



Purpose: This SOP describes the duties and responsibilities of Referee Committee AOSA/SCST co-chairs and regional or categorical sub chairs.

Scope: Referee chairperson duties.

References: AOSA Rules Committee – Rule Proposal Guidelines

AOSA/SCST Co-chairs:

1. General Duties

- a. AOSA/SCST Co-chairs are ex-officio members of the Rules Committee and should make an effort to participate in the AOSA Rules Committee by reviewing rule proposals and method validation studies.
- b. Co-Chairs work with other committee members to develop practical guidelines for referee testing, to ensure that studies provide useful information to the participants and the organizations. These guidelines should also consider any updates made to the guidelines for AOSA Rule Proposals and be updated accordingly to maintain consistency in method validation studies.
- c. Co-Chairs help evaluate method validation studies to be used as supporting evidence for rule proposals to ensure that the data and analysis will be sufficient before the organizer makes a rule proposal.
- d. Co-Chairs maintain a log of past referee projects, and a library of presentations (where available) to be published on the website or otherwise made available to the membership.
- e. AOSA/SCST Co-chairs organize meetings with sub chairs throughout the year to track ongoing projects, coordinate with relevant technical and statistical committee members and advise referee organizers.
- f. Work with the planning committee to establish the meeting space and technical needs of the closed meeting and Referee Presentations.

2. Duties related to the Annual Meeting

- a. Co-chairs and subchairs collect presentations prior to the Annual Meeting for review and proofing before reports are presented at the Annual Meeting at the Referee Presentations meeting.
- b. Hold a closed meeting before the Referee Presentations at the Annual Meeting. This meeting may take place virtually ahead of the Annual Meeting
 - i. The agenda for this closed meeting shall include:
 1. Review of the final list of reports.
 - a. If the presenter is not in attendance at the Annual Meeting a presenter may be assigned from the members of the committee or a participant in the referee present at the Annual Meeting.
 2. Establish the time limits for each presenter including questions and discussion about the presentation.
 3. Establish a time limit for the Buzz Session.
 4. If the meeting is being conducted in a live virtual-hybrid model a member of the committee should be assigned to participate in the virtual portion to monitor online questions and technical issues.
- c. One of the Co-chairs shall lead the Referee Presentation & Buzz Session meeting and introduce presenters and reports to be given.



Duties of regional or categorial co-chairs

1. General duties
 - a. Coordinate with regional or categorial members conducting research and projects to update the committee and board on ongoing projects.
 - b. Aid project coordinators in project design to ensure referees are conducted according to the referee project guidelines.
 - c. Encourage dialog and activity related to referees throughout the year.
2. Duties related to the Annual Meeting
 - a. Help review reports to be presented.
 - b. Attend the closed Referee Committee meeting.
 - c. Take notes for their region or category at the Buzz Session after the presentation and take attendance, or appoint another member of the region to take notes.
 - d. Provide a list of project topics to the committee to be posted on the website.

Changelog

Changes Made	Date
New	
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Approved:	
Signature:	Date: Click or tap to enter a date.