

Program Management Committee

Terms of Reference

The Chairman of the Program Management Committee (PMC) shall be appointed by the RTCA President, following the annual membership meeting, for a one-year term.

Program Management Committee members, with the exception of the RTCA President, are volunteers, are appointed by the RTCA President and serve with the concurrence of their parent organization. The size of the PMC will be set by the RTCA President.

Selection of PMC members is managed in such a way as to assure an appropriate balance of government and industry perspectives and coverage for all disciplines expected to be addressed by Special Committees. The criterion for selecting a PMC member includes his/her ability to provide the requisite executive management and support of Special Committee activities.

Program Management Committee Terms of Service

Program Management Committee appointments will normally be effective on September 1st. The term of a PMC appointment is normally three years with terms selected such that an appropriate number of the individual members rotate off the Committee each year.

PMC members can be removed by the RTCA President at the request of their parent organization or for cause, e.g., recurring inability to participate in PMC meetings or to meet PMC membership responsibilities.

Program Management Committee Responsibilities

The PMC will:

- a. Provide executive management of all Special Committees and related Ad Hoc Groups. As such, the PMC will provide Special Committee tasking, appoint the Special Committee Chairman, suggest milestones that can be used for management purposes, approve appropriate changes in Special Committee/Ad Hoc tasking or milestones and take appropriate action – approve or request additional specific effort – regarding Special Committee/Ad Hoc Group recommendations. A description of the executive management process, along with updated guidelines for Special Committee Chairmen and a description and expected content of each RTCA Special Committee/Ad Hoc Group product, will be provided to each Special Committee/Ad Hoc Group Chairman and Committee members prior to initiating a new effort and whenever requested by a Special Committee/Ad Hoc Group member.
- b. Provide ongoing peer review of the Committee/Group activity to assure the work is properly focused, is responsive to the PMC tasking, is operationally and technically sound and conforms to RTCA quality standards.
- c. Provide the mechanism for resolving issues that cannot be satisfactorily addressed within a Special Committee, and when needed, assuring that minority views are

published along with consensus recommendations.