

## **DUTIES AND RESPONSIBILITIES OF THE REGIONAL COORDINATORS**

### **Authority**

The bylaws of the Federal Laboratory Consortium for Technology Transfer (FLC) provide the authority for Regional Coordinators (RCs) (reference Article V, Section 3 a.)).

### **Purpose**

Regional Coordinators serve as members of the Executive Board and Executive Committee, shall maintain liaison between the Executive Board and Consortium Members in their respective regions, and shall keep the Executive Board advised on regional matters and issues. They also shall serve as a point of contact and referral agent for Consortium Members within the region and for public and private sector inquiries.

### **Election**

- **Eligibility for Office**

Eligibility for election as an RC shall be limited to Laboratory Representatives and Consortium participants.

- **Frequency of Election**

RCs shall be elected every two years in conjunction with the national meeting.

In odd-numbered years, the Mid-Continent, Northeast, and Southeast regions will elect an RC.

In even-numbered years, the Far West, Mid-Atlantic, and Midwest regions will elect an RC.

- **Approval of Candidacy**

The nomination of an RC must be approved by the nominee's organization of employment.

### **Responsibility**

RCs shall:

1. Serve as members of the EB and the EC.
2. Maintain liaison between the EB and Consortium members in their respective regions, and keep the EB advised on regional matters and issues.

3. Learn the capabilities, resources, and expertise of all member facilities in the region, as well as their limitations, attitudes, workloads, etc..
4. Support and implement the goals and objectives of the FLC Strategic Plan.
5. Develop cooperative demonstration projects (funded or unfunded) that can be replicated if successful.
6. Develop a regional system for dealing with requests that are supported by the Technology Locator (TL) and the overall response system.
7. Attend annual conferences of special interest groups (e.g., State League of Cities, State Small Business Development Centers (SBDCs), and Economic Development conferences) within the region or delegate attendance to others.
8. Be familiar with and establish appropriate linkages with Industrial Extension Service Centers, Manufacturing Technology Centers, and other technology transfer-related activities within the region.
9. Identify and coordinate cooperative activities with public and/or private sector users that will include the expertise of multiple member laboratories or other sources.
10. Develop working relations with as many “user brokers” representing both the public and private sectors in the region as possible.
11. Become familiar with community and industrial programs sponsored by institutions of higher learning in the region and, if appropriate, develop linkages.
12. Encourage the development of effective Cooperative Technology Agreements (CTAs) from each member in the region.
13. Schedule and chair a minimum of two regional meetings per year, with one preferably in the region; conduct and support technology transfer seminars, workshops, etc., whenever an appropriate opportunity presents itself.
14. Collect information on a national level for distribution regionally and provide regional information for distribution nationally.
15. Provide assistance and encourage regional advisors to disseminate information through their own networks/organizations.