IAB Chair Duties (MAST Center)

At the Industrial Advisory Board Meetings:

- IAB members elect a chair and vice-chair at the Fall Industrial Advisory Board (IAB) Meeting. They serve a leadership role for one year starting with the Spring IAB Meeting and ending with the Fall IAB Meeting and minutes submission. The vice-chair becomes chair after the current chair completes their term following the Fall IAB Meeting and minutes submission.

- The Chairman will work with the Center Coordinator and Co-Directors to develop the Business Meeting Agenda for the IAB Meeting.

- During the IAB Meeting, the IAB Chairman will chair the business meeting and provide minutes to the other Board members and MAST Center team in a timely fashion (within a maximum time period of 45 days).

- During the IAB Meeting, the IAB Chairman will lead the general feedback session after the research project presentations and provide the group comments to the Center Coordinator for reproduction and distribution to the researchers.

During the Research Project Selection Process:

- The selection process starts when the Center Coordinator sends out a request for research topics from the IAB members.

- IAB members respond to the Center Office with topics and a description of the research for which they would like to have a proposal submitted.

- The Center Coordinator sends these research topics to the various departments in participating universities and to outside schools for research proposals. These proposals are limited to 4 pages.

- All proposals submitted are sent to the IAB members for review and evaluation.

- The Chairman collates the proposal voting results and provides a list of the chosen proposals to the Center office.

- The Chairman will coordinate the IAB proposal feedback process and forward the feedback sheets to the Center office for distribution to the PI’s.

- At the Fall Industrial Advisory Board Meeting, the Chairman will lead the confidential final research project selection session, conduct the voting on the projects to be selected for support, and notify the Center team of the new research projects selected.

- The selected proposals will become research projects with a start date of the following January and a time period of three years.
Optional Additional Responsibilities of the Chairperson:

- Meet with the directors or evaluator to assess Center needs
- Meet with the IAB to assess Sponsor needs
- Serve as a sounding board and support for the Directors and IAB
- Review questionnaire results
- Along with the IAB, help recruit new sponsors
- In general, assist the Director in increasing the Center’s strength