a model for the MAHC numbering format and organization
   c. MAHC Director
i. Assist MAHC Director in serving as primary contact person for the MAHC Project and in response to general project inquiries and requests for information
ii. Assist MAHC Director in drafting MAHC project and guidance documents that will assist in expediting the MAHC process.
iii. Assist MAHC Director in writing MAHC documents
d. Steering Committee
   i. Coordinate conference calls and meetings, including preparation and follow-up, draft conference call/meeting minutes
   ii. Relay information and updates to SC members on behalf of the MAHC Director
e. Technical Committee
   i. Assist MAHC Director in recruiting volunteer experts from across the country
   ii. Respond to interested TC participants and maintain list of contact information of these individuals
      1. Provide list of interested members to SC liaisons and TC Chairpersons to assist in formation of TCs
   iii. Assist MAHC Project Coordinator in getting TCs up-and-running
f. CD meetings
   i. Provide updates on MAHC progress
g. Communication
   i. Assist MAHC Coordinator in updating and maintaining communication forum with all necessary documents
   ii. Assist MAHC Coordinator in development of needed materials for MAHC website posting and timely information dissemination

Scheduled Activities:
1) SC Meetings
2) CD meeting
3) National Environmental Health Association SC meeting
4) World Aquatic Health Conference SC meeting